

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

## **MINUTES of MEETING**

**Thursday, January 29, 1998**

The meeting was called to order by Chairman Kenneth Palmer at 10:15 a.m. at the Florida Department of Law Enforcement Headquarters in Tallahassee, Florida.

### **Members Present:**

Chairman Kenneth Palmer, State Courts Administrator  
Carolyn Snurkowski, Designee for Attorney General Robert A. Butterworth  
Lawrence W. Crow, Jr., Sheriff, Polk County  
Bob Dillinger, Public Defender, Sixth Judicial Circuit  
Elaine Bryant, Designee for Secretary Calvin Ross, Department of Juvenile Justice  
Earl Kellow, Designee for Secretary Harry K. Singletary, Department of Corrections  
Sid Klein, Chief, Clearwater Police Department  
Daryl G. McLaughlin, Deputy Commissioner, Department of Law Enforcement  
Dan Zinn, Designee for Barry Krischer, State Attorney, Fifteenth Judicial Circuit  
Randy Esser, Designee for Executive Director Fred Dickinson III, Department of Highway Safety and Motor Vehicles

### **APPROVAL OF THE MINUTES OF THE DECEMBER 18, 1997 MEETING**

The Council unanimously approved the minutes.

### **OPENING REMARKS BY THE CHAIRMAN**

Mr. Palmer asked Mr. McLaughlin to provide an update on the negotiations with the Florida Sheriffs Association (FSA) regarding the possible connection of the FLASH system to the CJNet. Mr. McLaughlin said he and Dan Zinn met with FSA representatives and they have mapped out a strategy for producing an agreement that will be submitted to the Council for review. It is anticipated the proposed document will be ready for review by the end of February 1998.

Mr. Palmer expressed an intention to distribute the proposed agreement to Council members when it is ready, and have a conference call meeting to discuss it.

### **PRESENTATION OF AGENDA ITEMS**

**ITEM 1**  
**Status of the FCIC II Project**  
Ms. Brenda Owens  
Florida Department of Law Enforcement

Ms. Owens distributed copies of the copious correspondence that FDLE sent to FCIC II user agencies regarding the replacement of the message switching system for FCIC II. She reiterated that the target date for implementing the new message switch is **July 12, 1998**. The cut over to the new message switch will be a one-time system wide conversion. We will not be able to operate a dual system that allows agencies to convert one by one, as we did with installations of the workstation software. **Those agencies not ready on July 12<sup>th</sup> will not have access to FCIC II.** This is a critical issue with those agencies that act as "remote hosts" (interface agencies). Major program rewrites or replacements will be necessary for compatibility with the new message switch.

For those agencies that are directly connected to FCIC II, the conversion will be simple. Prior to July 12<sup>th</sup>, we will provide all direct connect users, with an upgraded version of the workstation software, which will be compatible with the new message switch. The new message switch will require 32 bit operating systems, and Windows 95 is recommended. A test version of the new workstation software will be distributed in May, so the agencies can begin on-line testing and familiarization.

FDLE is also planning to conduct a considerable amount of user training during the month of May.

**ITEM 2**  
**Discussion of Proposed New RAP Sheet Formats & Florida Statutes on**  
**Dissemination of Criminal History Information**

Ms. Martha Wright  
Florida Department of Law Enforcement

Ms. Wright discussed the proposed revisions of the Florida criminal history RAP sheets. It is anticipated the design of the new RAP sheets can be completed by this summer, in time for submission to the contractor that will be redesigning and replacing the Computerized Criminal History (CCH) database. FDLE has solicited comments regarding the proposed RAP sheets from its non-criminal justice users, and is now in the process of getting input from the criminal justice community.

The final implementation of the revised RAP sheet formats will occur in 2000, since the new RAP sheets are part of the CCH replacement project.

**Ms. Wright asked the Council to review and comment on the proposed RAP sheet formats by February 26, 1998, so the comments can be incorporated for further consideration by**

**additional criminal justice users, such as the regional work groups. A final version will be presented to the Council at its next meeting.**

**Mr. Palmer asked if Ms. Wright could encourage regional workgroup participation of non-law enforcement criminal justice users such as, staff from State Attorneys, parole and probation and the courts. He felt these users would have an interest in the proposed RAP sheet formats.**

Ms. Wright also explained why Public Defenders do not have access to FCIC/NCIC. The federal rules authorize only criminal justice agencies to have access to NCIC, and Public Defenders, by federal definition, are not criminal justice agencies. FCIC rules have traditionally tracked NCIC rules. The Public Defenders do have access to Florida criminal history records under Florida's public records law, and the fees have been waived. Public Defender access to NCIC criminal history data will not be possible unless the federal rules change.

Mr. Dillinger asked about the best way to approach the task of establishing on-line access to FCIC for Public Defenders. Mr. McLaughlin said FDLE is exploring different methods of making public records available through the use of modern technology, and he offered to work with the Public Defenders toward that end.

**Mr. Palmer asked that FDLE consider whether legislation should be proposed to authorize the Public Defenders on-line access to criminal history information.**

### **ITEM 3**

#### **Telecommunications Work Group**

Mr. Joey Hornsby

Florida Department of Law Enforcement

Mr. Hornsby began with an update on the Criminal Justice Network (CJNet). The plan to convert all FCIC routers to a configuration allowing CJNET access is moving along very smoothly. There are currently 516 sites converted. February 1<sup>st</sup> is the target date for completion of the conversions. There are 17 sites at Clerks of Court offices that are pending installation.

One area that has received much attention is E-mail on the CJNET. The current mail service available on the CJNET works, but further evaluation of the system is being done to determine if it can perform adequately for a population of users as large as the CJNET community. FDLE will use the responses to a recently released RFI for intranet services to make a decision on a mail service.

Another effort is underway to hire a CJNet Administrator. Multiple advertisements for applicants have not produced any qualified candidates. The selection committee is comprised of staff members from FDLE, OSCA, HS&MV and FACC. The committee is considering the use of contractor who can find an applicant with the requisite qualifications.

FDLE is also in the process of contracting with a network consultant to do a comprehensive review and analysis of the CJNet, looking at protocols, architecture, service offerings, security and any other significant issues. Mr. Palmer asked if connection of the CJNet to the Internet was one of the issues to be reviewed by the consultant. Mr. Hornsby said yes.

Mr. Palmer said the Telecommunications Work Group should be the guiding body for deciding what issues the consultants would analyze. **He also asked the work group to meet around mid February to discuss strategy for development of the Council's strategic plan.**

Mr. Hornsby again asked for the Council members to designate individuals to serve on the work group if they have not yet done so.

Mr. Hornsby reported that the Automated Training Management System (ATMS) is now on line on the CJNet, and the Mutual Aid Response System (MARS) is targeted to come on line in May.

Mr. Palmer asked about the status of the pilot project to install the CJNet in some county agencies. Mr. Hornsby said Bay and Pinellas counties have been selected as pilot sites, to be established in February. Mr. Palmer and Mr. McLaughlin both said the selection and direction of consultants for the CJNet project should be done by the work group.

**ITEM 4**  
**Integrated Criminal History Network**  
Mr. Charles Schaeffer  
Florida Department of Law Enforcement

Mr. Schaeffer reported that livescan stations are installed and on line in 23 counties. Another station is on order for Citrus County. Seven additional stations are delivered, but not yet on line in a number of larger counties. Those stations will be on line as soon as a few technical problems can be resolved.

FDLE is planning to have a mobile direct connect livescan station for six weeks in Daytona during bike week, race week and spring break to do quick "on the spot" fingerprinting.

Mr. Palmer asked who must bear the cost of the livescan stations. Mr. Schaeffer said most of the 30 stations being discussed were purchased by the state. A few stations have been purchased at the local level.

Mr. Schaeffer said FDLE is looking at a system used by the FBI for smaller agencies who cannot justify spending the \$60,000-\$100,000 for a livescan station. The system incorporates the scanning of regular rolled fingerprints from a card and subsequent electronic transmission of the prints and demographic data.

FDLE is completing arrangements with the Seminole County Sheriff's Office to lease space in a new building that will serve as our alternate-processing site, thus allowing the full implementation of the "two-site" concept originally planned for ICHN.

Mr. McLaughlin said livescan technology is the most dramatic advancement in fingerprint processing in decades, and making it work properly requires a high level of cooperation among all the participants. It is his opinion that the local agencies are going out of their way to provide that cooperation and collaboration needed to make the project a success.

**ITEM 5**  
**Statewide Tracking of Domestic Violence Cases**  
Ms. Susan Burton  
Florida Department of Law Enforcement

Ms. Burton explained that the project to study statewide tracking of domestic violence is still at the conceptual stage. The project was funded by the Governor's Task Force on Domestic and Sexual Violence with money provided by the Violence Against Women Formula Grant Program. The purpose of the project is to determine the feasibility of creating a comprehensive data collection and analysis system to track domestic violence incidences, arrests, prosecutions and case dispositions in Florida.

A work group, consisting of representatives from law enforcement, State Attorneys, Clerks of Court, Department of Corrections, Office of the State Courts Administrator, domestic violence centers, and university research programs, was formed to identify the major issues and obstacles to the development of a statewide tracking system. The group concluded that such a system was needed and feasible.

The following group recommendations have been presented to the Governor's Task Force:

1. Create and organize an entity to oversee the implementation of a statewide tracking system. The entity, referred to as the Domestic Violence Resource Center (DVRC) in this report, to be housed in FDLE and will have specific responsibilities. Legislative language was drafted and says in part, "the Domestic Violence Resource Center shall serve as a central point of access for domestic violence information held by the department and other entities. The center is created to enhance public safety by encouraging the sharing of data among the various entities addressing domestic violence and by collecting and providing comprehensive data concerning the crime of domestic violence. The center will use existing data collected by criminal justice agencies and the judicial branch in the course of routine operations, to the maximum extent possible, and solicit and encourage policy-relevant research on domestic violence issues.
2. Endorse planned FCIC revisions, which will make past injunction information available in an on-line archive.
3. Future studies are needed to investigate the possibility of capturing police report data to make this data available on a statewide basis.

4. Ensure that data about domestic violence cases, from arrest through case disposition, generated by state attorney's offices, law enforcement, clerks of court, and Office of the State Court Administrator, are included in any Statewide Tracking System.
5. Promote the preservation of current domestic violence data systems to prevent the loss of information (for example: aggregating data that was previously maintained as incident-based).
6. Conduct an in-depth statewide needs assessment to identify existing data types and data needs to be addressed by a system for Statewide Tracking of Domestic Violence Cases.
7. Whenever possible, use existing data and data systems. Do not re-enter data previously captured by another agency, to the extent possible.
8. An Implementation Plan is presented as recommendation 8 for consideration and adoption by the Task Force.

The estimated fiscal impact for the first year is \$371,651.

Ms. Bryant noted that DJJ had not been included in the work group, and asked why, since DJJ routinely works with juveniles who are involved in domestic violence cases. Ms. Burton said it appears to be an oversight, and DJJ can certainly be involved in the future. Mr. Palmer said the Department of Children and Family Services should also be included.

Mr. Palmer also asked about the status of a statutory requirement, about two years old, to create a central repository for information on domestic violence injunctions. Ms. Jean Itzin of FDLE explained that the Sheriffs enter domestic violence injunctions into the FCIC system within 24 hours of receipt, making information on both petitioners and respondents available to criminal justice personnel. Only active injunctions are now on-line. Part of the FCIC II design includes the ability to retain a history of expired injunctions in an on-line archive file so criminal justice personnel can retrieve injunction histories of individuals.

Mr. Palmer said the Council is interested in future updates on the progress of this proposed program.

**ITEM 6**  
**Policies and Standards Work Group**  
Mr. Kenneth Palmer  
Chairman

Mr. Palmer said this work group has not met since the December, 1997, Council meeting. However, they will be meeting soon to plan a strategy for 1998. They plan to make site visits to some of the more technically advanced local agencies to draw upon their expertise and experience in information policies and standards.

The work group will be closely following the progress of two groups working at the national level: the National Task Force on Court Automation and Integration and a task force working on the reconciliation of the myriad federal reporting requirements. **Mr. Palmer will have a report on those efforts at the next Council meeting.**

#### **ITEM 7**

##### **Sentencing Forms and Process Work Group**

Mr. Kenneth Palmer

Chairman

The work group concluded its site visits in December, 1997. The group reached the following conclusions:

- There is a definite need to consolidate and eliminate some of the forms used in the sentencing process.
- There is a critical need to have a current clearly understandable standardized list of all criminal statutes, with associated mandatory terms and conditions, as well as discretionary options.
- More automation of the sentencing process would reduce redundancy and errors, while improving efficiency.

Properly automating the sentencing process will require the cooperation of all participants, such as the judges, clerks, prosecutors, etc. It will also require some funding. Mr. Palmer proposed the Council explore the possibility of applying for federal funds to do a pilot study in a circuit, with the intention of designing an automated sentencing process that can be used as a model. The Council unanimously endorsed, in concept, the use of NCHIP funds to do a study in one circuit that will include a broad range of participants in the sentencing process to streamline data capture, reduce redundant forms and identify issues that must be resolved in automating the sentencing process.

#### **ITEM 8**

##### **Status of Consultant Study on the Impact of Juvenile Disposition Reporting on the Clerks of Court**

Mr. Beth Allman

Florida Association of Court Clerks and Comptrollers

Ms. Allman said there is a \$100,000 federal grant to study the impact of juvenile disposition reporting. An RFP has is being advertised and deadline for submission of proposals is February 13, 1998. Target date for completion of the study is April 2, 1998.

**Mr. Palmer asked for a status report at the next Council meeting, which is tentatively scheduled for May, 1997.**

**Mr. Palmer asked that the Juvenile Data Sharing Work Group be actively involved in what the consultants do, such as: what information they gather, where they get their information, whether they coordinate with DJJ, etc.**

Mr. McLaughlin expressed disappointment that the consultant study would not be ready in time to make a recommendation to the 1998 Legislature. There are currently over 400,000 juvenile arrests on file and very few dispositions. These missing dispositions represent a serious issue in the criminal justice community.

Mr. Palmer said he wants the consultant to determine:

- What counties, especially the large ones with sophisticated technology, could begin reporting juvenile dispositions with relatively small effort and expense.
- What it will take to get them started.
- What the time table would be.
- Costs.

Mr. Wayne Quinsey stated that two non-consortium counties, Manatee and Sarasota, have pressed forward with an effort to begin voluntarily reporting juvenile disposition data. Mr. McLaughlin said the Council should go on record as commending those counties for their efforts to report juvenile dispositions.

**ITEM 9**  
**Federal Funding Status Report**  
Mr. Wayne Quinsey  
Florida Department of Law Enforcement

Currently, there are six existing Byrne grants being used to improve the quality of the Computerized Criminal History database. FDLE has been notified by the Department of Community Affairs that additional Byrne funds will be available for 1998 in the amount of \$764,264 for the local share and \$470,984 for the state share.

There are three existing National Criminal History Improvement Program (NCHIP) grants. At a recent Search Group meeting federal officials advised that there may be a fourth year of NCHIP funds. The NCHIP funds are primarily being used to implement the statewide Criminal Justice Network (CJNet).

FDLE is also in the process of implementing the Advanced State Award Program (ASAP) grant. This grant is being used to identify possible sources of data needed to approve/disapprove gun purchases pursuant to federal and state laws.

Since it appears there will be some 4<sup>th</sup> year NCHIP funds, there may be a possibility funding a study of the sentencing process.

Mr. Palmer asked if there might be any existing grant funds available that are not already committed to ongoing priorities. Mr. Quinsey said the plan for using the 3<sup>rd</sup> year NCHIP funds is still in draft.



**ITEM 10**  
**Discussion and Approval of the CJJIS Council Report to the Legislature**  
Mr. Ken Palmer  
Chairman

The Council agreed that the steering committee (members from FDLE, DC, DJJ and the Chair) should review the final report and submit it without further review of the full Council.

**ITEM 11**  
**Discussion of the CJJIS Council 1998-2003 Strategic Plan**  
Mr. Kenneth Palmer  
Chairman

Mr. Palmer reported that the Council has not yet received final instructions from the Executive Office of the Governor for developing and submitting the strategic plan. Only a draft has been distributed. It has been impossible to write a strategic plan in the absence of instructions. **He requested that the work groups get involved in establishing the short and long-range goals of the Council, which will serve as the foundation of the Council's strategic plan.**

**Mr. Palmer said a template would be developed to assist the work groups in submission of their input to the plan.**

**Closing remarks**

Mr. Palmer said he would like for the Council members to become more active with the work groups, and he may be requesting some help from them in that area of endeavor. The scope and workload of the Council has grown to the point where more help is needed.

Meeting adjourned at 11:48 a.m.