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

MINUTES OF MEETING
Monday, July 14, 2025
Hilton Orlando
6001 Destination Parkway
Orlando, Florida 32819

Members Present:
Donald Edenfield, Sheriff, Jackson County Sheriff's Office
Edward Hudak, Jr., Chief, Coral Gables Police Department
Charles Murphy, Designee for Commissioner Mark Glass, Florida Department of Law Enforcement (FDLE)
Spencer Hathaway for R.J Larizza, State Attorney, 7th Judicial Circuit
Ryan Schenck, Designee for David A. Wyant, Chair, Florida Commission on Offender Review (COR)
Carolyn Timmann, Martin County Clerk of Circuit Court and Comptroller
Giri Vasudevan, Designee for Shevaun Harris, Florida Department of Children and Families (DCF)
Melissa Vickers for Stacy A. Scott, Public Defender, 8th Judicial Circuit
Major Amanda Meyer, Designee for Director Dave Kerner, Department of Highway Safety and Motor Vehicles (DHSMV)

Members Absent:
Charles Broadway, Chief, Kissimmee Police Department
Roosevelt Sawyer, Jr., Designee for Eric W. Maclure, Office of the State Courts Administrator (OSCA)
David James, Designee for Secretary Ricky D. Dixon, Department of Corrections (DC)
Doug Smith, Designee for Attorney General James Uthmeier

WELCOME MEMBERS and OPENING

Vice Chair Timmann called the meeting to order at 10:00 a.m.

Approval of the February 18, 2025 CJJIS Council Meeting Minutes

Vice Chair Timmann requested a motion to approve the February 18, 2025 CJJIS Council meeting minutes. Council Member Hudak moved, and Council Member Edenfield seconded the motion to approve the February 18, 2025 meeting minutes. The motion passed.

ITEM 1
CJJIS Council Strategic Plan
Government Analyst II Rachel Truxell
Florida Department of Law Enforcement

Action Item

Vice Chair Timmann recognized Government Analyst Rachel Truxell who provided a status update on the Council's Strategic Plan. Ms. Truxell explained during the February 18, 2025 CJJIS Council meeting, the Council approved revising the Council's Strategic Plan and asked Council members to provide feedback by March 31, 2025. There was no response. At the request of Chair Broadway, the deadline was extended to May 2, 2025; unfortunately, FDLE did not receive any revisions to the Council's Strategic Plan.

The following comments were made:
- Council Member Hudak suggested retooling the current plan and identify the direction the Council wishes to head; technology is changing so fast. Should the Council include strategic goals in the future and streamline our processes. What is the vision of the Council in ten years? What does the Council want to do to implement the plan?
- Council Member Giri Vasudevan agreed with Council Member Hudak's comments. From an information technology perspective, what does emerging technologies mean in the current plan? Will the Council address artificial intelligence? The interoperability of data and the sharing of data is another issue. Is the intent to utilize Application Programming Interface (API)? A major concern is how does the Council move forward.
- Council Member Hathaway shared the 7th Judicial Circuit's new case management system. During the initial phase, they faced challenges integrating data with agencies. If everyone is not on the same page, there will be a breakdown. Communication was the key to make the project successful.
- Vice Chair Timmann asked what is the deadline for the strategic plan?
  - Ms. Truxell stated June 30, 2026; however, by August 15, 2025, the Council must submit the annual Advisory Report which includes the Council's work plans for the next three fiscal years.
- Council Member Hudak recommended updating the strategic plan to change the dates and then address what the Council believes agencies should be doing. Interoperability is so important and with today's technology agency systems should be able to talk to each other.
- Council Member Giri Vasudevan stressed the importance of security with the data. Who can see the data that is transmitted.
- Council Member Hudak referenced the various associations represented on the Council and the impact to the associations to address the recommendations that may come from the strategic plan, keeping in mind the fiscal impact to all affected entities.
- Council Member Murphy mentioned from a technology standpoint, the data is available in various systems today; however, the systems are not intertwined.

- Vice Chair Timmann discussed an in-person Council meeting to address the strategic plan. Council members agreed.

Motion: Council Member Hudak moved to update the strategic plan dates to 2025-2030. Council Member Edenfield seconded the motion. The motion passed.

ITEM 2
Federal Bureau of Investigation (FBI) Audit Findings
Senior Management Analyst Supervisor (SMAS) Joshua Haddock
Florida Department of Law Enforcement
Information and Discussion

Vice Chair Timmann recognized SMAS Joshua Haddock who provided an update on the February 2025 FBI Audits. SMAS Haddock explained the FBI CJIS Division conducts audits on a triennial basis. The recent audit consisted of the following types of audits:
- Use of Force
- National Incident Based Reporting System (NIBRS)
- National Sex Offender Registry System (NSOR)
- National Crime Information Center (NCIC)
- National Instant Criminal Background Check System (NICS)
- Information Technology Systems (ITS)
- Next Generation Identification service (NGI)
- National Data Exchange system (N-Dex)

Use of Force (pilot audit)
Seventeen agencies participated and provided forty-eight incidents for review. Seventy-one data element errors were identified in thirty incidents.

National Incident Based Reporting System (NIBRS)
Forty agencies participated and provided one hundred fifty incidents for review. Sixteen errors were identified.

National Sex Offender Registry System (NSOR)
The NSOR audit a review of accuracy, completeness, timely removal, and validation of records. Eighteen of the thirty records reviewed contained inaccurate information. Seven of the thirty records reviewed were incomplete. Four of the thirty records reviewed were invalid since the records were not removed immediately (within three days of receipt and verification). The audit noted the NSOR records were not validated in a timely manner. FDLE provided responses to the findings and the FBI accepted the responses.

National Crime Information Center (NCIC)
The NCIC audit is a triennial audit; however, not all criminal justice agencies received an audit in the three-year cycle. The audit determined agencies were not appropriately placing "located" wanted person messages.

National Instant Criminal Background Check System (NICS)
The audit did not have any findings!

Information Technology Systems (ITS)
The ITS audit reviewed identification and authentication and system and communications protections. The findings include the multi-factor authentication (MFA) was not fully implemented on all devices accessing criminal justice information, and FDLE did not prevent the split tunneling for remote devices connecting to the organizational systems with FDLE.

Next Generation Identification service (NGI)
The NGI audit consisted of:
- Ensuring records contain all known arrest, disposition, and custody/supervisor information.
    - FDLE has an estimated backlog of 2.5 million dispositions in an error queue which need to be reviewed and appended to the state record if possible.
- Ensuring criminal history record information is accessed and used only for authorized purposes.
    - 35 transactions were submitted. One transaction was found to be out of compliance due to the individual being under eighteen.
- Ensuring III purpose codes are used correctly.
    - 105 transactions were submitted for review and eleven were found to be out of compliance.
- Ensuring all applicants are provided adequate written notice of both the FBI Privacy Act statement and the procedures for accessing and amending an FBI identification record.
    - Local agencies lacked a verifiable process for ensuring all applicants received the Privacy Act statement in writing.
- Ensuring both no-fee criminal justice employment and reduced-fee volunteer fingerprint checks are submitted to ensure accurate user fees.
    - One of the seventy-six transactions submitted was found to be out of compliance.
- FDLE did not ensure all updated to the approved Appendix 2 are submitted to the FBI for review.

Two areas of concern identified related to the authorized use of criminal history record information.
    - The incorrect ORI was used in all thirty-five transactions to conduct name-based III Purpose Code X record checks.
    - A local agency used the incorrect connection to the FBI to conduct a fingerprint-based record check.

National Data Exchange system (N-Dex)
The audit did not have any findings!

As of June 14, 2025, all audit findings have been responded to by FDLE and accepted by the FBI.

The following comments were made:
- Council Member Murphy stated the audit findings are provided to the sanctioning authority which consists of peer states. The sanctioning authority reviews Florida's responses and advises if they agree with Florida's response or if they expect additional information. Memorandums were sent to criminal justice agencies to assist in clarifying the audit findings.
- Council Member Hudak mentioned the multi-factor authentication is expensive for the locals to implement. There is a lot of confusion of who must go through the security training.
- Field Services Bureau Chief April Haupt discussed county-wide CJIS compliance meetings where CJIS offers an open discussion with criminal justice partners regarding the FBI CJIS Security Policy and the effects of those requirements throughout the criminal justice community on a county-wide basis. This approach allows the discussion to be centered around the local agencies to include each partner's CJIS network, shared resources, and vendor support in an effort to streamline requirements and reduce undue hardship on each agency.

ITEM 3
Florida Department of Law Enforcement/Department of Corrections Iris Pilot
Bureau Chief Mary Jackson
Florida Department of Law Enforcement
Information and Discussion

Vice Chair Timmann recognized Bureau Chief Mary Jackson who briefed the Council on the Iris Pilot in Florida prisons.

The previous statewide Biometric Identification Solution went into production in 2009 and ultimately reached end of life. As a result, FDLE upgraded to a modernized Multi-Biometric Identification System (MBIS) which went into production in February 2025.

MBIS is used to:
- identify persons booked into custody;
- Rapid ID checks;
- individuals undergoing a fingerprint based criminal history records check for employment or professional licensure;
- background checks for issuance of concealed weapons permits; and
- process fingerprints and palm prints obtained at crime scenes

The system also serves as the gateway for arrest information, such as demographics and charging information, to be passed to the Computerized Criminal History (CCH) repository to update criminal history records. MBIS also submits biometric data to the FBI for use in nationwide criminal history record checks.

With the upgraded system, MBIS has new functionality and capabilities that the previous system did not have, including the capability to capture iris images.

With the new functionality, FDLE partnered with the Florida Department of Corrections to implement capturing iris images during inmate intake at the five reception centers throughout the state. As of June 25, 2025, all DOC reception centers have successfully implemented iris capture capabilities.

The iris capture pilot will be a multi-phased approach. Phase one will consist of beginning to build a repository at the state level while contributing the iris images to the FBI's Next Generation Identification System. Phase two of the pilot will expand enrollment to other facilities, such as county jails, to further understand the effect on workload and create policies and procedures. In the future, Florida agencies will not only be able to capture iris images in multiple settings, but also search the FBI and Florida repositories to make positive identification of subjects.

As of July 11, 2025, there have been 1,934 iris images captured at DOC reception centers.

FDLE has reached out to several sheriff's offices and detention centers to gauge interest in participating in phase two of the pilot program. Any agency interested in participating should reach out to us or contact their vendor directly on information regarding the software and equipment needed to implement this functionality.

No questions were asked by the Council members.

ITEM 4
Data Sharing Projects (IEPD v. 1.4 and Data Dictionaries)
Bureau Chief Nevin Smith and Manager I Jose Iglesias
Florida Department of Law Enforcement
Action Item

Vice Chair Timmann recognized Bureau Chief Nevin Smith who provided an overview of the changes in the IEPD v.1.4 and Data Dictionaries. An IEPD is an Information Exchange Package Documentation and contains the elements that guide the interaction between two or more data systems. For IEPD v.1.4 the data systems are the Florida Incident-Based Reporting System (FIBRS), Criminal Justice Data Transparency (CJDT), Uniform Arrest Affidavit (UAA), and Use-of-Force (UoF). Council members received seven data dictionaries and a Change Log that identifies the updates to FIBRS, UoF, UAA, and CJDT. The Change Log provides a description of what will be different after IEPD v.1.4 is implemented.

Before Chief Smith briefed the Council on the IEPD v.1.4, he discussed the FBI and the National Incident-Based Reporting System (NIBRS). NIBRS is the reason (FIBRS) exists. When the FBI makes changes in NIBRS it requires state uniform crime reporting programs and submitting agencies to change their systems.

The national program supports submissions using the current and two previous versions of the NIBRS technical specifications. Data submitted using older, no longer supported, specifications can lead to a state program losing certification of their participation in the national program. FIBRS changes must follow the NIBRS changes as quickly as they can

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based on state funding and the complexity involved in information technology coding. Submitting agency updates follow that.

At their meeting in June, the FBI CJIS Advisory Policy Board (APB) voted on a topic proposed by the FBI Uniform Crime Reporting (UCR) program to implement a moratorium on APB updates to the FBI's NIBRS program. The approved moratorium will last until 2030, during which time the APB will not make new amendments to the NIBRS collection. This allows the FBI, as well as state programs, to catch up to the existing APB recommendations. The FBI will continue to release any necessary technical specification updates every two years at their established cadence; however, the releases in 2027 and 2029 will be smaller than in the past. To support future implementations, the FBI will also become more transparent about their upcoming changes, allowing state programs to work on changes before the technical specification's documents are released.

Currently, FDLE is an iteration behind on the NIBRS requirements due to timing delays with the implementation of IEPD v.1.3. With the release and implementation of IEPD v.1.4, the state will be compliant with the NIBRS technical specifications from 2023.

FDLE will begin work on IEPD v.1.5 once IEPD v.1.4 is approved. IEPD v.1.5 will be compliant with the 2025.0 NIBRS Technical Specification released on June 16, 2025. The timing of the release of IEPD v.1.5 will be contingent on funding for the implementation of IEPD v.1.4 . The APB pause provides the opportunity for all Florida submitters to catch up to the latest FBI NIBRS specification.

Chief Smith then discussed the IEPD v.1.4. IEPD v.1.4 funding and implementation will come in response to a Legislative Budget Request (LBR) which will be considered during the 2026 legislative session. If fully approved, the funds will be available for FDLE in the beginning of the 2026-2027 fiscal year. FDLE will then be able to begin work on IEPD v.1.4.

The FDLE vendor has provided an estimate of approximately 10 months to deploy IEPD v.1.4, from the start of work to production deployment. Approximately seven months after work begins, the changes will be available in the test environment for both FDLE and agency contributors. Included in this estimate is two months for FDLE to execute extensive system testing, which involves both back-end technical testing and user interface testing. While this 2-month estimate includes time for defect identification, fixing, and deployment, there is a chance that unforeseen issues could extend the implementation timeline.

FDLE's goal during the implementation process is to assist submitting agencies with updating their systems to match IEPD v.1.4 as quickly as possible. This is necessary for continued compliance with state statute and with FBI certification for the NIBRS system. FDLE will issue a survey to all the contributing agencies to identify their obstacles related to updating their systems, including financial constraints. FDLE will work to overcome these obstacles, but ultimately, the responsibility to update agency systems lies with the contributing agencies.

Chief Smith discussed the changes in IEPD v.1.4. The Change Log document provides an overview of the system changes between IEPD v. 1.3 and v.1.4. Some of the changes in the log include:

DYNAMIC CODE LISTS
- The FDLE system was built with hard coded lists that make the system difficult and time consuming to update. Some but not all of the data elements will be shifted to dynamic codes in IEPD v.1.4. Changing every data element to a dynamic code in one IEPD iteration is not feasible.
- The data elements that are changing to dynamic codes include: drugs, vehicle make, vehicle model, street type, state statute chapter, and Florida Crime Information Center Code.

CJDT/UAA
- All of the references in CJDT ARREST have been changed to CJDT BOOKING which better reflects what it is and reduces the confusion with other arrest reports.
- New values reflecting the Immigration and Customs Enforcement (ICE) categories have been added to the PERSON IMMIGRATION STATUS CODE list. After this change is made the individuals booked will accurately reflect ICE categorizations.
- New Court Pleading Categories now will include SPEEDY TRIAL MOTION; DISMISSAL MOTION; and NOTICE OF DISCOVERY. A DEFENDANT FAILED TO APPEAR indicator has been added as well.
- WARRANT has been added to the Booking Account for a warrant that the booking agency discovers during the booking process.

FIBRS
- FBI NIBRS changes meant that OFFENSE CODES 90A, 90E, 11B, and 11C were deleted.
- SWATTING was added as a new Incident Factor value. SOCIAL MEDIA was added too.
- Changes to the data collected that is associated with Human Trafficking provide more granularity for analysis.
- Domestic Violence related changes included ROOMMATE and COHABITANT ROMANTIC to help clarify the relationship of the victim.
- FEDERAL TRIBAL OFFENSES were added to the code lists.
- The code ANTIMORMAN in bias motivations was changed to the more correct ANTICHURCH OF JESUS CHRIST.

USE OF FORCE
- A number of clarifying data elements were added, and others deleted in the Use of Force section. The changes in total will result in a more representative recording of use of force incidents.
  - Several new BUSINESS RULES were added. For example, a business rule warning, clarifying the definition of cargo theft was added. Additionally, a business rule that makes immigration status a required data element for county detention was added.

The following comments/questions were made:
- Vice Chair Timmann asked if Council members received feedback from their agencies on the changes to the IEPD v.1.4 and data dictionaries.
  - Several Council members indicated they had not received feedback.

- Council Member Hudak inquired if there will be an API for departments to submit data.
  - Council Member Murphy indicated the data is pulled from agency Records Management Systems (RMS). Agencies will need to modify the API to submit the data to FDLE. If the updates Chief Smith discussed do not take place, the FBI could decertify the State from submitting data. FDLE understands the fiscal impact for agencies to update to the various versions.
  - CJIS Director Lucy Saunders indicated CJIS will survey agencies to identify their financial impact to implement IEPD v.1.4 and will ask the legislature for funding to assist the contributing agencies.
- Council Member Hudak asked if FDLE can automatically consider funding for the fiscally constrained cities and counties currently identified by the legislature?
  - Council Member Murphy stated in previous fiscal years, we have contacted the fiscally constrained counties first and then opened the remaining funds to agencies who requested assistance.
- Council Member Hathaway does not have specific directive from Florida Prosecuting Attorneys Association regarding the changes to the IEPD v.1.4 and the data dictionary. Some of the data requested for the state attorneys to submit is information they do not capture.
- Council Member Murphy mentioned when Criminal Justice Data Transparency initiative was established the intent was to follow someone through the criminal justice system. Along the way things will change; charges will be added or reduced.
- Vice Chair Timmann asked if the Department of Corrections had any changes to their data dictionary.
  - Chief Smith responded FDLE did not receive feedback from Department of Corrections.
- Vice Chair Timmann discussed the clerk of court data dictionary. The clerks of court have the bulk of the reporting elements. Clerks do not initiate data; they receive data from case initiating documents (such as arrest affidavit or direct file). The request for the new data elements really underlines the importance of needing a uniform arrest affidavit and uniform statute table. If law enforcement doesn't transmit the data, the clerks simply do not have the data. The costs to update the case management systems is significant. The clerk's preference is for the clerk workgroup review the data dictionary and provide feedback to FDLE. The clerks are concerned many of the new elements are not required by statute and why must the clerks submit the data.
- Council Member Hudak recommended the Council members have 90 days or sooner to review the data dictionaries and IEPD v.1.4 and provide feedback to FDLE. FDLE will review the feedback and prepare documents for a formal vote of the Council.
  - Council Member Murphy mentioned FDLE may not be able to move forward with the LBR due to not having the documentation finalized by the LBR due date.

Motion: Council Member Hudak moved to allow council members 90 days or sooner to review the data dictionaries and IEPD v.1.4 and provide feedback to FDLE. Council Member Edenfield seconded the motion. The motion passed.

The Council discussed on how to handle the IEPD v.1.4 while allowing FDLE to move forward with the LBR.

Amended Motion: Council Member Hudak amended the motion to approve IEPD v.1.4 with the understanding that contributor workgroups have up to 90 days to provide feedback to FDLE. The data dictionaries will be brought before the Council for a final vote. Member Edenfield seconded the motion. The motion passed.

ITEM 5
Data Sharing Update on Onboarding for CJDT and FIBRS
Information Sheet

Vice Chair Timmann asked Council members to review the information sheet included in the agenda packet regarding the onboarding of CJDT and FIBRS entities. The following information was included on the information sheet:

Submitting agencies are continuing to make progress for both Criminal Justice Data Transparency (CJDT) and Florida Incident-Based Reporting System (FIBRS). Staff works continuously over the phone, email, and through virtual meetings and in person meetings with agencies to resolve difficulties and bring them on board. For CJDT, the remaining agencies that are not submitting are some of the county detention facilities. Thirteen detention facilities remain to be compliant in either booking, administration, or in some cases both. As the year progresses, we expect significant progress toward completion. For FIBRS, 68% of the state of Florida's population is covered by agencies that are submitting in production. Among the remaining agencies not yet in production, approximately 50% of those agencies are testing in preparation to go into production.

No questions were asked by the Council members.

ITEM 6
Chair and Vice Chair Elections
CJIS Director Lucy Saunders
Florida Department of Law Enforcement
Action Item

Vice Chair Timmann recognized CJIS Director Lucy Saunders who opened the floor for nominations for the CJJIS Council Chair.

Council Member Hudak nominated Carolyn Timmann for Chair. There were no other nominations.

Council Member Edenfield nominated Council Member Hudak for Vice Chair. There were no additional nominations.

Congratulations Chair Timmann and Vice Chair Hudak.

CLOSING REMARKS

Chair Timmann shared the following regularly scheduled meeting dates:
- Wednesday, December 3, 2025 from 9:30 a.m. to noon: This will be a virtual meeting via Microsoft Teams.
- Monday, July 13, 2026 (Time to be determined) The meeting will be an in-person only meeting and will be co-located at the 2026 CJIS Annual Training Symposium venue at the Hilton Orlando.
- Two additional meetings will be scheduled to address the Council's strategic plan and approve the IEPD v.1.4 and data dictionaries.

The meeting was adjourned at 12:09 p.m.