

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

**MINUTES OF MEETING
Wednesday, December 3, 2025
Video Conference**

Members Present:

Carolyn Timmann, Martin County Clerk of Circuit Court and Comptroller

Edward Hudak, Jr., Chief, Coral Gables Police Department

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

R. J. Larizza, State Attorney, 7th Judicial Circuit

Ryan Schenck, Designee for David A. Wyant, Chair, Florida Commission on Offender Review (COR)

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

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

Charles Broadway, Chief, Kissimmee Police Department

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

Kevin Seymour, Designee for Secretary Ricky D. Dixon, Department of Corrections (DC)

Doug Smith, Designee for Attorney General James Uthmeier

Members Absent:

Donald Edenfield, Sheriff, Jackson County Sheriff's Office

Major Amanda Meyer, Designee for Director Dave Kerner, Department of Highway Safety and Motor Vehicles (DHSMV)

WELCOME MEMBERS and OPENING

Chair Timmann called the meeting to order at 9:30 a.m.

Approval of the July 14, 2025 CJJIS Council Meeting Minutes

Chair Timmann requested a motion to approve the July 14, 2025 CJJIS Council meeting minutes. Council Member Larizza moved, and Council Member Broadway seconded the motion to approve the July 14, 2025 meeting minutes. The motion passed.

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

Chair Timmann recognized Government Analyst Rachel Truxell who provided a status update on the Council's Strategic Plan. Ms. Truxell mentioned during the July 14, 2025 CJJIS Council meeting, the Council discussed holding an in-person meeting to address the strategic plan. Dr. Gwinnell Brant will facilitate the CJJIS Council strategic plan in April 2026 and final approval of the plan at the July 13, 2026 CJJIS Council meeting. Ms. Truxell will contact Council members to obtain their availability for the April meeting. Dr. Brant provided information on her background and looks forward to working with the CJJIS Council.

Ms. Truxell explained the CJJIS Council workplan is part of CJJIS Council's Annual Advisory Body Report and asked the Council what items the Council wishes to address for FY 28-29.

The following comments were made:

- Council Member Larizza mentioned the challenges and opportunities with the 7th Judicial Circuit records management system cross integration. Council Member Larizza stressed the importance of technology communicating between agencies to provide accurate and consistent information and reduce duplicative data entry.
- Chair Timmann agreed with Council Member Larizza's comments and mentioned the clerks are working to update the Comprehensive Case Information System (CCIS). Cross integration is critically important to help reduce manual data entry errors and save staff time.
- Council Member Scott also agreed with Council Member Larizza's comments. Council Member Scott mentioned the obstacles of sharing evidence case management data with the appropriate agencies; not everyone uses the same vendor. Ideally, having a more unified system across the state would be beneficial to the state of Florida.
- Council Member Sawyer also agreed with Council Member Larizza's comments and indicated the Florida Courts Technology Commission is facing the same concerns. Council Member Sawyer suggested building upon the Uniform Arrest Affidavit and the Uniform Statute Table. The court workgroup is working on a digital scoresheet to allow a judge to sign the document electronically and transmit the document to the clerk of court.
- Chair Timmann agreed with Council Member Sawyer and stated how a uniform arrest affidavit can assist law enforcement agencies and the clerks.

Chair Timmann opened the discussion to the public for comments. No comments were made.

Based on the Council's discussion, Ms. Truxell will prepare a draft workplan for FY 28-29 for the Council to review and vote on during the April 2026 meeting.

ITEM 2
Data Sharing Projects (Updated Data Dictionaries)
Bureau Chief Nevin Smith
Florida Department of Law Enforcement
Action Item

Chair Timmann recognized Bureau Chief Nevin Smith who mentioned during the July 14, 2025 CJJIS Council meeting the Council voted to approve the IEPD v. 1.4 with the understanding that contributor workgroups had up to 90 days to provide feedback to FDLE. FDLE did not receive feedback that required changes to IEPD v.1.4.

Chief Smith thanked the contributors for reviewing the data dictionaries and noted FDLE incorporated the recommendations into the current versions of the data dictionaries. Chief Smith requested a motion to approve the following data dictionaries:

- Clerk of Court v. 1.4;
- County Detention v. 1.5
- Department of Corrections v. 1.3;
- State Attorneys v. 1.6;
- FIBRS v. 1.0;
- Uniform Arrest Affidavit v. 1.4;
- Use-of-Force v. 1.0.

Chair Timmann thanked all contributors and their staff for reviewing the data dictionaries.

Action Item: Council Member Smith motioned to approve the current versions of the data dictionaries. Council Member Hudak seconded. The motion passed.

ITEM 3
Records Management System Cross Integration
State Attorney R. J. Larizza
Seventh Judicial Circuit State Attorney's Office
Information and Discussion

Chair Timmann recognized Council Member Larizza who provided an overview of the Seventh Judicial Circuit's records management system cross integration.

In October 2024 the 7th Judicial Circuit began a system integration of their records management system. The process involved 14 TB of data being migrated and integrated into the new system with a goal to communicate data between the Seventh Judicial Circuit law enforcement, clerks, and jails, and populate the data automatically. Due to agencies having multiple vendors, the project vendor built a bridge to communicate with the agencies. As a result of the system integration, the state attorney's office has been able to repurpose staff and is more efficient.

The following comments were made:

- Chair Timmann asked if Council Member Larizza would like to discuss their system cross integration at the Clerk of Court Summer 2026 conference.
- Council Member Sawyer thanked Council Member Larizza for the presentation and invited Council Member Larizza to present to the Florida Court Technology Commission.

ITEM 4

Florida Department of Law Enforcement/Department of Corrections Iris Pilot Information Sheet

Chair Timmann asked Council members to review the information sheet included in the agenda packet regarding the iris pilot. The following information was included on the information sheet:

The Florida Department of Law Enforcement 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 the end of June 2025, all five reception centers successfully implemented iris capture during their intake process. As of October 31, 2025, there have been 8,485 intake bookings that have included iris capture.

The next phase in the pilot program is to begin onboarding county detention centers in order for iris images to be captured in those facilities. A CJIS Memorandum (2025-10) was sent out in July to inform agencies of the pilot program and to encourage any agency wishing to participate to reach out to FDLE. FDLE is currently working with Brevard, Charlotte, Polk, St. Lucie, Columbia, Lee, Escambia, Sarasota and Clay counties to implement iris capture at their detention facilities.

FDLE is also currently working with the vendor to implement iris search functionality at the state level.

No questions were asked by the Council members.

ITEM 5

Data Sharing Update on Onboarding for CJDT and FIBRS Information Sheet

Chair Timmann asked Council members to review the information sheet included in the agenda packet regarding the onboarding of Criminal Justice Data Transparency (CJDT) and Florida Incident-Based Reporting System (FIBRS) entities. The following information was included on the information sheet:

Submitting agencies are continuing to make progress for both CJDT and 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, all contributors are fully onboarded, with the exception of some of the county detention facilities. Ten detention facilities remain to be compliant – one for Administrative data, one for Booking data, and eight for both . As the year progresses, we expect significant

progress toward completion. For FIBRS, 71% of the state of Florida's population is covered by agencies that are submitting in production. Among the remaining agencies not yet in production, 53% of those agencies are testing in preparation to go into production. Other data collections related to FIBRS are Domestic Violence, Human Trafficking, and Law Enforcement Officers Killed and Assaulted (LEOKA); these are also available for submission through the legacy Summary Reporting System. Current participation for each of those (covering Summary submissions for 2024 and FIBRS submissions through current) is 86% of the state population.

No questions were asked by the Council members.

CLOSING REMARKS

Council Member Smith shared he is retiring, and this is his last CJJIS Council meeting. Council members thanked Council Member Smith for his years serving on the Council and wished him well on his retirement.

Chair Timmann opened the discussion to the public for comments. No comments were made.

Chair Timmann shared the following regularly scheduled meeting dates:

- April 2026 (Date and time to be determined) to work on the CJJIS Council's Strategic Plan and finalize the Council's FY 28-29 workplan.
- Monday, July 13, 2026 (Time to be determined) The meeting will be an in-person only meeting and will coincide with the 2026 CJIS Annual Training Symposium. Rachel will reach out to Council members individually to determine if they wish to attend the Symposium.

The meeting was adjourned at 10:23 a.m.