

**CJIS Governing Board
Record of Proceedings
May 22, 2008**

Members/Designated Representatives Present: Lt. Gov. Michael Fedele, Co-Chair, Lieutenant Governor's Office; Judge Patrick L. Carroll, III, Co-Chair, Deputy Chief Court Administrator, Judicial Branch; Undersecretary Brian Austin, Office of Policy and Management; Senator John Kissel, Senate 7th District, Judiciary Committee; Senator Andrew McDonald, Senate 27th District, Judiciary Committee; Commissioner Robert Ward, Department of Motor Vehicles; Chief State's Attorney, Kevin Kane, Office of the Chief State's Attorney, Division of Criminal Justice; Deputy Commissioner Carol Salsbury, Department of Correction; Commissioner John Danaher, Department of Public Safety; Deputy Chief Public Defender Brian Carlow, Division of Public Defender Services; Chief Information Officer Diane Wallace, Department of Information Technology; Chairman Robert Farr, Board of Pardons and Paroles; Commissioner James M. Thomas, Department of Emergency Management and Homeland Security; and Michelle Cruz, Office of Victim Advocate.

Others Present: Beth Bickley, Jack Brooks, Tracy Brown (Recorder), Bob Cosgrove, Chris Duryea, Bill Fusick, Evelyn Godbout, Buck Grimes, Darryl Hayes, Joan Hilliard, Jerry Johnson, Jude Malone, Dean Myshrall, Jay Rousseau, Sumit Sajnani, Sgt. Vito Savino, Bill Seymour, Celia Siefert, Nancy Siering, Terry Schnure, Terry Walker.

I. Welcome and Introduction

The meeting was called to order by Co-chairman Lt. Gov. Michael Fedele at 2:10 PM. Lt. Gov. Fedele thanked everyone for attending the meeting.

II. Minutes

The March 25, 2008 CJIS Governing Board minutes were introduced by Lt. Gov. Fedele. A correction was made to Section III, "Remarks by the Co-Chairs," Lt. Gov. Fedele's remarks, line three. The word "contingencies" will be replaced with the word "constituencies". No further changes or comments were given on the minutes, therefore, Lt. Governor Fedele indicated the minutes would be approved as amended. There was no objection.

III. CJIS Governing Board Executive Director:

- ❑ Lt. Gov. Fedele gave an update on the CJIS Governing Board Executive Director Position: At the last CJIS Governing Board meeting, March 25, 2008, the job description for the Executive Director's position was reviewed. The Executive Director position was posted by the Department of Administrative Services (DAS) in early April; announcements were made on the websites of national organizations. From the posting, the Search Committee received forty three perspective applicants. The Search Committee met last week to review the applications; twelve prospective applicants were selected to continue to the next step in the selection process. The Search Committee will be submitting questions to the twelve prospective applicants based on information technology, management skill sets, and criminal justice experience. Once the Search Committee has received the question responses from the twelve prospective applicants, The Search Committee will review the responses to reduce the number of prospective applicants from twelve to approximately four for interviews. If a prospective applicant resides out of state, a telephone conference interview will be conducted in place of a face to face interview.

- Judge Carroll added that the Search Committee is currently working on compiling questions to be submitted to the twelve prospective applicants.

IV. Enterprise and Agency Projects:

Lt. Gov. Fedele discussed the CJIS Project Management Structure Chart, which was initially introduced at the March 25, 2008 CJIS Governing Board meeting. A copy of a revised chart was distributed at this meeting.

Revisions to the chart were described. On the far right side of the chart a section for municipalities was added. Staff at the Department of Information Technology (DOIT) color coded the chart with a color key to provide the current status of the projects in their respective lifecycles. Lt. Gov. Fedele introduced and distributed a listing acronyms, names, projects terms and sponsoring agencies. In addition, Lt. Governor Fedele explained the CJIS Governing Board will be looking at specific issues pertaining to the projects, which will be discussed at future CJIS Governing Board meetings. One topic introduced to the CJIS Governing Board was the Judicial Electronic Bridge (JEB) project.

V. Judicial Electronic Bridge (JEB)

Judge Carroll gave a brief introduction on the Judicial Electronic Bridge (JEB). The JEB presentation was conducted by Mr. Jack Brooks and Ms. Celia Siefert of the Judicial Branch, Court Support Services Division (CSSD). A binder containing copies of the presentation, JEB handbook and MA JEB handbook was distributed at the meeting.

- Judge Carroll – JEB is a good example of the type of issues that will be presented before the CJIS Governing Board. JEB was developed by CSSD and the Systems Group of the Judicial Information System. There was a need to quickly provide identified documents for parole considerations; JEB is an example of what can be done outside the confines of the CJIS group. The CJIS Governing Board, however, has to coordinate and plan the process for all of the technology projects, to be managed and integrated effectively in this governing structure.
- Mr. Jack Brooks discussed the history of the Judicial Branch Court Support Services Division (CSSD) and the Case Management Information System (CMIS): CSSD was formed in 1999 as a result from a study conducted by the Judicial Branch. Adult Probation, Bail Services, Family Services (including criminal and civil), Juvenile Probation and Juvenile Detention were combined into one service division, CSSD. At the time of the merger, there were 700 full/part time employees and 200 available computers. Currently, CSSD has a total of 1700 full/part time employees and 1400 computers. CSSD manages fifty different adult and juvenile programs, as well as, 225 contracts in 240 locations throughout the State of Connecticut.

The CMIS system contains intake information pertaining to offenders' case notes, case information (such as docket numbers and charges), violation activity, DNA, urinalysis, restitution, and risk tool information. The adult and juvenile courts transmit information into the CMIS system. CMIS will be interfaced with other CJIS source systems; an outline of the interface is included in the presentation material.

- Ms. Celia Siefert
- JEB has two current versions, which will be used for the Department of Correction (DOC) and the Board of Pardons and Paroles (BOPP). JEB is an interim solution to provide BOPP and DOC opened and closed standard convicted client and case information, pre-sentence investigation (PSI) reports, youthful offender information, and juvenile data. The second version, expected to be in testing in mid June 2008, is the Municipal Access Judicial Electronic Bridge (MA JEB) database for law enforcement personnel (local, state, and federal). A version of JEB was used to create a database for law enforcement personnel to electronically retrieve opened and closed standard convicted client and case information. The Norwich Police Department is currently being used as a pilot for MA JEB. Effective October 2008, CSSD will grant all police departments across the state access to an electronic version of individuals participating in the Mental Health Diversionary program. In the future, MA JEB will include email addresses and DNA information.
- In order to access JEB, individuals will need training, from which they will receive a login and password.
- CMIS is the source system from which the data going into JEB will be retrieved. CMIS contains more than 3,000 data items and JEB is a subset.

VI. Electronic Signatures

Judge Carroll discussed the establishment of an Electronic Signatures Study Group.

- The need to establish electronic signatures is a matter that has come up a great deal in the recent past with Division of Criminal Justice and the Judicial Branch. Judge Carroll spoke with Senator Andrew McDonald regarding this agenda topic. Judge Carroll noted a concern, explaining that no judge would want to accept electronic signatures on a search warrant application without the officer present to raise his or her hand to take the oath in front of the Judge. This is an example of one of the road blocks to be considered in the electronic signatures' concept. Judge Carroll proposed to form a small group to review business processes and develop a strategy which would best implement electronic signatures functionality. It is expected new legislation will be required.
- CIO Wallace added that Mr. Dean Myshrrall from DOIT has investigated and researched electronic signatures. He would be willing to share information with the group, if needed.
- Members of the Electronic Signatures Study Group are as follows: Judge Carroll, Undersecretary Brian Austin, Senator William Tong, CIO Diane Wallace, Commissioner Carol Salsbury, and a designee from the State Attorney's Office. Judge Carroll added, he will continue to take names if anyone is interested.

VII. Other Business

- Senator John Kissel stated it's great that the data repository is rolling out. It seems to be addressing a lot of needs that have been brought to our attention in the last year, but it does not comport with the Governor's vision. Users in police departments are going to start moving forward with this, what is the next step, without losing the momentum this will obviously generate? If the next piece of the puzzle is internal, how do we gather all the information and then disseminate the information? People are used to everything as it is now; will a shift in gears cause issues?

- ❑ Judge Carroll responded and explained the vision for the data repository is designed for one central repository for all users. Information to the repository will be supplied by individual agencies. The end users continue to rely on stand alone agency systems for information, rather than relying on the Offender Based Tracking System (OBTS) with its array of data. The vision is that one central repository, the OBTS, will be accessed by all users and able to feed information to all agencies. One repository for all information, with an appropriate level of security and the appropriate level of access with limitations for information such as juvenile records that can not be accessed by all, users is the vision.
- ❑ Lt. Gov. Fedele added, this does not mean other systems will not be used or have a useful function. Agencies that do not have access to OBTS or other systems will be able to use a stand alone system. Plans are to move toward a centralized hub to be disseminated to all end users.

VIII. Dates of Next Meetings

CJIS Governing Board

An announcement about the next CJIS Governing Board meeting will be sent via email to the CJIS Governing Board members.

CJIS Implementation Group

Thursday June 19, 2008 at 1:30 pm
Department of Information Technology, 101 E. River Dr., Rm. 1002A, E. Hartford, CT.

The meeting was adjourned at 3:20 pm by Lt. Gov. Fedele.