



Criminal Justice Information System
Governing Board
State of Connecticut
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CJIS Governing Board Meeting
January 25, 2018 @ 1:30 pm
Division of Criminal Justice, 300 Corporate Place, Rocky Hill, CT 06067

CJIS Governing Board Members and Designees in attendance:

Mike Lawlor, *Under Secretary, Co-Chair, Office of Policy and Management*; Mark Raymond, *CIO, Department of Administrative Services/Bureau of Enterprise Systems and Technology (Designee)*; Kevin Kane, *Esq., Chief State's Attorney, Division of Criminal Justice*; Dora Schriro, *Commissioner, Department of Emergency Services and Public Protection*; Cindy Zuerblis, *Division Manager, Department of Motor Vehicles*; Rich Sparaco, *Executive Director, Board of Pardons and Paroles* and James Cetran, *Chief, Connecticut Police Chiefs Association (Designee)*

Other Attendees:

Brian Clonan (*DESPP*), Frank DiMatteo (*DPDS*), Chris Duryea (*JUD*), John Russotto (*DCJ*), Theron A. "Terry" Schnure and Celia Seifert (*JUD*)

CJIS Staff and Contractors:

Humayun Beg, (*Executive Director, CJIS*), Phil Conen (*Conduent*), Theresa Czepiel (*CJIS*), Ryan Duffy (*CJIS*), Hank Lindgren (*CJIS*), Christopher Lovell (*CJIS*), Raja Mandru (*CJIS*), Todd Priest (*Qualis*), Tanya Stauffer (*Conduent*), Mark Tezaris (*CJIS*), and David Wright (*Conduent*)

I. Welcome and Introduction

- Mr. Mike Lawlor opened the meeting at 1:40 PM with the announcement that Judge Lawlor would not be able to attend.

II. Approval of Minutes

- Mr. Lawlor called for a motion to approve the minutes provided there were no corrections or additions. Mr. Mark Raymond (DAS/BEST) called for a motion to approve, while Attorney Kevin Kane (DCJ) seconded the motion. The Governing Board approved the minutes unanimously; none opposed.

III. CISS Project Update

- Mr. Beg said that today's presentation would be broken out into three parts with a demonstration at the end. It will consist of the project update, the current plan to implement CISS in the next few months, and lastly, planning for the future and how we are going to organize additions to the project.

- The schedule has been socialized, according to Mr. Beg, and talked about at CJIS Governance Committee meetings. The Committee discussed completing the project by the end of June. The vendors and the team are comfortable with that timeline. The timeline, which was presented at the last Board meeting as a draft and discussed with the Governance Committee in detail, will be used as the final schedule to move forward. An amendment will be sent out to the vendors to reflect this. Mr. Beg, then transferred the project update to Mr. Christopher Lovell, CJIS Project Manager.

IV. Re-baselined CISS Schedule and Contract Amendment 3

- Mr. Lovell opened the presentation by referring to the schedule and the fact that in the past there was a need for as many 12 slides to represent the CISS schedule. The timeline has been reduced to one slide, containing the last few search releases and Release 11, which is the workflow. Having just one slide representing the schedule indicates that the project is much closer to completion.
- Release updates are as follows:
 - The Release 6, MultiVue issue has been resolved by Conduent. The release is currently in the user acceptance (UAT) testing stage, the smoke testing phase. The estimated release date is the middle of February for the Centralized Infraction Bureau (CIB) and DOC Case Notes.
 - Release 10 no longer contains the DMV component. Because of issues with DMV data this component has been moved into Release 9, and will not impact the timeline. All of Release 10 will contain the Master Name Index (MNI), Computerized Criminal History (CCH) and Weapons, which is not a very large search source. It has five data components and is not a part of MultiVue. The CJIS teams are making sure that the data is replicated appropriately and they are testing as they go.
 - Much progress has been made with Release 11, Workflow, and the Model Office will be demonstrated today. Development is complete, and it is now in the System Testing environment. It is much more stable, and CJIS is working at a fairly fast pace on all the components in the workflow. March 30th is the date that development should be complete for this workflow. This is an important marker, in that in order to meet the June 30 completion date, the testers must be finished with every other search and workflow component. All 14 testing personnel must be available to test over 5,000 test cases for Releases 9 and 5 before the end of Phase 1.
 - The full arrest workflow will be developed and moved into the UAT environment, but it can't be fully tested until there is an RMS vendor who is ready to start sending in arrest paperwork. NexGen will most likely be the first vendor to be ready around July.
 - Executive Director Beg reiterated the importance of the March 30th and June 29th dates. These are the dates in discussion to be presented to the Stakeholder Legal Council for Amendment 3 to the contract.

- Mr. Lovell reported that completion of Phase 1 means that all the development and testing is done, and users are being rolled into the system. But, until there is an RMS vendor that will exchange arrest paperwork with CISS, this process will continue into Phase 2. NexGen is pushing the development hard and has accomplished much. They also have objectives to achieve outside their work on the CISS application. Mr. Tezaris stated that NexGen, with their 40 police departments, should be ready with Level 1, Early Arrest Notifications, somewhere around June. The timing could coincide with work being done on the Level 2, Workflow. Mr. Lovell continued saying that right now there are roughly 15 police departments sending in early arrest notifications. With NexGen, CISS will have close to 80 percent of the early arrest information. This data will be a useful tool for DMV, DOC and DCJ as far as monitoring the individuals who are under supervised release and get picked up by the police.
 - Mr. Beg stated that Early Arrest was always a part of Phase 1. Arrest details and attachments will be added as Phase 2 develops. CJIS hopes to achieve this from information flow from RMS. NexGen is a large RMS vendor in the State, and even though they have 40 police departments, some of the larger police departments are not a part of NexGen. They do not have New Haven and Hartford Police Departments. Therefore, the number of arrests may not be 70 percent, but CISS will have 70 percent of the police departments. Mr. Tezaris added that NexGen has all of State Police also.
 - Mr. Lovell said that CJIS anticipates that more State Agencies will use the Message Viewer Portal (MVP) as part of their daily monitoring process. Right now there are only 15 police Departments, so utilization is limited, but with NexGen the number will be much larger.

Accomplishments

- All project requirements and design are complete. CJIS is “heads-down” in the building, testing and deploying of each release.
- Release 2.1, RMS Constraint Easement, development and system testing is complete is expected to roll into production by the end of April. The data coming in through the RMSs will be interrogated properly through the CISS Application Program Interface (API). Changes were made to ensure this.
- The Software AG upgrade was completed without impacting the schedule. This is a complete upgrade of the WebMethods software that drives the CISS application.
- A demonstration will be held later showing the arrest paperwork coming in through the CISS simulated RMS, in through the CISS API where all the data is checked, and out into the Judicial web interface.
- A meeting with NexGen on the prior Tuesday showed that this vendor is almost finished with its Level 1 development.

Risks

- State budgets cuts are still a threat, but as of yet CISS has not been impacted.
- There is a lot of project fatigue since work on CISS has been taking place for approximately 8 years. This risk will be discussed later in the Qualis Health Check Report.
- Awareness of project progress amongst Stakeholders: Communication with Stakeholders has shifted. The project has moved into a different phase, from requirements gathering and design where CJIS Project Management met quite often with Stakeholders to ensure accuracy in data

collection. Now the team is busy in the development phase, where there has not been as much engagement with Stakeholders. CJIS Project Management is looking to shift this and re-establish an ongoing line of communication so that all Agencies are aware of the project's progress.

Workflow Rollout

- CJIS Project Management has met with all regional organizations of the Connecticut Police Chiefs Association (CPCA). Now that police departments have the dates for implementation, the level of interest in the project has increased. Departments are extremely engaged and want to know when their department will be impacted and when they will be able to send in paperwork electronically.
- Mr. Lovell announced that the Controlled Rollout plan has remained the same. There has been a change, though, with the widespread Law Enforcement Agency (LEA) deployment, which is dependent on Release 11 Disposition. This is the Erasure Notification. Once CISS receives an early arrest notification, those Agencies who receive these notifications will be notified that an Erasure event has happened. With NexGen it will be rolled out to a few police departments around the State. With Release 4, Disposition this will be rolled out to everyone in the State.

Communication

- Mr. Mark Tezaris, CJIS Program Manager, began his portion of the presentation with an overview, stating that all requirements are complete, much of the coding is done, and the project is moving from coding to full testing. March 30th is the cut-off date when the project goes into full testing, defect resolution and then into production.
- Mr. Beg announced that the CJIS team is working on communication with Stakeholders. The communication plan has been revamped and the cornerstone will be the CJIS website. Working with DAS website developers and a new template, CJIS Administration is working to redesign the website so that it becomes the main vehicle for project communication. Along with the website, CJIS will be sending out a monthly status email in addition to the newsletter.
- Mr. Tezaris referred to slides 7 and 8 in the Power Point presentation, which lists the already existing forms of communication, some of which are the Legislative Report, the quarterly Governing Board meetings and monthly Governance Committee meetings. The monthly status report email initiated earlier in the project will be re-introduced by Executive Director Beg, and will contain up-to-date information regarding the schedule and what CISS-related work Agencies are currently doing. The demand is high for this level of communication since the CJIS team has moved from a high-level of interrelated communications with Agencies to the build and deployment of releases.

Operational Support

- Mr. Tezaris explained that work is being done all facets of the Operational Support plan, which will include State employees, an RFP vendor and consultants.
- CJIS is currently in the process of hiring State employees. An offer has been made to an Software Architect for the system, and interviews have been held for SQL and .Net Developers.
 - Mr. Beg said that a review of the organizational chart shows that an effort to hire employees to support CJIS on a permanent basis must be made, and that work on this will be done with the Governance Committee.

- Request for Proposal (RFP) responses to support CJIS have been received. The cut-off date for vendors responding to the RFP is this coming Monday. From that date CJIS Administration will be reviewing these proposals. According to Mr. Tezaris, the support plan would also include high caliber consultants working for short periods of time on specific parts of the project.
- Funding is another element of the support plan. A request for a technical adjustment was sent to the Office of Policy and Management (OPM) so that OPM is aware that an RFP exists and that CJIS will seek funding.
- As more information is gathered, CJIS will put together several support plans, vet them out within the team and then present the possible scenarios to the Governance Committee.
- Mr. Raymond posed the question as to whether Agencies needed guidance around financial obligations mainly pertaining to the workflow and how it will change their normal setting and costs related to this downstream. If adjustments are required, they need to be thought through and appear on the next budget.
- Attorney John Russotto asked if the main purpose of the Model Office demonstration was to highlight the areas that were going to change from a Stakeholder perspective so that they could make their own assessment.
- Mr. Raymond said the Model Office was created so that Agencies could understand where the impacts were, not necessarily with the budget, but that clearly is one of the elements that must be thought through, as well. The budget has a defined timeline. There might be a high cost savings but also one-time costs. This is an unknown and should be prepared for beforehand.
- Mr. Tezaris noted that the assessment by the Stakeholders as they have been shown the workflows is that it is shedding light on areas within their Agencies that they will have to address. CJIS will be in a supporting role, working with each Stakeholder to deliver all the information that they need so that they can view the internal impact of workflows and make those decisions to request funding.
- Mr. Lovell stated that CJIS is supplying a redaction tool as part of CISS. DCJ's Case Management will have a redaction tool in it, which means that the way DCJ is given the data from CISS will be unique to their system. This is one of many discussions that need to happen as the project develops.
- Mr. Tezaris continued that conversations such as these have started, and decisions need to be made that will be based on the information as it comes into play.
- Mr. Beg pointed out that CJIS will go from rolling out roughly 1,000 users in March to the 13,000 users by the end of the year, and an operational support plan must be in place to deal with the rollout of the users and rollout of all the systems. The high-level goal is to put this plan together while continually improving on it, as necessary.
- Mr. Tezaris referred to slide 9, and said that the Operational Support Plan is already in place but not to the degree that it can support 13,000 users.

DevOps Based Processes

- Mr. Tezaris said that the project uses Microsoft Systems Center and within it there are different modules, which allows CJIS to put monitors on the hardware, connectivity, the network, and on the application. The system produces a color-coded health check. The colors green, yellow and

red represents different statuses, which can provide benchmarks so that proactively issues can be recognized and rectified before they occur. This system is currently in place.

- This particular module also has a HelpDesk, so that if something happens to the system the HelpDesk will automatically generate a ticket and triage it to the appropriate staff who will fix it as soon as possible. In addition, the Microsoft Systems Center has Change Management and Capacity Management capabilities. What is needed now is to have the right staff in place, preferably State employees, and/or a vendor to help support the system.
- CJIS would like to use a methodology called DevOps, which is a culture that integrates Development with Operations to efficiently bring the product to the consumer quicker, to ensure the quality and to reduce costs.

V. CJIS Budget/Funding

- Mr. Tezaris let attendees know that tracking of the finances is done by the CJIS Fiscal Officer, Elizabeth Ugolik, who has been out of the office on long-term medical leave. Thank you to DESPP Fiscal who has shared in the work being done in Ms. Ugolik's absence. Invoices are being processed, but reporting capability is somewhat limited. The numbers shown on slide 11 are as of the end of November 2017, instead of the end of December. Updates will be provided as soon as possible.
- The financial chart shows the \$50,920,00 that has been received in bond funds as of November 31, 2017. Thank you to OPM and those involved in helping CJIS to secure the recent bond fund monies of \$10,000,000. Current costs are \$45,370,398, with an expectancy of spending approximately \$15,000,000, for which details are provided. By the end of June 2018, CJIS is expecting to spend \$60,611,036, with a buffer of approximately \$309,000. The intention is to come in under these numbers and complete Phase 1 with the monies that have been allocated.

Records Management System

- Mr. Tezaris continued that CJIS has RMS vendors that they want to integrate into CISS in order to pass the arrest information and their attachments to CISS. CISS will move this data on to the workflows that have already been discussed. This effort includes NexGen that is on schedule to do the Level 1, Early Arrest information by March 2018. CJIS is also working with Accucom, while negotiations for a contract with TriTech are taking place. Telepartner (CT:CHIEF) has updated its application, and there is movement to produce a contract with this vendor for Level 2. Cumulatively, CISS will have 91 percent of RMS installations. This percentage will correlate very closely to arrests.
 - Mr. Beg offered that there is also movement with vendors who have only one or two police departments, such as the Hartford Police Department, which will be possibly moving to NexGen. The other police departments are also slowly discerning what decisions they need to make regarding vendors. The 91 percent could go up very quickly especially if police departments sign on with vendors who are already aligned with the CISS application.
 - Mr. Tezaris backed up this point by informing attendees that CJIS is getting questions from police departments about vendors because these departments would like the benefits that CISS has to offer.
 - Mr. Tezaris responded to Mr. Lawlor's query about further communication with vendors who had just a few police departments. Mr. Tezaris said that initially all police

departments were contacted in regard to the development of CISS and their connectivity to the application. The minimum cost, though, to convert an RMS system, whether they had two or twenty police departments, is approximately \$300,000, which is cost prohibitive. The RMS vendors are not reluctant and would connect if they were paid. There would be an advantage in that they would have an opportunity to update their code in addition to connecting to CISS. To be cost effective and given the budget, the decision had to be made based on the 80/20 rule.

- Mr. Tezaris responded to Mr. Clonan's query regarding the number of officers in each installation by explaining that there is a screen in the presentation that will show that breakdown of officers per police department.
- Mr. Beg offered that another perspective would be by arrests, which would not be 70 or 80 percent but lower in the initial deployment; higher arrest percentage would come into the system with larger cities integration.

CISS Search and MVP User Rollout Timeline

- Mr. Tezaris reiterated that there are approximately 13,000 users that need to be onboarded. Currently, there are 306 users that are active, with 171 in training, that will equal 477 in a month or so, which will surpass the 339 OBTS users. One-thousand users are targeted for March, with an additional 3,000 in June, 5,000 in January and the rest finishing up in 2019.
- Mr. Lawlor asked if the targeted users are scattered or if they consist of whole police departments. Mr. Tezaris said that they are scattered but connectivity is a factor. Some agencies are ready, like Judicial. Some police department routers are configured from the BEST perspective and not from the department itself. When police departments have two checks (as per slide 15) they have connectivity through the COLLECT network and the CJIS network, and are on-boarded users. One of the bottlenecks is getting connectivity for the police departments, and specifically within the router that the police departments control. Currently there is a focus through CPCA to get those routers connected.
- The Board of Pardons and Parole (BOPP) have 70 projected users with 47 already on-boarded. They have direct connection through the CJIS network and do not need an additional connection through COLLECT.
- Many of the police departments do not have the technical capability or the funding, nor is it the highest priority in some cases for them to connect to CISS. The Tiger Team concept is in place to work with Agencies and get the connectivity completed. CJIS would like to use this approach with the police departments through CPCA. This idea is being looked at with DAS Procurement to see if it is a possibility, and if so, the Executive Director will bring it to the Governance Committee for evaluation.
- Attorney Russotto pointed out that some installations will have hundreds of officers and thousands of arrests, while some will have barely anything. To see that kind of data combined with the material presented today would be useful. Mr. Tezaris said that an effort was made to get current arrest information, but what was available was from 2012. Consequently, since there was no recent information that could be trusted as accurate, it was not provided in this format. This material is accurate based on the routers.

Phase 1

- Phase 1 has consisted of Conduent code being fully developed and put into production, getting the RMS vendors connected, getting most of Level 1, starting Level 2, if possible, bringing the workflows over to the end points where the various Agencies consume it and getting as many users on-boarded before June.

Phase 2

- What is not finished in Phase 1 is the scope for Phase 2, beginning July 1st. It will consist of getting the rest of the RMS vendors connected with CISS Certification. The Agency workflow integration needs to be completed, and the rest of 13,000 users need to be brought on. Hardware refresh needs to be highlighted in this area in that it should be purchased since it is needed to support the 13,000 users. It is needed for good performance on the system and it is necessary for those attachments that take up a number of resources.
- A parking lot for Phase 2 has been set up on the SharePoint site, so any Stakeholder ideas can be sent to Mr. Lovell or Mr. Tezaris, and it will be documented there. Once CJIS collects the data for Phase 2, it will be broken down and shared with the CJIS Community and Stakeholders for approval. Once approval for that scope is established, CJIS will develop the high-level requirements, draft a schedule, draft a resource plan, a proposed budget and then look for the funding resources that are needed. The packet with this information will be presented by the Executive Director to the Governance Committee and then to the Governing Board for approval. Some elements of this will be brought to the Board at the next quarterly meeting for discussion since this needs to happen before June 30th.

CT:CHIEF

- Mr. Tezaris said that little has shifted in regard to the CT:CHIEF hosting application. Wethersfield, Enfield and New Britain Police Departments are still live in production. Migration of data is still in progress for the Plainville Police Department. To this date, only one production support ticket has been opened, which was rectified quickly. The costs have been determined for FY 2018-2019, and CJIS Administration is working with DESPP Fiscal to do the invoicing per the agreements that are in place.

Offender Based Tracking System (OBTS)

- Mr. Tezaris said that at the last Governing Board meeting there was a vote, which was a conditional approval to shut down OBTS. Based on that and the efforts of the Stakeholders who supply information to OBTS, all parties together were able to successfully shut down OBTS. Those previous OBTS users now either have access to CISS, or have access to the source systems, or are currently enrolled in getting certified for CISS.

Formation of Legal Committee

- Executive Director Beg said that as CJIS is moving into putting CISS into production there are new things that are coming into light. As CJIS was formed there were several Agencies that were not part of the CJIS Governing Board. The Agencies, the Department of Consumer Protection (DCP), the Department of Revenue Services (DRS), and the Department of Energy and Environmental Protection (DEEP), have the legal definition of a law enforcement agency. In addition, there are some police departments that are not members, such as the University Police, the Capital Police and the Agency that supplies dispatch information.

- Recently requests have come in for access to CISS from DRS and DCP, and the expectation is that other agencies will follow suit in wanting connectivity. Because other legal matters occur from time to time that require attention, it has been proposed to the Governance Committee that a Legal Committee be established that is comprised of volunteers. Volunteers have stepped forward from within the Governance Committee. In addition, volunteers have come from DRS and DCP. With this committee, legal issues will be reviewed, beginning with the question of granting CISS access to other agencies.
- Chief James Cetran established with Mr. Lawlor that University Police Departments are represented in CPCA, but there is no representation of DRS, DCP or DEEP. As far as coordination with Connecticut State Police, Commissioner Dora Schriro (DESPP) said that there is a lot of internal communication with Troop Commanders and District Commanders, and the Colonel attends CPCA on a routine basis. The work done through Police Officer Standards and Training Council (POST) also creates an interconnectedness.
- Chief Cetran offered that the Library Police are a perfect example of what is being discussed in that a Chief of Police exists, but he is not a member of CPCA. Mr. Lawlor's query pertained to some of the smaller law enforcement groups, their choice to be involved in the CPCA, their representation through the Governing Board and access to CISS. Attorney Kevin Kane brought to attention that DRS has an enforcement agency, with investigators and arrest powers. Mr. Beg said that the Criminal Investigation Division (CID) of DRS has approximately 11 officers. Attorney Kane said that DCP also has the Drug Traffic Control and Liquor Control Divisions. Commissioner Schriro said that law enforcement for the Department of Mental Health and Addiction Services (DMHAS) and DEEP both have Chiefs.
- Mr. Lovell said the departments being discussed have some limited access to COLLECT. Commissioner Schriro said that they would have arrest powers on duty on the grounds. Mr. Lovell said that careful assignment of claims would be necessary should access be approved.
- Mr. Beg brought the discussion back to the fact that the Legal Committee would first have to review the requests for access and then develop and put into place the security process necessary. Commissioner Schriro stated that the agreement with the FBI would be the basis for the security process; therefore, people with that expertise would need to be included. A discussion ensued regarding the approach for determining the level of access. Attorney Russotto stated that with CISS DCJ created a COLLECT permission that was more granular than the law enforcement one that was used in OBTS. The function of a job would determine the level of access that a staff person would get, and this would be done on an individual basis.

VI. CISS Project Health Check

- The Qualis Health Check was presented by Mr. Todd Priest who brought up his first topic, which was the drop in Stakeholder scores on slide 19, the Average Category Rating for all Agencies due to project fatigue.
- The successes in this past quarter include the Executive Director being in place for a full quarter. Phase 1 funding has been secured. RMS vendor contracts are being signed. An RFP for operational support has been posted and the number of Change Requests has gone down.
- On the Stakeholder side, the longevity of the project, contract issues and delays have caused project fatigue. The most recent impact was in moving the end date of Phase 1. Mr. Priest suggested that a good way to re-energize personnel involved with CISS is a presentation of the

Model Office so that Stakeholders can see the actual ways the workflow will shift their daily business.

- Because requirements have been completed the work being done on CISS is being siloed in such a way that communication with some agencies has depleted. Stakeholders not only want more communication from CJIS Project Management, but also from their Agency heads. Mr. Priest said that it is wise for those administrators in charge to keep the front line people energized so that they will successfully pull this project over the goal line.
- Agencies that are not currently involved requested more consistent status reports. They want to understand what other Agencies are working on. They would like to see transparent timelines, the status of change requests and an updated organizational chart.
- Mr. Priest quickly reiterated the information on slide 23, the Project Group Scores by Report Quarter chart.
 - AGENCY - Agencies need to ensure they can meet key project dates.
 - CONDUENT- Needs to ensure the resources are in place to avoid delays like those with MultiVue.
 - PMO - Get operational support in place and take steps to help reengage Stakeholders and reduce project fatigue.
- The health check report closed with the announcement that surveys will be sent out the week of March 5, 2018. Interviews are planned for the week of March 12th, and a report to the Governing Board will take place on April 26, 2018.

VII. Model Office Workflow Demonstration

- Mr. Priest explained to Mr. Lawlor that the presentation of the Model Office to Stakeholders would bring the people in the project together in a common understanding of how the workflow would not only affect their own Agency but others as well. Mr. Lawlor commented that it could be beneficial for the Legislature to view the Model Office as well. Mr. Beg stated that there had been some discussion regarding a possible presentation to the Criminal Justice Policy Advisory Commission (CJPAC).
- Mr. Tezaris announced that the presentation was a live demonstration.
- Mr. Lovell commenced with the demonstration by referring to the first screen for the Model Office, which was the CISS system in system test. This screen showed how the arrest message type will flow with the UARs and the documents affiliated with UARs. These were identified in requirements and design. This, he said, is the CORE of the workflow system. There are other exchanges that are also ready, but time will not allow viewing of those, which include the summons, the schedule notification and disposition. These are important for rolling out with Level 1 and NexGen because if an early arrest notification goes out and erasure event occurs, Agencies need to be notified via the CISS system so that it can be erased from their files.
- None of the RMS vendors are ready to test with CISS. Therefore, in order to test, CJIS built an RMS simulator referred to as the Black Box. Without having built this there would be no current way to send arrest information into CISS. The Black Box has all the appropriate data fields affiliated with an arrest with the capability to attach probable cause documents, UARs and anything that might be associated to an arrest.

- With the assistance of Mr. Hank Lindgren, CISS Trainer and Public Safety Liaison, Mr. Lovell went through the current workflow process that is in place and showed how the process will change. He said that the Gap Analysis became a roadblock for some time. At the beginning it was planned that the arrest data and surrounding documents would go straight from the RMS into the Criminal Motor Vehicle System (CRMVS). After consideration, Judicial said that they would like the ability to view the data first. Mr. Lovell then introduced Mr. Ryan Duffy. Mr. Duffy is the CJIS Tiger Team resource who built the web interface for the Judicial Branch. This component released the huge roadblock identified in the Gap Analysis so that Judicial could view and approve data first before allowing into their system.
- Mr. Lovell continued in saying that one of the huge benefits of this system is reduced data entry. Once the data is inputted by the arresting officer it will never need to be entered again into a State of Connecticut system, unless there is an adjudication in the Court system. The cost savings will be notable in that it will not have to be reentered by the Court Clerk, the DOC, or others, and it will not have to be driven and hand delivered.
- If the data is entered incorrectly there is a data check in the RMS that should catch it and prompt an alert. If the data gets past the RMS it will come in through the CISS API. In the API the data is checked against the tables provided by all the Stakeholders to ensure the data is accurate. If the incorrect data makes it through the API, the Court Clerks will be able to view and print the information, and do a file edit check to validate it before it goes into the CRMVS.
- Mr. Lovell reminded the Board that CISS does not change the data. Mr. Lindgren interjected that during CISS training, the quality and accuracy of the data input is highly stressed with the officers. In addition, it is being emphasized that the officers are the source of the data, and the information that they enter will flow through the whole Criminal Justice system from the time an individual is arrested until the time that offender is released. The intent of CISS is to have the offender information entered only once at the point of arrest. The information follows the offender throughout the whole system so that it never needs to be rekeyed into a system, thus, eliminating the points for data entry errors. An arrest entered at the PD is electronically entered into the Court's system and into CRMVS, so that if the person is convicted and is incarcerated, that the offender's information goes electronically into DOC's system.
- This system will eliminate all those data entry points that provide the potential for data to be entered wrong. When information comes in and there is data missing, two things happen. Police departments can reenter data and send it in as an update so that it corrects the information already there, and a user who detects incorrect data can contact the data steward.
- Chief Cetran recounted that when a police officer makes an arrest the first thing that takes place is that the individual is taken to the police department to be booked. This process goes through the Automated Fingerprint Identification System (AFIS) and goes on to the State, the FBI and comes back with a fingerprint match. The data has to be correct if there are fingerprints. Updates for an address or cell phone might be made, but the basic data should be accurate.
- Mr. Lindgren agreed that any time an arrest is supported by fingerprints, there will be accurate data. Entering a misdemeanor summons or infraction, though, has the potential for the mismatch of data. Built into the system is the coordination to look at the data, to correlate and match the data and give the information back to the officers on the street. Scanned licenses and scanned registrations will leverage technology to get good data into the system. CJIS Stresses to the RMS vendors that they should strive to make their system "cop proof" so that the software makes it is easy to get good data in, hard to get bad data in and the work-around to get it in is harder than

doing the job right. With these three things, the police will do the job right and Connecticut will have the best data in their system.

- Mr. Lovell returned to the demonstration and the time of arrest when the arrest information goes through an RMS system or AFIS, and the paperwork is prepared for Court. Typically, a Sergeant will take a look at the paperwork and have it notarized. A further check at the police department might be done by a Court Liaison Officer, who will verify the information and package it up for Court with a transmittal. The officer will then drive it to Court where the Clerk will check it for accuracy. Should the data be incorrect or incomplete, the officer will have to drive back to the police department to make the changes and then travel back to Court with the revised or missing information. This is quite time consuming in some areas of the State that are Trooper towns. When the revised paperwork arrives a second time at the Court and the Clerk enters the information into CRMVS, it creates another opportunity for data to be transposed, or for a wrong initial or wrong number to be entered. Once everything is acceptable the Clerk will sign off on the transmittal, which the officer will carry back to the department as a receipt.
- The demonstration today will show how the process is fine-tuned with the officer inputting the data into the system when he is making an arrest, the Sergeant who notarizes it, and the Court Liaison Officer who bundles up all the arrests for that day and assigns a transmittal number to the bundle. Driving to the Court is totally eliminated.
- At the Courthouse, as shown on the web interface, the information will be accumulated on a daily basis, and once it is verified, it will automatically be entered into CRMVS. If the Court Clerk detects an error in the information at this point, he/she can have direct communication electronically through CISS out to the RMS to explain the error and request a revision. As Mr. Lindgren stated the police department, in response, can send an update to the transmittal that will correct the error. The Clerk's Queue was built to give the Clerks the ability to review the data before its acceptance into CRMVS.
- Mr. Lovell said that during the process the police department is notified once paperwork is sent. A message will appear on their RMS saying SENT. From the department the data goes through CISS, continues through all the other checks, and sits out on the web interface. Once the Court Clerk reviews and sends the data to CRMVS, another message will be sent indicating that the arrest notifications have been successfully accepted.
- Mr. Lawlor observed that there is not a greater probability of data missing under this system; there is the same possibility, but it is quicker to correct. Mr. Lovell agreed, and added that the data submitted this way is going to be of a much higher value and much cleaner data because it is going to be hard to put in bad data.
- Mr. Lindgren added that the CISS system also eliminates delays due to bad weather, and will make the Courts and police departments more efficient and more effective by reducing the amount of time and effort that it takes to complete the process.
- Mr. Lovell reintroduced the Black Box built by CISS to simulate an RMS. The Black Box mimics the RMS in the police department and mirrors the fields, which an officer needs for booking, according to Mr. Lindgren. Mr. Lovell continued explaining that the arrest data takes approximately five to ten seconds to go through all the edit verification processes once the Court Liaison Officer sends the transmittal from the police department.

- The Administrators' Queue was introduced as the "preview of the preview" screen for the data that will be sent with the transmittal. Only a few people within the State will have access to this screen.
- The Court Liaison Officer can upload the documents piece meal, but until the Courts have the transmittal the information will sit and the Courts will not process it. Mr. Lindgren compared the process to a delivery truck that is being loaded with goods and the bill of lading that must accompany the shipment and must clarify what is contained in the shipment. The arrest data must be accompanied by a transmittal to validate what is being sent for the work to begin by the Court Clerk.
- Mr. Raja Mandru, CJIS Senior .Net Developer assisting with the presentation, sent a live transmittal from his laptop. Mr. Lindgren reminded the attendees that this was a live demonstration and that the data was traveling out through CISS and being processed, and then coming back down on Judicial's side.
- Mr. Duffy, also a CJIS Senior .Net Developer, noted that the arrest record disappeared from the Administrators' Queue to the screen where the Court Clerk could view it. Mr. Lovell said that this is an actual arrest record, simulated from the Torrington Police Department with the data associated and the documentation, including the UAR. Once the Court Clerk views and validates the data, it will be processed into CRMVS.
- Mr. Beg noted the REJECT button on the screen to be used by the Court Clerk if data is incorrect or there are missing documents.
- Mr. Lovell said that DOC's new case management system, Offender Management Information System (OMIS), will receive the same information. Once the case is adjudicated if the individual is incarcerated, that information entered in the Black Box will go into CRMVS. Additional information might be added as charges are added or dropped, but once that person is incarcerated that information will be sent over as a Mittimus (MIT) message to OMIS, and the DOC will use that information to populate their system.
- Mr. Lawlor queried that in the case of an arraignment and an individual is brought to Court with the documents following, how will the Judge receive this information. Mr. Lindgren said that when the information comes through on the transmittal the Court Clerk will know if it is a same-day arraignment or not. The Clerks will know which ones are coming in that day and which are not, or they will know if that arrest is a 7-day out Court date. So, the key information that comes in will provide the status of the case to the Court Clerk, indicating if this an arraignment or an arrest with a future Court date. When the Clerks receive this information, they will assign it a docket number right away. As the State goes forward and laptops or tablets are in use, all this information will appear electronically so that the overload of paper is reduced and everyone in Court will be able to view the same version of the documents at the same time.
- Mr. Lindgren continued that Bail Commissioners are getting early arrest information now, with Release 2, Level 1 transmission of arrests. Prior to this the RMS has been sending out the early arrest notifications. When an arrest is made and enough information is captured, in as close to real time as possible, the RMS sends this information to CISS. CISS will disburse it to effected Agencies such as the DOC, BOPP and DMV. This will alleviate the need for these Agencies to type in the information and reduce the possibility of additional errors. Again, the need for accuracy in entering the original arrest information is stressed.

- Mr. Lindgren said that with same-day arraignments, when that individual comes into Court, the print-out from the RMS will accompany him. The Clerk will not have to reenter the data again because it is already there in the system. Mr. Lindgren interjected that until the State is fully electronic, the Judge and Prosecutor will each get a physical copy.
- Attorney Russotto referred back to the explanation of the process when the Judge is going to make a finding. There is a loop where the arrest information goes to the Prosecutor's office, the Prosecutor reviews the data, sends it back to the Clerk's Office, and from there it goes to the bench. Mr. Lovell said that what was just demonstrated was how the data goes to Judicial. The information also goes to DCJ's Case Management System. Judicial will print out these documents, but they are not taking them into CRMVS. CISS is the storehouse for these documents. DCJ is receiving the documents, but whether they will take the documents into their system or use CISS as their storehouse still needs discussion.
- Attorney Russotto stated that Phase 2 will activate the functionality of the workflow since it will include all the police reports beyond the probable cause documents, the witness statements, the lab reports and the forensic reports. All this information will blossom into the system and the value added will be evident. Mr. Lindgren added that videos can also be added. Attorney Russotto said that the process will also allow Prosecutors to see things in real time, to get notifications of big cases that are post arrest in the morning and have more time to develop leads, get statements and check with police departments for missing documents.
- Mr. Lindgren said that parties using CISS can apply for a subscription for information on a particular person or location. A notification can be sent in three different ways. A notification will be in CISS when the user logs in, or an email will be sent with an information update on the desired material, or a text message can be sent.
- Attorney Russotto continued that all of those documents will be populating DCJ's Case Management System in an electronic filing cabinet so that Prosecutors can do their discovery with defense lawyers electronically.
- Mr. Lovell summarized by saying that the Judicial and DCJ pieces were discussed, but the data that is not yet available is the Mittimus going from the Court to incarceration. This will not be available until the third or fourth quarter of 2018 and is dependent on OMIS.

Other Business

- Mr. Tezaris announced to the Governing Board that part of today's meeting package is the Legislative Executive Summary, which is a breakdown of benefits in dollars put together by the Connecticut Information Sharing System Savings Validation Committee and MTG Management Consultants in 2010. CJIS Administration wants to ensure that those goals in tangible dollars are achieved.
- As the project moves forward, Mr. Tezaris stated that a Dashboard will be set up to start tracking as more elements are implemented so that CJIS can achieve what was started. Mr. Beg summarized by saying that the savings in departments not driving their information to the Courts and the accuracy of data are all achievement goals that are being met. Attorney Russotto complimented the work done on the demonstration.
- Mr. Beg announced that the following Governing Board meeting will be held on Thursday, April 6th.

VIII. Adjournment

- Mr. Lawlor said that further discussions will be held on a refined version of the Model Office demonstration for the lay person to understand. He then thanked all who were in attendance, which ended the meeting.