



Digital Evidence Storage and Management Study Steering Committee Charter

1. Introduction/Purpose - The purpose of the steering committee is to provide advice and guidance from a cross branch/cross agency point of view regarding the Digital Evidence Storage and Management Study undertaken by the Criminal Justice Information Systems Governing Board, in collaboration with State agencies, branches and municipal police departments.

The CJIS-CT Governing Board Executive Director and staff will provide necessary project management and technical support for the project.

The CJIS-CT Governing Board retains overall authority for the study.

2. Reference:

- Connecticut General Statutes Title 54. Criminal Procedure § 54-142q. Criminal Justice Information System Governing Board. Membership. Duties and responsibilities. Access to information.
- Connecticut Public Act No. 23-36 An Act Concerning The State's Criminal Justice Information System
- Project Charter for Digital Evidence Study (available from CJIS-CT project team)

3. Scope

The Steering Committee will oversee the study phase of the project. At a high level, the scope of the steering committee is to assist the CJIS-CT team and cross branch/agency project management team in developing a statewide digital evidence storage and management plan and to identify and estimate the projects that are needed to implement this plan. The steering committee will provide advice and guidance on the overall project and provides requirements pertaining to their agency or branch. The member also serves as a point-of-contact for their agency or branch for this project.

4. Objectives and Goals of the Steering Committee

- **Stakeholder Representation:** Ensures that all key stakeholders, including law enforcement, judiciary, IT departments, and other relevant state agencies, have a voice in the project's direction and decisions.
- **Strategic Guidance:** Provides high-level oversight and through representing your branch/agency, ensures the project aligns with the state's broader strategic goals and objectives.
- **Risk Management:** Helps in identifying, evaluating, and prioritizing potential risks, and appropriate mitigations.
- **Resource Allocation:** Provides their time and coordinates agency resources.



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- **Decision-making:** Facilitates faster decision-making by providing a forum where key decisions can be discussed and made without the need to consult a broader group of stakeholders continually.
- **Problem-Solving:** Provides support in solving issues between different departments or stakeholders, ensuring that the project remains on track.
- **Communication:** Ensures consistent and transparent communication about the project's status, challenges, and achievements to higher management, and stakeholders.
- **Quality Assurance:** Monitors the quality of outputs and ensures the work product meets the standards and expectations of its users and stakeholders.
- **Change Management:** Provides guidance on how changes to the project's scope, timeline, or resources are managed
- **User Adoption:** Helps in driving user adoption by ensuring that the system is user-centric, and the needs of the end-users are continually considered and addressed.
- **Regulatory and Legal Compliance:** Ensures that the system adheres to state and federal regulations, especially given the sensitive nature of digital evidence.
- **Vendor Management:** If external vendors are involved, the committee can oversee vendor performance, ensuring deliverables are met as per contract stipulations.

5. Membership

Members were nominated by their respective CJIS-CT Governing Board member or designee.

Table 1 contains the listing of members.

Table 1: The Members of Digital Evidence Storage and Management Study Steering and Advisory Committee

Name	Title	Organization	Email
<i>Members</i>			
Lucio DeLuca	Executive Director, IT	CT Judicial Branch- Information Technology Division (ITD)	lucio.deluca@jud.ct.gov



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Name	Title	Organization	Email
David Smail	Director of Information Services	CT Judicial Branch-Information Technology (ITD)	david.smail@jud.ct.gov
Jeremy M. Miller	Scientific Services Administrative Manager	CT DESPP Scientific Services	jeremy.m.miller@ct.gov
Sgt. Tom Gorman	CoS, Administrative Services	CT DESPP/CSP	thomas.gorman@ct.gov
Ralph Dagostine, Esq.	Deputy Director – Criminal Matters	CT Judicial Branch-Administrative	Ralph.Dagostine@jud.ct.gov
Vilmaris Diaz	Associate Research Analyst	CT Board of Pardons and Parole	Vilmaris.Diaz@ct.gov
James Pastore	Assistant Public Defender	CT Division of Public Defender Services	james.pastore@pds.ct.gov
Deb Notarino	Chief of Driver Regulations	CT Department of Motor Vehicles	Debra.Notarino@ct.gov
Chris Smith	Chief of CSVD (Commercial Vehicle Safety Division)	CT Department of Motor Vehicles	Christopher.J.Smith@ct.gov
George White	Division Chief	CT Department of Motor Vehicles	George.White@ct.gov
Milan Joshi	Architect	CT Department of Motor Vehicles	Milan.Joshi@ct.gov
Adel Ebeid	Director IT Capitalization	CT Office of Policy and Management	adel.ebeid@ct.gov
John Russotto, Esq.	Deputy Chief State's Attorney	CT Department of Criminal Justice	John.Russotto@ct.gov
Naveen Prathikantam	Director, IT	CT Department of Criminal Justice	Naveen.Prathikantam@ct.gov



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Name	Title	Organization	Email
LT Jonas Riccitelli	Lieutenant	Hartford Police Department	riccj001@hartford.gov
Voytek Szaro	Cloud Architect	CT DAS BITS- Architecture and Strategy	Voytek.Szaro@ct.gov
Warden Ronald Cotta	Warden, Brooklyn CI	CT Department of Correction	Ronald.Cotta@ct.gov
Greg Zeoli	Information Technology Supervisor	CT DAS BITS-DESPP	Greg.Zeoli@ct.gov
John Traynor	Information Technology	CT DAS BITS-DEEP	John.Traynor@ct.gov
Alexander Garvey	Information Technology Subject Matter Expert	DAS BITS -DMHAS	Alexander.Garvey@ct.gov

6. Decision-making Process - Decisions will be made by consensus. The process for resolving disputes or disagreements will be to raise these to the CJIS-CT Governance committee.

7. Meeting Structure - Frequency of meetings will be monthly for the Steering Committee, for typically 1 hour in length. Ad hoc meetings between the CJIS-CT project team and a committee member to explore agency requirements will occur but should not be a significant time commitment. Typical agenda for the steering committee will be accomplishments, next steps, review of timeline for the project, and risks/issues and mitigations. Additional topics can be raised by any committee member.

8. Communication Protocol - Primarily email and MS Teams will be used for communication, including virtual meetings. All meetings will be held virtually unless otherwise specified.

9. Documentation and Record Keeping - The CJIS-CT project team will establish a SharePoint site to store project documents including meeting agendas and meeting minutes. Steering Committee members will be provided access to this site.

10. Stakeholder Engagement – Stakeholder engagement can be envisioned as the methodical approach of connecting with and involving those who have a vested interest in this study. Committee members can actively and methodically engage stakeholders. By valuing stakeholder input, this will foster a more inclusive and successful project environment.



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11. Charter Review and Amendment Process - Steering committee members or CJIS-CT project team members can recommend changes to the charter. All charter revisions are subject to approval by the steering committee.

12. Duration and Dissolution

The Committee will be dissolved at the end of the study phase. If the study is converted to a project implementation phase (at some later date), then the committee will be reconstituted to serve in the same capacity as the previous committee.

Revision History

Date	Version	Comments
9/30/23	V0	Original Issue