



CISS Monthly Status Meeting Minutes Wednesday, November 13, 2013

Attendees (based on sign-in sheet)

Shams Akberzai, Judicial; Victor Aviles, Waterbury PD; Captain George Battle, DESPP; Lt. Dan Bothwell, Milford PD; Bob Cosgrove, DOC; Frank DiMatteo, DPDS; Larry D'Orsi, Judicial; David Dove, Judicial; Lt. Richard Guerrera, Bristol PD; Darryl Hayes, DESPP; Joan Hilliard, DESPP; Tom Hine, UCONN PD; James Lobb, Judicial; Micha Mann, BOPP; Sal Marrino, Judicial; Brandon Marschner, Milford PD; Marc Montminy, Manchester PD; Andrew Power, Wethersfield PD; Mark Raymond, CIO, DAS/BEST; John Russotto, DCJ; Terry Schnure; Scott Sharlow, Newtown PD; Celia Siefert, Judicial; Thomas Sutkowski, Judicial; Holly Sylvester, Judicial; Terry Walker, Judicial; Gary Willett, East Hartford PD; Cindy Zuerblis, DMV

CJIS Staff

Wayne Allen, Jeanine Allin, John Cook, James Harris, Tammi Harris, Rick Ladendecker, Nance McCauley, Patty Meglio, Archana Mulay, Marcia Rogers, Sean Thakkar, Steve Wallick, Glenda Woods

Xerox Staff

Phil Conen

Conferenced Participants

Naveen Prathikantam, DMV, TriTech Software Systems

Welcome

Nance McCauley opened the meeting at 1:05 pm. She encouraged questions during the meeting and afterwards with any member of the CJIS Leadership Team. She also encouraged meeting participants to share information with their agency counterparts.

CJIS Security Policy – Presented by Rick Hegwood, CISS Durational Program Manager

- Rick Hegwood noted that the CJIS Governance Committee and the CSO (DESPP) are working towards finalizing the Management Control Agreement. Once the Agreement is finalized, they can go back to the FBI with the plan. The biggest stumbling block with the FBI is a control agreement with a non-criminal justice agency.

Q: Bob Cosgrove – There was discussion at the Governing Board regarding treating CISS similar to COLLECT; is that part of the current discussions? Separate machines to access CISS will have an impact on agencies. The intent of CISS was to give more people access.

A: Rick Hegwood - That specific issue is not under discussion. Once the Management Control Agreement is finalized, that may ripple through the system.

A: Joan Hilliard – Similar to OBTS, there was a security document completed by the agencies for non-COLLECT devices to access OBTS.

Stakeholder Management – Presented by Rick Hegwood, CISS Durational Program Manager

- Rick noted a single sub-committee for CJIS Community meeting purposes. He encouraged feedback for agenda topics. He suggested that the current CISS monthly status meeting be the time to discuss community topics since most agencies are represented. He noted that the three subcommittees will still meet on a quarterly basis, as needed.

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- He also mentioned a series of workshops to educate the CJIS community on CISS, noting that the team will make road trips to agencies to discuss the workshop items.
- Rick noted that Wave 1 requirements will be a topic; RMS data into CISS, business rules applied, and output to off-ramps for agency consumption.

Wave 0, Version 1.5 – Presented by John Cook, Senior Project Manager

- John noted that the team is currently working on defining system health checks and performing high-availability tests. He noted they are also developing a capacity plan for CISS storage, researching off-site data backup options and documenting the Standard Operating Procedures.
- He noted that the next steps include defining and establishing performance baselines.

Q: Mark Raymond – questioned performance testing and the lack of creating simulated data volume to ensure the infrastructure performs as expected.

A: John – responded that the intent is to load test the system as much as possible. He also noted that they are waiting on the design process of SR1 to begin the simulation aspect.

A: Phil Conen, Xerox – also noted the need to benchmark the scaling. The process is to add volume until you meet a saturation point, at which point you scale. He also noted that FAST scales in two directions, based on the number of concurrent users and the amount of content that exists to be indexed. Those are the two factors they need to know, at what point to add an index server and at what point to add a search server.

Q: Terry Walker – What is the target release for V1.5?

A: Rick Hegwood – responded middle of January (2014).

RMS Network Update – Presented by John Cook, Senior Project Manager

- John noted that the team is continuing configuration efforts with BEST for the CJIS network routers. He expects a detailed schedule for configuration by November 30, 2013.
- There was much discussion regarding the RMS network. Please see Appendix A for a transcript of the conversation.

RMS Certification Program Update – Presented by John Cook, Senior Project Manager

- John noted that the team reviewed the RMS Certification process and distributed draft materials including the process overview, business considerations, and technical guidelines.
- The team also reviewed the Incident Arrest validation rules and a decision was made to follow the AFIS rules for validation.
- The next steps for CJIS:
 - Perform a technical review of the RMS Certification process with the targeted vendors and police departments.
 - CJIS will organize and schedule workgroup meetings to continue review of the business requirements with select members of the CJIS Stakeholders – targeted for late November/early December.
 - Begin work with 3 pilot vendors to develop the Information Exchanges – target early January.

Wave 1 – UAR - Presented by John Cook, Senior Project Manager

- The team continued work with the stakeholders regarding GFIPM security access mapping – 3 sessions in October, completing review of approximately 54 documents
- Conducted technology overview with Judicial

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- Reviewed Information Exchanges for CSSD regarding consumption of information
- Reviewed redactions and restriction requirements with Judicial and DCJ
- Also met with Judicial regarding erasures in CISS
- The team also focused efforts on requirements for user initiated alerts consolidating them with Sys Admin alerts and subscriptions as part of SR1 scope.
- John discussed the next steps for Wave 1
 - Completion of Wave 1 Xerox requirements by November 22nd
 - Completion of CJIS requirements for Wave 1 which includes CJIS Community Portals. Rick Ladendecker will work with stakeholders to conduct planning workshops on the transformation and consumption of information exchanges.

Search Release 1 (SR1) Update – Presented by Jim Harris, Senior Project Manager

- Jim noted the current status of SR1 which includes replicating PRAWN and OBIS
 - Jim reviewed the replication process as well as the search process, noting GFIPM security. He also noted that the search of PRAWN and OBIS will use replicated data in CISS which will have no performance impact on the source systems.
 - He also noted that CJIS & Xerox have reached a collaborative agreement on the design of the User Interface, noting that some of the functionality will be deployed in SR1 and some functionality will be reserved for future releases.
 - Xerox is currently developing software for search sources, search, and system administration functionality.
- Jim reviewed the next steps:
 - A prototype will be shared with local law enforcement users in December. Jim noted the prototype will also be shared with Judicial and DOC for review of the display of their data.
 - Jim noted Xerox will develop the curriculum for the SR1 instructor-led training. He noted that Jeanine Allin is a post-certified instructor and will have the curriculum approved by POST.
 - Jim also noted that CJIS will work with Xerox on the CISS deployment strategy which includes the testing strategy, training strategy, and user provisioning.

Q: Naveen Prathikantam, DMV – how often is the data being replicated?

A: Jim – the data is currently updated on an hourly basis.

A: Phil Conen – The FAST index is then picked up.

Q: Celia Siefert – Is the new deployment different from the first OBTS release? Will it include OBTS data as well?

A: Jim – The new release will include OBTS, OBIS, PRAWN and will include enhancements to the existing screens.

Q: Celia – Can you include CSSD's big users in supplying testing data and include them earlier?

A: Jim – Yes, the testing is not only for the users, but also the source agencies to ensure we have represented their data correctly.

CISS Project Plan – Presented by Rick Hegwood, CISS Durational Program Manager

- Rick Hegwood presented the CISS Release Schedule which includes Search Releases 1, 2, 3 and Waves 1 through 7.
- Rick will rework the CISS Release Schedule with input and feedback and provide an update.

Stakeholder comments:

- Question from John Russotto: It would be helpful to know how many people from each agency are involved in UAT; some agencies are staffed very thin.
 - Rick H. to send documentation that was provided verbally.
 - It's dependent on wave.
 - Primarily 2 testers per agency at least, they need to be trained approx. a day or so to review scripts & test plan at beginning of UAT, 2 hours; typically 3-4 weeks of UAT, ramp down.
 - Search Releases training sessions are fairly straight forward.
 - Information Exchange training sessions are more technical in nature.
- Comment from Dave Dove regarding implementation during the holidays: he has to have 1,000+ Probation Officers provisioned for CSSD before retrofitting CMIS I; this isn't a requirement.
- SR1 – haven't seen prototype or results screens; 3 weeks duration for UAT is very aggressive; UAT time should be extended "significantly."
 - Need turnaround time for fixes and responses.
 - Phil stated that the first release couldn't have been done any worse.
 - Past experience is that promises were made and weren't delivered.
 - Can agency testers participate during Joint Testing?
 - Ensuing discussion indicated "significantly" to be approximately 6 weeks.
- Comment that if project work is layered on the same project resources across multiple Waves & Releases it will be very challenging; agencies will try but it may not work.
- Need to address testing to ensure end to end testing is done efficiently and adequately.
- Stakeholders would like to see CISS prior to UAT to "kick the tires." Ensuing discussion points included:
 - Provide stakeholders 2 weeks' notice to do "kick the tires" testing
 - Do "kick the tires" testing during Training
 - Can users do "kick the tires" testing during Joint Testing?
- The CJIS project team should do script testing, not the users.
 - Users test the data scenarios because they know the data.
- What agency source systems are in SR3?
 - Comment from Naveen Prathikantam regarding DMV is listed as a source system in SR3; there is a concern due to the CIVLS application, the implementation date is March 2014 but it is being pushed out.
 - DOC/BOPP Case Notes and possibly DMV are in SR3.
- Technical meeting for Wave 1 was one week ago; how will all this work be done to be ready for testing in 8 – 9 months?
- Comment regarding Strawman Release Plan
 - The plan is optimistic and looks like a plan for a first attempt.
 - The plan is very aggressive for where we're at with this project and the experience we've had to date;
 - Trying to apply more rigor.
 - Need to get agency input on resources and timeframes as the next step to see if it fits in the time frames that have been laid out.
 - Decisions are needed regarding agencies abilities to consume data; do we proceed without connecting?

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- There is a lot of work remaining to be done for agency information exchange consumption; there's a lot of overlap.
- Comment made regarding combining Waves 1, 2 & 3: Wave 3 – Infractions (CIB) is a separate work application for Judicial.

CISS Community Topics

Topic ~ E-Signature – Presented by John Russotto, DCJ – see hand-out, E-Signature FAQ sheet

- DCJ collaborated with Judicial and Law Enforcement regarding E-Signature. John noted that some changes have been made to the Practice Book, as well as State Statutes that allow for police officers to submit police reports with an electronic signature (not submitted electronically, just an electronic signature).
- Rules have been set up by the Judicial Branch - ***Law Enforcement Electronic Procedures and Technical Standards***. Essentially, these are the requirements that police departments must comply with to satisfy that the person that is doing the electronic signature is in fact that person.
- When police departments are ready to participate, a MOU is generated between the Judicial Branch and the Police Department outlining compliance with the technical standards. There are approximately 20 police departments participating today.
- There is concern from the prosecutors that the Probable Cause document is not compliant with the law regarding the e-signature, specifically pertaining to the OATH.
- The E-Signature FAQ sheet is used today to anticipate the questions and to assist in this new practice.

Topic ~ CISS SR2 Audience Expansion – Presented by Jim Harris, CISS Senior Project Manager

- The proposal for SR2 is to increase the number of users:
 - Police departments
 - Judicial Branch - probation officers, bail supervision officers, court operations, and IT
 - Department of Corrections - parole officers, classification users, and IT

Thoughts from the community:

- Testing will require extensive scenarios – claims will be expanded based on the proposed new users
- GFIPM claims will be a good topic for the workshops – security is a big concern among stakeholders.
- The SR2 schedule will be reviewed to consider the expansion of users, training, and testing efforts.

Upcoming CISS Monthly Status Meetings

Wednesday, December 11, 2013 at 1:00 pm

Wednesday, January 8, 2014 at 2:30 pm

Wednesday, February 12, 2014 at 1:00 pm

***Respectfully Submitted,
Tammi Harris***

Appendix A
RMS Network Discussion

Q: Terry Walker – What are the routers doing?

A: John Cook – The routers are promoting the secured transportation of the RMS data from the CAD/RMS system into the CISS system.

Q: Terry – Didn't we have secured routers for what exists now between COLLECT and the police departments?

A: John – Yes, however, the stakeholders opted to purchase and install a separate router.

Q: Terry – It sounds like the police departments themselves are paying for the routers.

A: John – Yes and some police departments purchased equipment through a JAG grant.

Q: Terry – 60 departments have purchased so far?

A: John – Approximately 60 of the 92 departments have purchased the equipment.

Q: Terry – Does that mean that the rest of the departments don't need them?

A: John – The number is unsure at this time. Ninety-two towns have expressed an interest in participating in the CISS program. There are other police departments; however, there is no count beyond the 92 at this time.

Q: John Russotto – Once the information gets to CISS and is then passed on to other agencies (non police departments), will those agencies also require special routers?

A: John Cook – They shouldn't, those that are on the network today may already have adequate level of technologies to support the current specification.

Q: Terry – The first Wave starts out with three police departments, however, are we setting up for all 92 departments?

A: John Cook - Yes the full deployment is being planned.

Q: John Russotto – The concern is the equipment may become outdated, pending deployment.

A: Rick Hegwood – The detail will be planned regarding police department involvement.

Q: John Russotto – The risk is outdated equipment at the police departments.

Q: John Russotto – It would be helpful to have a schedule for RMS readiness.

Q: from Police Department regarding RMS Vendors – What is the encryption specification and will the police departments be migrated only when they have the proper encryption in place?

A: Rick Ladendecker – The intent is to provide the capability to replicate the RMS data from as many police departments as possible, allowing CISS to search across a wide range of law enforcement sites without the RMS vendor being fully integrated. Once the RMS vendor is on-board, the replication process will stop and the vendor will push the data to CISS. The data has to be encrypted coming across the PSDN and encryption is a mandatory requirement.

A: Mark Raymond – clarified that PSDN is a closed secure network; however, it is not encrypted and it is only used today for criminal justice purposes.

A: John Cook – The current specification for encryption is 380mbps – everyone around the state has the same router. The software licenses were purchased to match the speed of the hardware's capability. For future expandability a coprocessor card can be added to the router to increase the encryption throughput up to another 1.2 to 1.5gbps. CJIS provided BEST with technical and functional specifications that start with 100mbps on the PSDN and gradually build up at 100mbps increments to 1gbps. There are many dependencies on the PSDN to support these varying degrees of speed. BEST is working closely with CJIS on needs and continuing to baseline use of the system. A strategic call will be made on how best to configure the network.

Q: Question regarding getting police departments on line and getting their data into the system – how will that be achieved without the RMS vendor parsing the information for CISS.

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A: Rick Ladendecker – CJIS has already spoken to some of the vendors and some of the police departments have their own internal systems and have given CJIS access to their databases, especially those built around Oracle and SQL. CJIS is looking at the police departments on a case-by-case basis.

Q: John Russotto – it would be helpful to know the status of each police department's readiness, which Mark Raymond referred to in a previous meeting.

A: Mark Raymond – believes the RMS Certification program will identify which specific systems and associated PDs will be ready to send data to CISS.

Comment: Terry – That refers to sending data, however Rick (Ladendecker) is referring to searching data.

A: Rick Ladendecker – It is really one in the same. CISS can replicate the RMS data and pick up changes on a constant basis to determine when a new arrest comes in. We can look at updates to charges and arrest information. We are looking at feeding this to CISS through information exchanges and publishing in lieu of the RMS vendor. We are doing this on a rudimentary basis for search. We will have the historical data to search on and any new charges for arrests coming in. Once the vendor starts publishing to CISS we will stop the replication process.

Q: Terry Walker – Expressed that this is the first time she has heard we are thinking about crawling the RMS data to create the events.

A: Rick Ladendecker – The request came from CPCA about 7 months ago. We are responding to their request directly. We have several police department's worth of data already replicated. The intent is to expand that if possible. Otherwise, by the time the RMS vendors come on board it will be sometime late next year.

A: Rick Hegwood – A Change Request specific to this piece was submitted. The vision is to have the RMS vendor interface and provide information exchanges to feed CISS. We are going through the Certification process and will begin discussions with the vendors. The replication process is an alternative. The goal is still to have the RMS integrate with CISS. The replication will not help information going back to the RMS vendor. This alternative method is an interim idea/solution. There is concern that police departments will become comfortable with the alternative and we never reach the full RMS integration. CJIS is in the process of weighing the options.

Q: Scott Sharlow – How are the local law enforcement agencies supposed to prepare for integration with CISS? Are they sending their databases to CJIS? Their RMS vendor has issues with their schema being shared with an agency that doesn't have an agreement with them. That being the case, the alternative solution is something that they have never planned for. They are struggling with the CJIS direction – it seems that they have received multiple decisions over the years. Also, with respect to the routers – they have not purchased their router yet because they are unsure when they will need it. They purchase hardware that will be used within a 30-day window. They have a concern that they purchase equipment that will become outdated when ready to use.

A: Rick Hegwood – CJIS will be looking at the schedule for router configuration and will also be working with the individual police departments/RMS on their integration with CISS.

A: John Cook – the 90 police departments are those that currently have an RMS system. There are 18 RMS systems supporting those 90 departments. CJIS is hopeful that a web-service based set of specifications that can be configured and adapted to the existing RMS systems. There is a 5-year deployment plan to support the CISS application.

Q: Scott Sharlow – The concern is also regarding search techniques – where is the search going, CISS only, or to the various systems as well?

A: John Cook – there are different types of searches – centralized as well as federated. The current strategy is to perform centralized searches.

A: Phil Conen – The data does not need to be in CISS, the index needs to be in CISS so you can find results quickly, like Google. Google sends you to the site. This is what CISS can do.

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Q: Scott Sharlow – There is a design concern from the police department’s point of view – they need to prepare for that.

A: Rick Hegwood – This topic will be covered in the Workshops he referenced earlier.

Q: I am one of the agencies that purchased their router hardware 4 months ago. Their RMS agency is not one of the ones selected for the pilot. When do you get them on board and how long will it be for CJIS to be willing to work with them. Sun Guard is the vendor.

A: John Cook – CJIS is working with BEST on the strategy to configure the devices. John will follow-up. Milford is the town.

Q: Milford PD – will CISS connect with LInX?

A: Sean Thakkar – Yes, CJIS is looking into it.

Q: John Russotto – You mentioned grant money is being used to buy some of the equipment – Just a note that many grants have deadlines, so those departments choosing to wait to purchase equipment may miss the grant opportunities.