



Criminal Justice Information System
Governing Board
State of Connecticut
55 Farmington, Hartford, CT 06105 • www.ct.gov/cjis

CJIS Hosting of DCJ Cold Case SharePoint Site for Norwalk PD Proposal

12/07/16

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Background

A request from the Director of Information Systems with the Division of Criminal Justice (DCJ) was made requesting for CJIS to host a second SharePoint site. This site would be utilizing the CJIS external facing SharePoint server for a second cold case.

The external SharePoint site will allow staff from the Chief State's Attorneys' Office, the Cold Case Unit, the Stamford State's Attorney, and the Norwalk Police Department to investigate and collaborate on the case together.

DCJ would require that some user accounts, be created for those that require access to the case. Given users created for the first site, the incremental users to be created for this site is expected to be less than 10.

Project Goals

The project goals are:

1. Leverage CJIS' s experience with SharePoint and technical resources to quickly stand up a SharePoint site for DCJ.
2. Use already purchased SharePoint Client Licenses for DCJ, Stamford and Norwalk Police where possible to access this new site.
3. Implement this project so that it does not negatively impact the implementation of CISS.
4. Workout a cost and support model for this project if applicable.
5. Save significant time and money on travel for staff involve in case and provide immediate access to data for this critical case that might otherwise be unavailable to the team.
6. "Do more with less."

Identification of Resources

Acting Executive Director:	Mark Raymond
CJIS Project Lead:	Mark Tezaris
CJIS Solutions Architect:	Anatolie Criucov
CJIS SharePoint Developer:	Jhansi Ilapanda
DCJ Project Lead:	Evelyn Godbout

Scope of Work (SOW)

The end result of this project will be the creation of an external SharePoint Site for a second cold case that will enable DCJ, State Police, Stamford Police, Norwalk Police, the DCJ Cold Case Unit, Stamford State's Attorney, and DCJ State's Attorneys to collaborate on the case. CJIS will provide the SharePoint Site and DCJ will setup site content and maintain it with some CJIS support. Additionally, this second site is expected to share and stay within the 50 GB space allocated for the first DCJ SharePoint site in production.

Security of this site will be very important. The attached document from DCJ in Appendix A explains that "Staff at the DCJ have gone before a Judge in the New Haven Superior Court and have been sworn in. This may or may not include the requirement of a few of the CJIS administrative staff to get sworn in as well. If CJIS staff is not required to be sworn in, they may be required to sign a confidentiality document."

From a technology perspective, the site can be configured by DCJ to lock out completely CJIS staff for security of the information purposes. Under this scenario, CJIS will still have access to the SharePoint logs, the operating system logs, and the audit logs allowing normal maintenance of these systems. CJIS will NOT have access to the documents or content of this site.

Below are the high level technical requirements from DCJ:

1. Requirements
 - a. Technical Capacity
 - i. Maximum of 15 client users, est. 25 concurrent at peak times for this site. (Given that many of the users setup for the first SharePoint site will also be using this second site, the incremental number of users are expected to be less than 10.)
 - ii. Site Storage
 1. SharePoint template to be provided by DCJ
 2. Project storage estimated at – 50 GB for this new site and the existing site combined. (No additional allocation of space is anticipated for new site.)
 - b. Support
 1. CJIS Level 2 or 3 support of SharePoint problems only during working hours (8:00 AM – 5:00 PM)
 2. User id/password creation and configuration issues
 - c. Schedule
 1. Available 24x7 365
 2. Maintenance windows communicated through e-mail
 - d. Security
 1. CISS Security using both Connecticut security policies and FBI security policies 5.4
 2. Multifactor Authentication may be needed.
2. Agree on return proposal, timeframes, support CJIS able to provide, etc...
3. Agree on official sign-offs at top levels

Timeframe/Schedule

The development of the site is based on the requirements received and the template proved by DCJ. An agreed upon schedule will be worked out with DCJ upon approval for this project. The CJIS effort is expected to be about 4 hours SharePoint configuration plus 2 hours for setting up MFA for incremental users.

Human Resources Needed

No.	Human Resources	Name	Planned Person Hours	Actual Person Hours	Planned - vs- Actual	Notes
	<u>Setup/Development :</u>					
1	CJIS Project Manager	Mark Tezaris	2			
2	CJIS Solutions Architect	Anatolie Criucov	0			
3	CJIS SharePoint Developer	Jhansi liapanda	4			This includes setup of site collection, security, Etc.
4	Operations System Administrator	John Blauvelt	2			This includes setup of multi factor authentication for new users.
	<u>Ongoing Production Support:</u>					
5	DCJ Help Desk	TBD				DCJ takes initial call from users (Level 1 Support)
6	CJIS Help Desk	Pat DeMichele	1			Pat will help coordinate the processes between CJIS and DCJ help desks.

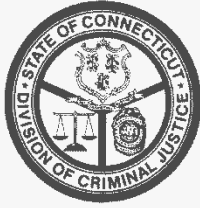
Risks, Issues & Mitigation Strategy

Date	Risk/Issue	Owner	Mitigation Strategy	Cost
	None at this time			

Monitoring and Evaluation

We will collect actual vs planned hours to update the effort for this project. The Governance Committee may also require a calculation of costs.

Appendix A



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THE CHIEF STATE'S ATTORNEY
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Memorandum

TO: John Russotto
Deputy Chief State's Attorney

FROM: Evelyn L. Godbout
Director of Information Systems

DATE: November 22, 2016

SUBJECT: Cold Case Sharepoint Site for Norwalk Cases

Assistant States Attorney David Applegate and Inspector Adrian Acosta with the DCJ Cold Case Unit have requested an additional external Sharepoint site be created for Norwalk Cold Cases they are working on. This would be an excellent example of collaboration among criminal justice agencies and would require very little on the part of CJIS. DCJ would be responsible for developing, managing, and maintaining the site.

Once the case is disposed, we would remove the site from the CJIS server.

Some of these cases will be grand jury cases. Staff working on grand jury information may be required to be sworn in by the Grand Jury so that they have the authority to work with the Grand Jury data. Staff at the DCJ have gone before a Judge in the New Haven Superior Court and have been sworn in. This may or may not include the requirement of a few of the CJIS administrative staff to get sworn in as well. If CJIS staff is not required to be sworn in, they may be required to sign a confidentiality document.

The following cases will be included in the Norwalk site Bateman, Bowen, Brown, Hudson, Orellano, Robinson, Shavers, and the Thomas cases. The external Sharepoint site will allow staff from the Chief State's Attorneys' Office, the Cold Case Unit, the Stamford State's Attorney, and the Norwalk Police Department to investigate and collaborate on the case together. This will save significant time and money on travel, etc. This will provide immediate access to case data for critical cases that might otherwise be unavailable to the team.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The staff that will require access to the Norwalk Cold Case site are detailed in the following list:

Norwalk Police Department Users

Detective Christopher Imparato (cimparato@norwalkct.gov) (203) 241-7423

Division of Criminal Justice Users

SASA Patrick Griffin (Patrick.Griffin@ct.gov) (203) 503-6823

ASA David Applegate (David.Applegate@ct.gov) (860) 258-3326

ASA Reed Durham (Reed.durham@ct.gov) (860) 258-3318

Chief Inspector Michael Sullivan (Michael.Sullivan@ct.gov) (860) 258-5920

Supervisory Inspector James Egan (James.Egan@ct.gov) (860) 258-3322

Inspector Adrian Acosta (Adrian.Acosta@ct.gov) (860) 258-3317

Inspector Steve Coppola (Stephen.Coppola@ct.gov) (860) 258-3323

Inspector Kenneth Edwards (Kenneth.Edwards@ct.gov) (860) 258-3333

Inspector Michael Sheldon (Michael.Sheldon@ct.gov) (860) 258-3337

Inspector Edwin Rodriguez (Ed.Rodriguez@ct.gov) (860) 258-3336

IT Director Evelyn Godbout (Evelyn.Godbout@ct.gov) (860) 258-5900

IT Analyst Jan Sniffin (Jan.Sniffin@ct.gov) (860) 258-5942

DCJ will be requesting Administrative rights to the site <https://dcj.cjis-ciss.ct.gov/sites> so that we can manage and maintain the site and sub site permissions including the addition and removal of sub sites. The original CJIS MOU referred to the DCJ site as requiring up to 50 gigabytes of space. DCJ requests the right to manage the site up to the 50 gigabytes of space that was originally approximated. The users accessing the cases will remain mostly the same with the exception of a small number of differing police department users.