



STATE OF CONNECTICUT

Criminal Justice Information System (CJIS) Governing Board

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CJIS Governing Board Meeting

July 23, 2020@ 1:30 pm

Meeting Via Zoom Technology

CJIS Staff Making Presentation:

Humayun Beg, Executive Director (CJIS), Mark Tezaris (CJIS), Christopher Lovell (CJIS), and Sean Bucher (CJIS)

I. Welcome

- CJIS Executive Director Humayun Beg started the meeting at 1:32 p.m. and announced that the meeting would be conducted virtually.

II. Approval of Minutes

- Chief State's Attorney Richard Colangelo moved for approval of the minutes of the April 23, 2020 CJIS Governing Board Meeting. Mark Raymond seconded the motion and the minutes were approved.

III. CISS Project Update

- **Overview**
 - Director Beg said other presenters would be CJIS Project Managers Chris Lovell and Sean Bucher, as well as CJIS Project Program Manager Mark Tezaris. He said the presentation would cover the progress of the Connecticut Information Sharing System (CISS) project, financial, risks, and operations. Questions about the presentation would be taken at the end of each presentation section. CJIS Executive Director Humayun Beg began the business portion of the meeting noting that sound and video of the meeting was being recorded. He said questions about the presentation would be taken at the end of each segment and could also be emailed to CJIS.Helpdesk@ct.gov.
 - Despite COVID-19, Executive Director Beg said CJIS contractors and employees have been able to successfully move the project forward. Criminal justice partner agencies also have been able to move forward with the project through remote work with CJIS working in a project management role. He said some of these partners would give reports on the status of their work on the Connecticut Information Sharing System (CISS) during the presentation.
 - Since the last Governing Board meeting, Director Beg said CJIS has worked on several special projects, including for the State Marshal Service and Connecticut Sentencing Commission. He also reported that CJIS projects some shortfalls in funding during the fourth quarter of the fiscal year but has plans for cost-cutting measures and a rollover of prior year funding to make the agency whole. Bond Commission funding has allowed CJIS to add necessary personnel to continue moving the project forward.

- Director Beg said CJIS has developed a robust project plan for CISS and will begin tracking earned value
- **Project Workflows and Integrated Partners**
 - CJIS Project Manager Chris Lovell said that since completion of the CISS search components in 2019, CJIS focused efforts on the various workflows that will be used by CJIS partner agencies. Most recently, that work has been concentrated on the workflow exchanges between the Judicial Branch, the Division of Criminal Justice (DCJ), and the Clinton Police Department.
 - Lovell said Judicial is days away from turning on the workflows and exchanges for the receipt of the Uniform Arrest Report from the Clinton Police Department, as well as sending case updates, schedule notifications and dispositions to CISS. This will also provide DCJ with all active cases withing Judicial's system. Once that is complete, Judicial will provide DCJ with ten-years-worth of data.
 - At DCJ, Lovell said the division is in the process of creating and testing its first electronic case management system. It soon will be receiving the arrest information from Clinton and then providing through CISS the case updates, schedule notifications, dispositions and redacted case information to downstream agencies like the Division of Public Defender Services. DCJ also will be able to hold documents before releasing them to downstream agencies.
 - As the police department pilot site for full CISS capabilities, Lovell said Clinton again will be able to send full arrest paperwork and receive notification back from Judicial and DCJ. Clinton will have access to the live state statute table that ensures the use of the most up-to-date state laws in effect.
 - The Department of Emergency Services and Public Protection (DESPP) is preparing to send the full arrest paperwork and soon will have access to the live statute service, Lovell said. Additionally, CJIS is working on a new exchange with DESPP that will enable it to receive case updates and dispositions from Judicial's Criminal Motor Vehicle System (CRMVS) that have been validated by CISS.
 - Lovell said that after Judicial began sending the year's-worth of cases to DCJ to test its eProsecutor system, it became apparent the transfer was happening too slowly. It was decided that 82,000 cases out of 172,000 was enough for successful testing. Issues that have been found are being corrected.
 - Because 10 year's-worth of data from Judicial contains more than 3 million records, Lovell said CJIS will send 140,000 live cases so they can be active in DCJ's system for case updates, schedule notifications, and dispositions. Active cases will be batched and sent every night. The remaining cases will take about a month-and-a-half.
 - Chief State's Attorney (CSA) Richard Colangelo said this required a herculean effort by DCJ technical staff to accomplish while keeping the agency running. He thanked Judicial's staff for its support during the process.

- DCJ’s Evelyn Godbout said Judicial has about 225,000 pending cases that will provide DCJ the first look in its new system. She added that both the CJIS and Judicial teams have diligently worked as a team with DCJ to make the project a success.
- At Judicial, Lovell said the branch is sending large amounts of data for the project in the user acceptance testing environment. Judicial also created an exception report that runs nightly to ensure the information being passed into CISS is correct. The report enables court clerks to look at data, as well as the data from individual court geographic districts to verify the accuracy of the files being produced.
- Lovell said Judicial also is in the process of building a home-grown court clerk interface. Initially, the clerks will print the files for court. However, by the end of the year the courts may be able to use electronic files.
- Judicial’s Diana Varese said her team is still working on ways to speed up the transmission of historical data to DCJ.
- Lovell said this has required a tremendous commitment from each of the stakeholder agencies to bring the project to this point.
- When it comes to state-wide deployment of CISS, Lovell said CJIS and its partner agencies developed some scenarios. The ideas are flexible since no one knows how COVID-19 will impact situations going forward.
- In the first scenario, Lovell said all police departments using NexGen Public Safety Solutions for record management would be enabled to send the full arrest package. This “big bang” method would allow municipal police officers to submit their information electronically and not have to drive arrest packages to courthouses. A separate deployment would be done for State Police.
- This plan poses several risks. Lovell said all the police departments involved would need to train officers on the new NexGen software at the same time. Additionally, all court clerks would need to immediately be trained on their new software. This implementation plan would be a worst-case scenario.
- Lovell said a second way to deploy CISS would be to package arrest deployments with DCJ’s eProsecutor deployment. This would be done by judicial district, rather than geographic area and would require a very high level of coordination with DCJ.
- The final method would be long discussed geographic area (GA) deployment, Lovell said. The court GA would be chosen by working with Judicial to determine which district makes the most sense. This would involve a lot of variables to decide which GA is best suited.
- Lovell said the final method is the preferred approach and one CJIS hopes to be able to follow.
- **CISS Deployment**
 - CJIS Project Manager Sean Bucher said that all the state’s record management system (RMS) vendors were able to submit early arrest packages with no errors during the last two months. Currently, 16 police departments are sending early arrest notifications and once Judicial

notifications are turned on, an additional 25 police departments will be able to send early arrest information.

- Another area Bucher oversees is connecting Police Departments to CISS. A new project by the Department of Administrative Services Bureau of Enterprise System Technology (DAS-BEST) is providing police departments with new routers, Bucher said. The single routers will replace the existing dual router system that connects police departments to CISS and the Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) System.
- Bucher said deployment of the new routers should help improve CJIS's ability to connect more police departments to CISS.
- On training, Bucher said CJIS created a fully online training program that individuals can take anywhere they have an internet connection. Five police departments signed on with CJIS to participate in regular training of its officers, which should add a potential 1,000 new users. Additionally, the police training academy in New Haven had its first training for cadets. CJIS instituted a train the trainer program for the academy and the individual will be training cadets as part of their police training.
- Bucher said CJIS also trained 12 new users at DCJ and another 12 from the Department of Public Defender Services.
- RMS vendors have made significant progress, Bucher said. NexGen has been sending the full arrest package from its development lab and set up a pseudo production server at the Clinton Police Department. Test arrest packages are now being sent from Clinton, which is allowing for end-to-end testing from the police department to CISS and on to Judicial and DCJ. It also is testing the flow of information back through to the police department.
- Bucher said this allows CJIS to test the flow of information through CISS to each recipient. For DCJ and Judicial, it allows testing of their ability to receive and send information, and to test how their new systems consume and process the information.
- RMS vendor Accucom Consulting, Inc. completed initial sending of the full arrest package, Bucher said. It needed to make some programming changes to improve the information being sent.
- Bucher said work continues with RMS vendor IMC public safety software's subsidiary companies. CJIS is negotiating contracts with Central Square Technologies and Inform.
- To help CJIS ramp up training efforts, Bucher said it hired a new project manager, Sazara Johnson. She is expected to have more direct communications and relationships with local police departments. She also will prepare for the resumption of on-site training once it is allowed.
- Bucher said he believes having Johnson on board, CJIS will be able to help police departments handle the multi-step process than now exists for getting people into CISS. Currently, departments must identify who gets trained, what their user access rights will be, and what paperwork must be completed for training. CJIS can assist with these time-consuming efforts, enabling more users to get trained.

- With more people receiving training, Bucher said CISS experienced an increase in the number of searches conducted during June. Much of this is due to people returning to their office environments and more local police departments getting connected for CISS Search.
- **CJIS Reports and Dashboard**
 - CJIS Help Desk Manager Pasquale DeMichele said he has been working to create the new CISS Dashboard. The dashboard will allow CJIS to move away from spreadsheets and show near real-time data about CISS use.
 - While not providing a live demonstration of the dashboard during the meeting, DeMichele said he chose stills from the dashboard to show some of the features it enables. He also provided a link to the dashboard that can be used at any time to see the new metrics being developed.
 - For CISS Search, DeMichele said widgets show viewers the number of searches in each day, over a seven-day period, and over a month. It also shows what sources are being searched and which agencies are searching, including the agencies most active in CISS Search.
 - DeMichele said one screen on the dashboard is a map that shows which communities are connected to CISS. It also highlights communities with more than one type of policing agency, such as colleges. The map is interactive so that when users click on the towns, it shows information about how the police agency is connected.
 - Another screen shows CJIS Help Desk activity. DeMichele said this helps CJIS track the progress on issues reported and how quickly they are fixed.
 - As CISS implementation moves forward, DeMichele said CJIS is doing more to provide analytics. These can be used to track specific crime trends, recidivism, and potential future offenses. Information also can be used to analyze sentencing, plea agreements, parole, probation, etc.
 - DeMichele said state agencies and other authorized individuals can contact CJIS about any reports or information it believes analytics could provide. Any requests should be sent to via email to CJIS.HelpDesk@ct.gov where they can be reviewed and next steps can be recommended.
- **CISS Deployment Strategy, Additional Projects, Funding**
 - CJIS Program Project Manager Mark Tezaris CJIS has been receiving a lot of requests for analytics and information that can be used to make better decisions. As more people learn about the kind of information CISS can provide, he said, more requests will come in.
 - Tezaris said CISS Search deployment has not been moving as quickly at CJIS would like. In 2015, he said CJIS estimated CISS would eventually have about 13,000 users. This number is believed to have changed and CJIS expects to develop a more accurate number soon. At the time of the meeting, he said CJIS had onboarded about 3,000 users.

- With the recent release of bond funding for the project, Tezaris said CJIS hired a new project manager, Sazara Johnson. With the online training developed by CJIS and Johnson as a dedicated project manager for onboarding, he said CJIS plans to train an additional 470 new users each month.
 - In addition to workflows, search and onboarding, Tezaris said CJIS has been asked to work on several other projects. Some of these are projects for CJIS partner agencies like the State Marshals.
 - Another important project at CJIS is updating CISS and other systems' infrastructure, as well as various applications. Tezaris said this is expected to cause some deployment delays, as it amounts to changing the car's tires while it is moving.
 - In order to keep all the moving parts of the CISS project on track, Tezaris said CJIS is using an integrated project plan. The team is also using expected earned value to track project costs and expenditures. CJIS will use this to complete the full scope of the project at or under budget. Documents showing an overview of expected earned value should be available for the next Governing Board meeting in October.
 - Tezaris said that, overall, the factors needed for the CISS project to succeed are in place. CJIS has the funding and is working with OPM on rollover funds from FY 19, as well as working with vendors to decrease costs and within CJIS to right-size the organization. Hiring of new employees has been put on hold because of concerns about fund revenue and potential changes in the future.
 - One of the risks to the project, Tezaris said is stakeholder support. Criminal justice agencies have not received any funding for the additional work to implement CISS. CJIS has been mitigating this risk by providing CJIS employee assistance to those agencies.
 - As GA-9 comes online during the next few months, Tezaris said will have support teams on hand to monitor the CISS hardware, applications, and communications. CJIS also will be moving CISS Search online so that authorized users will be able to access the system from remote locations.
- **Other Business**
- CSA Colangelo said he wanted to give CJIS a heads-up about the newly passed police accountability law. He said one of the things it calls for is Judicial and DCJ to prepare a plan to have prosecutorial officials review each charge in a criminal case before it is placed on the court's docket. This would be a change to the way information currently is handled. It would need to go to DCJ before being sent to Judicial.
 - The law requires a report to be presented to OPM by January 1, 2021, outlining how the prosecutorial review would be done.
 - DCJ's Godbout said currently, DCJ is not inserting a case until it receives the agency response message from Judicial. She suggested the process could be reversed. Judicial would not create a case on the docket until it received an agency response message from DCJ.

- Judge Carroll said the problem with the idea is ensure the work is done every morning before court starts at 10 a.m. If changes need to be made, it could cause a problem with cases. He said he would ask Diana Varese to keep the item on her radar, since it likely will require a lot of coordination.
- The good news, Judge Carroll said, is that the legislation only requires a plan initially. This will give all the parties time to figure out how to make it happen.
- Executive Director Beg said the new law may require business process changes to CISS. This presents the potential for issues to come up, but he said CJIS has good business analysts. He added that the working relationship between CJIS, Judicial, and DCJ is a good one that will be beneficial in dealing with any changes.
- Judge Carroll said if the plan developed for the law requires additional funding, they will make certain OPM and the legislature know about it.

IV. Adjournment

V. Other Business

- Executive Director Beg said the next meeting will be October 22, 2020. While it is unknown what format the meeting will take, he said it likely will be a virtual meeting again.