



# State of Connecticut

## Criminal Justice Information System (CJIS-CT) Governing Board

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### CJIS-CT Governing Board Meeting Minutes

July 27, 2023, 1:30PM

Microsoft Teams Virtual Meeting

#### **CJIS-CT Governing Board Members and Designees in Attendance:**

Sharonda Carlos, Deputy Commissioner, Department of Correction; Judge Patrick Carroll, Chief Court Administrator, Co-Chair; Chief Donald Melanson, Director, CT Police Chief Association; Marc Pelka, Undersecretary of Criminal Justice Policy and Planning, Office of Policy and Management, Co-Chair; Debra Notarino, Division Manager; Angel Quiros, Commissioner, Department of Correction; James Rovella, Commissioner, Department of Emergency Services and Public Protection; John Russotto, Deputy Chief State's Attorney, Office of the Chief's State Attorney

#### **Other Attendees:**

Lauren Clarke (DAS/BITS), Ralph Dagostine (Judicial), Vilmaris Diaz (BOPP), Christopher Duryea (Judicial), Irene Garcia (BITS), Evelyn Godbout (DCJ, PM), Maureen Klinkert (CSSD), Naveen Prathikantam (DCJ), Bryan Sperry (CSSD), Lt. John Schmalberger (Avon PD), Lt. Stephen Samson (CSP), Tanya Stauffer (AIC)

#### **CJIS-CT Staff and Contractors in Attendance:**

Executive Director James McGennis, Mark Tezaris, Program Manager; Christopher Lovell, Senior Project Manager; Sean Bucher, Senior Project Manager; Mark Sperl, Technical Project Manager; Henry Lindgren, Public Safety Liaison; Tammi Harris, Business Analyst; Tamika Potts, Technical Writer/Communications Specialist

*A regular meeting of the CJIS-CT Governing Board was held on July 27, 2023. The Committee's meeting was conducted virtually on Microsoft Teams.*

#### **I. Welcome**

The meeting was called to order at 1:30pm by OPM Undersecretary of Criminal Justice Policy and Planning, Marc Pelka, Co-Chair of the Criminal Justice Information System (CJIS-CT) Governing Board. Executive Director McGennis thanked everyone for attending this quarter's meeting and started with the other business topics to permit maximum time for discussions.

#### **II. Approval of Minutes**

Previous Governing Board meeting minutes held on April 27, 2023, were approved.

**III. CJIS-CT Business**

**a. Workflow Update – CSP View**

- CJIS-CT GB meetings have included stakeholder feedback on CISS and any benefits or concerns stakeholders would like to share firsthand with the board. For this meeting, Undersecretary Marc Pelka and Executive Director McGennis introduced Lt. Samson from Connecticut State Police (CSP) to share his valuable insights and perspectives on CISS Workflow. Lt. Samson shared that although there are minor adjustments to be made, CSP is having a positive experience with the rollout of CISS Workflow and that currently CSP is working rollout with Troop C (Tolland) and Troop F (central part of CT). Lt. Samson emphasized the amount of time a court officer and evidence officer saves by doing everything electronically. He further noted that there is a joint CSP/CJIS workflow development plan meeting that occurs weekly. Lt. Samson also shared his insights on CISS Search on how it serves as a valuable investigative tool. He also highlighted the LEO benefits of receiving the Early Arrest Notices or EAN, which is the first level of CISS workflow functionality. For example, he noted the EAN can alert officers anywhere in the State when a suspect is arrested in another jurisdiction.
- Undersecretary Marc Pelka asked a question to Lt. Samson on how the CJIS-CT Governing Board should focus its outreach efforts to officers in municipal police departments and law enforcement agencies. Lt. Samson invited TFC Timothy Benjamin to better address Pelka’s question. TFC Benjamin shared his insights on CISS Search and Workflow, noting that CISS Search is a very useful investigative tool that he uses after being on the scene that helps extract all the information needed for the case. He also noted how useful the early arrest notifications have been especially using the subscription feature.

**b. Digital Evidence Study/Bond Funds - Updates**

- Executive Director McGennis noted that CJIS-CT has successfully received funding for several projects including funding for the Digital Evidence Study which is an initiative to analyze and recommend solutions for storage and sharing videos of body worn cameras and dashboard cameras, as well as other video media.

**c. CJIS-CT Funding for Projects – Clean Slate, Additional RMS Vendor**

- Funding has also been allotted for the CISS workflow integration with an RMS vendor that services Hartford and several other important municipalities. The third project funding allotment is the continuation of the Clean Slate automated erasures implementation.

**IV. CJIS-CT Projects**

**a. Executive Director Update**

- Executive Director McGennis stated the CJIS-CT GB continues to execute projects and programs to support legislative initiatives as well as supporting collaboration across inter-branch and inter-agency partners on various other projects. McGennis highlighted the focus on a major initiative of delivering an automatic Clean Slate erasure process per

legislation and identified two issues such as legacy platforms at different agencies and data quality issues with some of the records.

- McGennis also noted there has been additional progress with early arrest notifications with electronic workflow and that CJIS-CT will continue to incorporate additional PDs and GAs during the upcoming quarter. Additionally, McGennis noted that CJIS-CT is working on an education plan for RMS vendors and police departments about the new law requiring RMS vendors to obtain approval from the CJIS-CT GB prior to accessing CT criminal history information. Updates to the CJIS-CT webpage are planned which will introduce the legislation and show the process for how a vendor can engage with CJIS-CT.
- A Quad Chart view of the CISS Visual Dashboard was reviewed that reflected statistics of the month of July, providing insights into search volume, which agencies are using CISS the most, and types of information exchanges performed.
- The Executive-level CJIS-CT scorecard was reviewed to show the health of a set of projects with a highlight on watch items.

**b. CISS Workflow/Search/RMS Updates**

- CJIS-CT Project Manager, Chris Lovell, discussed the status of CISS Workflow Deployment noting that GA4 deployment will be finished in the next two weeks along with GA9. Lovell also highlighted training with CSSD with the focus on bail commissioners, stating that authorized personnel are now able to access notifications through the Message Viewer Portal (MVP) which is an application also provided by CJIS-CT for state agencies to use. Lovell also emphasized the risk of in workflow deployment delays related to PD readiness and prioritization. CJIS-CT will continue to work through the challenges to ensure that appropriate skills and staff are available to support schedules.
- Naveen Prathikantam from DCJ acknowledged the great job that everyone from the CJIS-CT team has done, especially the presentation that Public Safety Liaison Hank Lindgren gave at the symposium and provided a mitigation to the delay in deployment. A further discussion of mitigating the risk in the deployment schedule was provided by Program Manager Mark Tezaris and Executive Director McGennis. In addition to weekly meetings with Project Manager Sean Bucher and RMS vendor(s) as applicable, information and resources will be made available on the CJIS-CT website for any new RMS vendors on how to connect with CISS.
- CJIS-CT Project Manager, Sean Bucher, presented a joint CSP/CJIS-CT scorecard for CSP workflow deployment, discussing the current timeline and status of implementation, deployment, and training.
- CJIS-CT Program Manager, Mark Tezaris, covered the connectivity updates on behalf of Project Manager Sazara Johnson who was unavailable for this meeting. Tezaris noted that CISS Search training completion is currently at 60% complete for identified cohort (MPD's only), with 4,144 users trained and certified out of 6,912. Municipal-only connectivity to CISS Search is currently at 82% with 78 MPD's connected out of a target of 95. The number includes Montville PD which transitioned from a resident trooper town. Tezaris also highlighted a few accomplishments from the Connectivity team sharing that the Judicial CR39 single sign-on project has been completed; the same user ID and password that is used for CISS will be used to access the Judicial application. The other item that was highlighted was the number of CISS users trained YTD for CY23. A

total of 932 users have been trained since January 1<sup>st</sup> with 416 users trained coming from CSSD, a significant volume of new certified users.

- Discussion continued around the remaining PDs that are included in the CISS router connectivity audit process for the current CJIS-CT Service Excellence Initiative cycle. Tezaris indicated their continues to be an impact to the schedule due to factors such as occasional lack of municipal IT staff to support CJIS-CT schedules.
- CJIS-CT Project Manager, Sean Bucher, provided RMS Vendor updates stating that CJIS-CT is currently on schedule to target completion with 90% of arrest data available in CISS, inclusive of future vendors. According to Bucher, the Level 2 Early Arrest Notifications are progressing with 25 PDs now submitting full arrest packages electronically. CSP is currently in the Level 1 production phase, with work progressing on planning an L2 pilot prior to full L2 deployment. CJIS-CT expects to move into the pilot phase for integrated testing and core operations with DCJ in Q4. Two new RMS vendors have moved into the state public safety market, and CJIS-CT will review and plan for their integration. Bucher highlighted one risk regarding CSP not being complete by Q3 2023 however to mitigate this risk, Bucher noted the recent legislation (PA23-26) that will require RMS vendors in the state of CT to integrate electronically for the arrest workflow.

**c. Digital Evidence Study**

- Bucher noted that the study has been funded and is in the initiation phase with a target completion date of January 2024. Internal discussions have been made to coordinate with DCJ. Naveen Prathikantam from DCJ shared that he and Executive Director McGennis have been collaborating on putting together a survey and reach out to municipal police departments and state agencies to collect current state information on body worn cameras and dash cameras systems utilized, including video storage solutions currently in place at each location. Bucher also noted that CJIS-CT has begun the recruitment process for two key consultants: a project manager and business analyst. It was explained that the study should take 6-9 months, however CJIS-CT is targeting a late January 2023 completion to support reporting to the legislature and executive branch stakeholders during the next legislative session. However, that may be adjusted based on elaboration process occurring during the study.

**d. Clean Slate Automation - Update**

- CJIS-CT Technical Project Manager, Mark Sperl, discussed the updates for Clean Slate Project stating that most of the messaging framework is complete and that the project is moving the sentence tracking database into the User Acceptance Testing environment. The targeted Go-live Q4 2023 is still on schedule, however, Sperl noted that scope that is difficult to complete by the Go-live will be revisited and completed after the Go-Live. Discussion continued addressing the risks and issues of Offender Matching. Sperl also highlighted the key deliverables in the Gantt chart that conveys the challenges related to the Offender Docket Matching and Pre-Year 2000 Sentence Tracking and related issues with data across systems. November 9, 2023 is the current committed go-live date for the system activation, based on DESPP CCH team projections.

**e. Special Projects and Analytics**

- Project manager Sean Bucher provided updates on the Special Projects and Analytics scorecard, sharing the list of completed and current projects. Having delivered the third batch of data, Bucher reported the Sentencing Commission project is nearing completion. Bucher also noted that Digital Evidence is a new project that has been added to the scorecard and is in the initiation phase.

**f. Program Manager Update Operations/Other Projects/Risks/Issues**

- Program Manager Mark Tezaris reviewed the CISS Source Systems Status (S3) Report Scorecard that highlighted the status of and health of all CISS agency source systems. Access to DESPP Weapons and Wanted feeds were highlighted and subsequent discussions will be held to further plan for connection/updates to these system feeds.
- The CJIS-CT project portfolio was reviewed. CJIS-CT has currently 44 projects either in flight or planned for future start with the priority being Clean Slate, CISS Workflow, and CISS Search training and connectivity audits. Additionally, Tezaris discussed the CISS System 99.9% Uptime Requirement, pointing out that CJIS-CT can monitor the partner agency endpoints and routers for the PDs, in order to alert CJIS-CT when the source systems are unavailable. A dashboard will be constructed to show near real-time status of the critical feeds.

**V. 2023 Quarterly Meeting Schedule**

**Next meeting**

**Dates:** Thursday, October 26, 2023

**Time** 1:30 to 3:00 PM

**Location:** Virtual

**VI. Adjournment**

Undersecretary Marc Pelka offered closing remarks complimenting the CJIS-CT team for deploying its skills and resources to troubleshooting the issues that were presented. He also noted the streamlined approach of the presentation. Pelka also raised a question concerning if feedback can be documented from CISS users to share how they benefit from the technology, e.g. video testimonials. ED McGennis indicated this can be looked at for future inclusion in training material. Project Manager, Sean Bucher, shared that Lt. Samson would like CSP to be a resource for municipal police departments to use this technology by setting three Centers for Excellence around the State.

The meeting adjourned at 3:00p.m.