State of Connecticut

Criminal Justice Information System (CJIS-CT)
Governing Board
55 Farmington Avenue, Hartford, CT 06105
Phone: (860) 622-2000 | Email: CJIS.HelpDesk@ct.gov
https://portal.ct.gov/CJIS

CJIS-CT Governing Board Meeting Minutes
April 25, 2024, 1:30PM
This was a virtual meeting.

Attendance

CJIS-CT Governing Board Members and Designees	Organization
Judge Patrick Carroll, Former Chief Court Administrator	Office of the Chief Court Administrator
Undersecretary Daniel Karpowitz	Office of Policy and Management (OPM)
Chief Donald Melanson, Director CPCA	Windsor PD, Connecticut Police Chiefs Association (CPCA)
Mark Raymond, Chief Information Officer (CIO)	Department of Administrative Services/ Bureau of Information technology Solutions (DAS/BITS)
John Russotto, Deputy Chief State's Attorney	Office of the Chief State's Attorney

CJIS-CT GB Staff and Contractors

James McGennis, Executive Director	CJIS-CT
Mark Tezaris, Program Manager	CJIS-CT
Tammi Harris, IT Analyst	CJIS-CT
Christopher Lovell, Senior Project Manager	CJIS-CT
Sean Bucher, Senior Project Manager	CJIS-CT
Sazara Johnson, Senior Project Manager	CJIS-CT
Mark Sperl, Technical Project Manager	CJIS-CT
Henry Lindgren, Public Safety Liaison	CJIS-CT
Tamika Potts, Technical Writer	CJIS-CT

Guests

Detective Jacob Bissaillon	CSP
LT Stephen Samson	CSP
TFC Timothy Benjamin	CSP
Chief Vincent DeMaio	Clinton PD
Glory Bulkley	DESPP
Pradeep Ankaraju	DESPP
Steven Mann	DESPP
Dane Silcox	DESPP

Cynthia Powell	DESPP
Joanne Ramm	DESPP
Tanya Stauffer	Vendor
Diana Varese	Judicial
Ralph Dagostine	Judicial
Chris Duryea	Judicial
Bryan Sperry	CSSD
Vilmaris Diaz	BOPP

1. Welcome

Criminal Justice Information System (CJIS-CT) Executive Director, James McGennis, and CJIS-CT Co-chair, Judge Patrick Carroll, called the meeting to order at 1:32 PM to welcome all attendees. McGennis opened the meeting by thanking Judge Carroll and all stakeholders for their participation and dedication to the CISS project. He emphasized the importance of collaboration and teamwork for the success of projects like CISS.

McGennis took a moment to acknowledge the recent events held to honor dispatchers and correction officers in the criminal justice community, including the National Public Safety Telecommunicators Week for dispatchers on April 14th to 20th. He also acknowledged the upcoming National Correction Officers Week for May 5th through May 11th. McGennis highlighted these events to recognize the critical work done by these members of the criminal justice community.

He noted a pending introduction for Undersecretary Karpowitz and then suggested the meeting to start with Other Business topics to permit maximum time for discussion.

2. Approval of Minutes from May 10, 2024

Mark Raymond made a motion to approve the minutes. There were no other comments. Therefore, previous Governing Board meeting minutes held January 25, 2024, were unanimously approved.

3. CJIS-CT Business

a. Governing Board Member Updates: Welcome Undersecretary Daniel Karpowitz

Before the meeting concluded, McGennis took a moment to welcome Undersecretary Daniel Karpowitz to his first Governing Board meeting. He introduced Karpowitz's background and role overseeing the Division for Criminal Justice Policy and Planning. McGennis expressed gratitude for Karpowitz's presence and handed over the floor for any remarks.
Undersecretary Karpowitz thanked McGennis and Mark Tezaris for the opportunity. He expressed admiration for the work being done, highlighted the importance of information architecture, and emphasized the role of cooperation in achieving long-term goals. He acknowledged the contributions of others and expressed willingness to support and benefit from the ongoing work.

b. Guest Speaker – Digital Evidence

Sean Bucher introduced CSP Detective Jacob Bissaillon, a key contributor to the digital evidence and bulk media study. Detective Bissaillon's expertise in policies and

procedures, as well as his involvement in the electronic arrest procedures pilot program, made him a valuable asset to the study.

Detective Bissaillon then provided detailed insights into how the state police deal with digital evidence, including body-worn cameras, video surveillance, phone and computer downloads, and other formats of evidence. He explained three types of evidence: witness-related evidence, crime evidence seized with search warrants, and department-created evidence from troopers' body-worn cameras and mobile video recorders.

Detective Bissaillon elaborated on the challenges faced in handling digital evidence, such as the time-consuming process of copying and maintaining large data, the need for forensic examination of seized devices, and the difficulties in properly storing and managing digital evidence prior to examination. He highlighted the lack of adequate storage solutions, the manual processes involved in delivering digital evidence to agencies like the criminal justice system, and the issues related to chain of custody and redaction efforts for privacy protection. Additionally, he discussed the need for more efficient and cost-effective solutions to address the growing demands for digital evidence processing and storage.

- Judge Carroll raised a question about permissions to export digital evidence to which Detective Bissaillon shared that the permissions were automated by the system that checks for privileges and the quality of the videos.

- Judge Carroll further highlighted the labor-intensive nature of storing and accessing digital evidence, emphasizing the need for efficiency improvements. He also underscored the challenges faced by agencies in providing evidence on physical storage devices, such as thumb drives, and advocated for standardized procedures across different courts and districts. He proposed discussions with relevant personnel to establish standard operating procedures and streamline the overall process, ensuring consistency in handling digital evidence.

- Mark Raymond inquired about the workload among state police and local PDs, as well as the growth of effort over the past 3-4 years. Detective Bissaillon explained that their department had seen exponential growth in requests, with a 30-40% increase in the last 2-3 years and even higher rates than previously. He noted that maintaining video evidence was challenging, with individual officers often responsible for producing and submitting their own media, leading to inefficiencies. He mentioned that some departments using a vendor were more efficient and hoped his department would adopt a similar system.

- Chief DeMaio echoed Detective Bissaillon noting similar challenges faced by smaller municipal departments in managing digital evidence. He highlighted resource constraints, high costs, and the complexities of body camera legislation. Redacting videos for requests and managing digital storage are particularly burdensome. Chief DeMaio also advocated for standardized procedures and efficient solutions to alleviate the strain on smaller agencies.

c. **RMS/CISS Workflow Communication Gaps – Solution Highlights**

Mark Tezaris emphasized the importance of maintaining a 99.9% uptime for the CISS system and shared an example of an issue with the RMS vendor that caused delays in sending arrest packages. He mentioned the need for standard operating procedures and early alerts to monitor system performance effectively.

In addition, Chris Lovell discussed the importance of maturity in handling system outages and highlighted the rigorous change control process within the state network. He emphasized the need for RMS vendors to communicate changes that could impact police departments.

- Chief DeMaio inquired about the specific change that caused the issue with the delay in sending arrest packages. Lovell responded by stating that the issue was related to a change involving the new bond tab. This change had eliminated the ability to send in the arrest paperwork electronically, causing an issue with the system.

4. <u>Open Discussion</u>

No other items were raised.

5. <u>Governing Board Presentation</u>

During the board meeting, the CJIS-CT Executive Director, Program Manager, and Project Managers presented their quarterly status updates, which were included in the pre-distributed package and posted to the CJIS-CT website. **The following list details the topics covered, highlighting only those that generated discussion:**

a. **Executive Director Update**
- No discussion items

b. **Clean Slate Automation (incl. DESPP CCH Update)**

- Mark Raymond inquired about the impact of data quality on the challenges and efforts observed, questioning the percentage of issues related to unexpected data discrepancies in the system and their effects on processes. He also raised a query about the variability of data and its influence on the testing process.

- Dane Silcox acknowledged Raymond's question and clarified that this specific case was a business rule issue, rather than data variability, was identified as the main problem. This issue led to the selection of the wrong docket, which impacted the calculation of the erasure timeline based on convictions. He explained that an incorrect docket was chosen due to a status related to a specific charge, resulting in inaccuracies in eligibility dates associated with charges. This led to earlier erasures than intended by legislation.

c. **CISS Workflow Deployment**

- Mark Tezaris acknowledged the new risk item that Chris raised about new RMS vendors entering into the market. He outlined the significant costs associated with the project, including vendor onboarding, API development, and testing. He emphasized that these expenses might not be justifiable for smaller police departments. To address this, Tezaris suggested potential

solutions like vendor-led digitization of arrest information scanners or developing a website through CISS for digital file uploads. He assured the group that the department is cognizant of the issue and actively seeking collaborative solutions.

d. **Connecticut State Police (CSP) Workflow Deployment**

- John Russotto raised concerns about prosecutors' offices having different standards, particularly in requiring submission of information on thumb drives. He emphasized the need for consistency in how things are done across different police departments to ensure smooth workflow.

- In response, Sean Bucher acknowledged the importance of standardization and collaboration among organizations and mentioned that teams have been successful in addressing any issues that arise during the project implementation. He expressed gratitude for the cooperation received and highlighted the uncertainty of encountering challenges until they are faced on-site, but assured that the teams are prepared to handle them effectively

- Judge Carroll inquired if the thumb drive requirement mentioned earlier in the discussion was specific to certain police departments and if it was related to digital evidence management.
  - o Bucher noted efforts to develop a digital evidence management solution with a vendor. He explained the goal of electronically transferring digital evidence to eliminate the need for portable media like thumb drives, leading to a more efficient process.
  - o Judge Carroll expressed approval of this solution and indicated a willingness to inquire further about it, highlighting the potential benefits of eliminating the costly and cumbersome thumb drive submissions.

e. **RMS Vendors – Integration Updates, Special Projects, and Digital Evidence**
- **Special Projects:** Cynthia Powell inquired about when the notification for pardons would be added to the project list.

- Christopher Lovell clarified that, although pardon notifications are not currently prioritized among the top ten projects, they remain crucial initiatives that will be integrated into future planning as resources permit.

f. **CISS Search Training and Connectivity**
- No discussion items

g. **CJIS-CT Program Manager – CISS Transition to Steady State**
- No discussion items

6. **Action Items**

1. No action items were recorded during the meeting.

7. **Correspondence/ Handouts:**

- [01-25-2024 Governing Board Meeting Minutes – Draft (Final uploaded)](#)
- [04-25-2024 CJIS-CT Governing Board Meeting Agenda](#)

- [04-25-2024 CJIS-CT Governing Board Meeting Presentation](#)

8. <u>Next Meeting Date:</u>

Thursday, July 25, 2024, at 1:30PM – 3:00 PM, via MS Teams

9. <u>Closing comments and Adjournment</u>

In his closing remarks, Judge Carroll welcomed Undersecretary Karpowitz to Connecticut and praised the CJIS-CT team for their work. He mentioned the challenges of scope creep in projects but commended McGennis' team for adapting well.

A motion to adjourn the meeting was made by Judge Carroll.

The meeting adjourned at 3:09 PM.