



State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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CJIS-CT Governing Board Meeting Minutes

June 14, 2024, 10:00AM

This was a virtual meeting.

Attendance

CJIS-CT Governing Board Members and Designees

Organization

Chief Donald Melanson, Windsor PD
Director CPCA
Mark Raymond, Chief Information
Officer (CIO)

Maurice Reaves, Assistant Division
Director (Designee on behalf of
Undersecretary Daniel Karpowitz)

Connecticut Police Chiefs Association
(CPCA)
Department of Administrative Services/
Bureau of Information technology
Solutions (DAS/BITS)
Office of Policy and Management (OPM)

CJIS-CT GB Staff and Contractors

James McGennis, Executive Director
Mark Tezaris, Program Manager
Christopher Lovell, Senior Project
Manager
Tammi Harris, IT Analyst
Sean Bucher, Senior Project Manager

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Guests

Glory Bulkley
Pradeep Ankaraju
Steven Mann
Naveen Prathikantam

DESPP
DESPP
DESPP
DCJ

1. Welcome

Criminal Justice Information System (CJIS-CT) Executive Director, James McGennis, and Office of Policy and Management (OPM) Assistant Division Director, Maurice Reaves, called the meeting to order at 10:01 AM to welcome all attendees. Reaves thanked everyone for attending the monthly Governance Committee meeting and mentioned that he was filling in for Undersecretary Daniel Karpowitz.

James McGennis mentioned that CJIS-CT Co-chair, Judge Patrick Carroll, unfortunately couldn't join due to a scheduling conflict with a conference. McGennis then expressed his

appreciation to Reaves and welcomed everyone to the meeting, expressing gratitude for the Governance Committee's collaborative efforts.

McGennis began the meeting by acknowledging the recent passing of Trooper First Class Pelletier. He requested a moment of silence to honor his memory before proceeding. A moment of silence was held before continuing.

He then suggested the meeting to start with Other Business topics to permit maximum time for discussion.

2. Approval of Minutes from May 10, 2024

Maurice Reaves made a motion to approve the minutes. There were no other comments. Therefore, previous Governance Committee meeting minutes held May 10, 2024, were unanimously approved.

3. CJIS-CT Business

a. CISS Workflow Operational Challenges and Solutions – Integration Testing with Both State Agencies and RMS Vendors RMS

CJIS-CT Senior Project Manager, Chris Lovell, presented updates on CISS Workflow deployment and integration efforts with RMS vendors. He discussed the certification process for the new NexGen code, highlighting the new bond tab and supplemental transmittal features to improve data accuracy and information flow. Lovell emphasized the collaboration with partner agencies and RMS vendors to address challenges faced by Law Enforcement Officers (LEOs) in selecting correct bond types. He noted that the new bond tab aimed to simplify bond selection for PDs and facilitate quick updates according to legislative changes. Lovell anticipated going into production the following week, ensuring all partner agencies were satisfied with the changes before proceeding. He mentioned the importance of thorough testing, especially with edge cases, to ensure a seamless transition during production. Additionally, he highlighted the involvement of CSP in front-end testing to familiarize them with the system, which would aid in training other troopers for a smoother transition towards the end of Q3 2024.

- Chief Donald Melanson inquired about training manuals for police departments and the onboarding process for the new system. He emphasized the importance of ensuring proper data transmission to records by providing officers with detailed checklists of tasks to follow. Chief Melanson requested that Super Users collaborate with NexGen to develop training materials for officers, highlighting the need for seamless information flow from officers to records.
- Lovell acknowledged Chief Melanson's concerns and outlined a detailed training plan involving NexGen representatives and assured him that documentation and support would be available during the deployment phase for a smooth transition.

b. Digital Evidence Study – Phase 1 Planning Activities

- Mark Tezaris discussed the ongoing digital evidence study, highlighting the team's efforts over several months to assess the storage, search, and sharing of digital evidence from various police department sources. He emphasized the importance

of understanding what works and what doesn't in the field and the associated costs and concerns. He emphasized the need for collaboration with stakeholders, including law enforcement agencies and legal professionals, to align on proposed solutions and expected costs before finalizing the study for distribution.

- Sean Bucher elaborated on the digital evidence study, detailing the phases and objectives of the project. He emphasized the importance of finding solution approaches with vetted costs, ROI models, and benefits for digital evidence custody from crime scenes to judicial processes. Bucher highlighted challenges faced by Law Enforcement Agencies (LEAs), such as storage limitations and compliance requirements, and introduced the core storage solution as a certified option for aiding in compliance and automation of evidence management.
 - Mark Raymond inquired about the timeline for completing the study, expressing the need to understand the overall timeline and approach for wrapping up the research work.
 - Bucher acknowledged Raymond's inquiry and estimated that with the completion of Phase Two in the following week, the study could be concluded in a couple of months, targeting September for presenting the findings and solution approaches to stakeholders for evaluation.

c. CJIS-CT Workforce Updates

- James McGennis shared that an offer for the position of CJIS Training and Curriculum Manager was extended and accepted. The new state employee, an active-duty police officer soon to retire, will lead the existing CJIS-CT Training team. He noted that another approved position for a Business Analyst will be posted soon, and that progress was made in converting consultant positions to permanent state employees.

Other

- Additionally, McGennis highlighted a granting opportunity from The Urban Institute, a nonprofit in Washington, DC, who reached out to DOC and CJIS-CT to conduct a study on the impact of legislation reducing penalties for drug possession crimes. The Urban Institute is looking to partner with state agencies to collect deidentified data to run their analysis. CJIS-CT has contacted OPM and OPM's criminal justice policy and planning unit expressed interest in partnering for data collection and analysis.
 - Mark Raymond expressed concerns regarding data ownership and sharing protocols. He emphasized the need to ensure that CJIS-CT is protected in its role and that the involvement of agencies is clear in data sharing processes.
 - McGennis acknowledged Raymond's concerns and mentioned the possibility of a multiparty MOU to address these issues and noted that CJIS-CT would take steps to ensure that the proper protocols are in place.

- Maurice Reeves indicated OPM will follow agency best practices for data security and compliance on information sharing with 3rd parties.

4. Open Discussion

No other items were raised.

5. Risk and Issues

Prior to the meeting, a [full documents package](#) including a comprehensive Risks and Issues Register was distributed to the Committee. The highlighted risks and issues below were brought forward for discussion to the Governance Committee, **highlighting only those that generated discussion:**

1. **Key Risk #1 – RMS Vendor Participation Does Not Provide 90% + of All Arrests to CISS**
 - No discussion items
2. **Key Risk #2 – System Reliability/Up-time not Meeting 99.9% Requirement**
 - Steven Mann sought clarification on the specifics of the system being monitored and the impact of the 99.9% reliability goal.
 - Tezaris clarified that the system involved the RMS systems for data entry, the police department's infrastructure, including routers and communication systems, as well as critical PSTN components. He explained that CJIS-CT would collaborate with various agencies to monitor these systems from data entry points to endpoints, ensuring comprehensive oversight. Tezaris mentioned that any issues would be displayed on a dashboard and reviewed internally before sharing with state agencies and RMS vendors, ensuring accuracy and comfort with the system's functionality.
3. **Key Risk #3 – Two new RMS vendors are required to onboard into CISS Workflow. Adding these two RMS Systems will bring at least 90% of the arrest information into CISS as planned. The challenge lies with cross-branch/cross agency resource capacity to support the onboarding. This work will require resources and hence agency funding will be required for each new vendor integrated into CISS.**
 - Mark Raymond expressed concerns about higher costs regarding the proposal to develop an internal RMS system to connect with existing vendors. He highlighted that developing and maintaining an in-house system would likely be more costly than leveraging established connections with current vendors. Raymond emphasized the need for legislation requiring vendors to connect electronically and called for more community engagement.
 - In response, Tezaris acknowledged Raymond's concerns but emphasized that not all police departments currently have the capability to send digital workflow information. He outlined ongoing initiatives aimed at bridging this gap including a project to develop a light RMS capability for departments lacking digital workflows. Tezaris recognized the challenge posed by

departments transitioning to more affordable, non-connecting vendors and affirmed his commitment to collaborating with the committee to seek guidance and provide necessary information moving forward.

4. **Issue #1 – Source Systems Not Available to CISS Search**

- No discussion items

6. **Action Items**

1. **Provide Copies of the CISS Workflow Training Manual:** CJIS-CT will provide (before any meetings) copies of the CISS Workflow training manual to target PDs so LEAs can review before the formal training
2. **Finalize Digital Evidence Timeline:** Digital Evidence team to provide timeline to complete entire Digital Evidence Study
3. **Data Release MOU – Urban Institute Grant:** If the Urban Institute Grant moves forward an MOU will need to be put in place to release any requested data from CJIS.
4. **Improve Police Department Awareness regarding RMS systems** – CJIS-CT to educate CPCA members on the new RMS legislation. This should mitigate any considerations on creating a lightweight system for arrest report submittals.

7. **Correspondence/ Handouts:**

- [05-10-2024 Governance Committee Meeting Minutes – Draft \(Final uploaded\)](#)
- [06-14-2024 CJIS-CT Governance Committee Meeting Agenda](#)
- [06-14-2024 CJIS-CT Governance Committee Documents Package](#)

8. **Next Meeting Date:**

Friday, July 12, 2024, at 10:00AM – 11:00 AM, via MS Teams

9. **Closing comments and Adjournment**

In his closing remarks, Maurice Reaves thanked McGennis and the team for their presentation and the progress made on projects. He mentioned the importance of protecting agency data, specifically referencing the Urban Institute project and welcomed suggestions from other participants on how to best ensure data protection.

A motion to adjourn the meeting was made by Mark Raymond and seconded by Chief Donald Melanson.

The meeting adjourned at 10:42 AM.