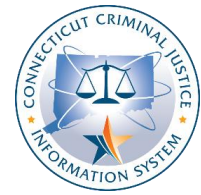




State of Connecticut

Criminal Justice Information System (CJIS-CT) Governing Board

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CJIS-CT Governing Board Meeting Minutes

July 25, 2024, 1:30PM

This was a virtual meeting.

Attendance

CJIS-CT Governing Board Members and Designees

Senator Gary Winfield
Judge Patrick Carroll, Former Chief
Court Administrator
Undersecretary Daniel Karpowitz
Chief Paul Melanson, President

Chief Donald Melanson, Director CPCA

Mark Raymond, Chief Information
Officer (CIO)

John Russotto, Deputy Chief State’s
Attorney
Angel Quiros, Commissioner,
Jennifer Zaccagnini, Chairperson
John Day, Esq., Acting Chief Public
Defender
Ronnell Higgins, Commissioner

Patrick Griffin, Esq., Chief State’s
Attorney
Natasha Pierre, Esq., State Victim
Advocate

Organization

Connecticut State Senate
Office of the Chief Court Administrator

Office of Policy and Management (OPM)
Avon PD, Connecticut Police Chiefs
Association (CPCA)
Windsor PD, Connecticut Police Chiefs
Association (CPCA)
Department of Administrative Services/
Bureau of Information technology Solutions
(DAS/BITS)
Office of the Chief State’s Attorney

Department of Correction
Board of Pardon and Parole (BOPP)
Division of Public Defender Services (DPDS)

Department of Emergency Services and Public
Protection (DESPP)
Office of the Chief State's Attorney

Office of Victim Advocate

CJIS-CT GB Staff and Contractors

James McGennis, Executive Director
Mark Tezaris, Program Manager
Tammi Harris, IT Analyst
Pasquale DeMichele, CJIS Help Desk
Manager
Derek Poundstone, Training and
Curriculum Manger

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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
Maureen Klinkert, Project Coordinator	CJIS-CT
Evan Martucci, Digital Evidence Business Analyst	CJIS-CT
Tamika Potts, Technical Writer	CJIS-CT

Guests

Captain Matthew Brodacki	Fairfield County Technical Investigations Unit
LT Stephen Samson	CSP
TFC Timothy Benjamin	CSP
TFC Matthew Hahn	CSP
Chief Vincent DeMaio	Clinton PD
Pradeep Ankaraju	DESPP
Steven Mann	DESPP
Dane Silcox	DESPP
Cynthia Powell	DESPP
Joanne Ramm	DESPP
Tanya Stauffer	Vendor
Anthony Leone	Judicial
Diana Varese	Judicial
Ralph Dagostine	Judicial
Chris Duryea	Judicial
Bryan Sperry	CSSD
Vilmaris Diaz	BOPP
Karen Sandler	Judicial
David Cardone	NA
Kimberly Graham	DMV
Kelly O'Connell	CVSD

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 noting a strong turnout from governing board members, CJIS-CT staff, and guests. 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 and announced a new team member, Derek Poundstone, a retired Naugatuck police lieutenant now leading the training team.

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

2. Approval of Minutes from April 25, 2024

Mark Raymond made a motion to approve the minutes. The minutes were seconded by John Russotto. There were no other comments. Therefore, previous Governing Board meeting minutes held April 25, 2024, were unanimously approved.

3. CJIS-CT Business

a. Guest Speaker – Optimizing CISS Workflow Deployment – LEO perspective

McGennis introduced Lieutenant Stephen Sampson, who discussed the Connecticut Information Sharing System (CISS) deployment within state police operations.

Lieutenant Sampson expressed appreciation for his team, outlined CISS's primary functions for his organization (investigative tools, dispatch support, and paperwork processing), and described challenges in rolling it out, such as outdated equipment and staffing shortages. He proposed a phased deployment across three districts with a minimum of 25 personnel for continuity and shared that equipment, coding, and server upgrades would be critical. Sampson expressed optimism for a successful rollout with proper alignment and thanked everyone for their support.

- Mark Tezaris praised Lieutenant Sampson's proactive work on CISS and emphasized the need for equipment, training, and change management for a successful shift from paper to digital workflows. Tezaris offered support in securing necessary technology like scanners and routers and stressed real-time system monitoring.
- John Russotto discussed the need for technology upgrades, particularly in judicial networks, and advocated for a unified resource request to policymakers.
- Commissioner Ronnell Higgins suggested involving local police departments in pilot programs alongside state police, which Sampson confirmed was already planned.
- Mark Raymond acknowledged that technology challenges impact agencies statewide, noting the cost of digital transitions and the upcoming Windows 10 end-of-life, which requires equipment upgrades. Raymond shared that a new contract will help reduce device replacement costs across the state.

b. CISS Workflow Observations

Christopher Lovell shared updates on the CISS rollout, confirming that new software would soon be tested at municipal police departments to ensure it aligns with Connecticut State Police workflows. He credited Connecticut State Police for their efforts as a primary test group. Tezaris proposed a comprehensive change management and equipment plan for submission to leadership. Russotto supported this approach, emphasizing the increased impact of a united request to the legislature, which could enhance the project's ability to secure the resources needed for a smooth transition.

- Judge Carroll briefly followed up on Russotto’s comments, noting that Senator Winfield was on the call and had posted a reminder in the chat about discussing resource needs and the system’s impact on the criminal justice system prior to the legislative session. Judge Carroll saw this as an invitation from the senator and suggested they follow up to keep him fully informed.
- McGennis agreed, affirming that they would reach out to Senator Winfield and involve Undersecretary Daniel Karpowicz in the discussion.

c. Guest Speaker – Digital Evidence Use Cases: Fairfield Co. Technical Investigations Unit

McGennis introduced Captain Matthew Brodacki, from the Fairfield County Technical Investigations Unit, to share his expertise on a specific digital evidence use case, highlighting its relevance to the ongoing digital evidence study.

Captain Brodacki then shared insights on digital evidence handling, outlining the three primary phases: intake, processing, and reporting. He emphasized challenges like the shift from computers to cell phones as primary evidence sources, data volume, and issues in securely transferring digital evidence across agencies.

- Mark Tezaris raised questions about future centralized digital media storage solutions to support statewide digital evidence. Captain Brodacki responded by underscoring data costs as a major factor in digital storage and the need for scalable solutions, though he acknowledged no single model fully addresses these concerns nationwide.
- Chief Vincent DeMaio added that existing cooperative models with shared resources, like the Technical Crimes Group in Fairfield County, could serve as templates for statewide agency collaboration. He also noted the ongoing cost of storing and maintaining digital evidence, including body camera footage, which requires significant resources.
- Commissioner Ronnell Higgins asked for Captain Brodacki’s perspective on cloud versus local storage. Captain Brodacki’s noted that, while cloud storage might offer economy of scale, the sheer volume and security needs, especially in handling contraband material, make it challenging.
- 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.
- John Russotto stressed the need for uniform workflows across judicial districts to handle Connecticut’s high volume of digital evidence. Chief State’s Attorney Patrick Griffin emphasized maintaining evidence integrity, noting that video format inconsistencies could impact case accuracy.

- Sean Bucher provided technical context, explaining that inconsistent formats and codecs from various digital devices pose challenges in video evidence handling. He proposed a state-managed application server to centralize and standardize video conversions, which would ensure uniformity and reduce technical hurdles for law enforcement.

d. Opportunities for Board Participation

McGennis outlined three initiatives: first, planning an in-person meeting for the October Quarterly Governing Board at the DCJ large conference room to encourage synergy, as meetings had been virtual since COVID. Second, he mentioned a survey that would be sent out shortly to gather board members' interests and potential topics for future meetings. Lastly, he emphasized pre-screening agendas with board members to ensure inclusion of any relevant topics.

4. Open Discussion

No other items were raised.

5. Governing Board Presentation

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)

- No discussion items

c. CISS Workflow Deployment

- No discussion items

d. Connecticut State Police (CSP) Workflow Deployment

- No discussion items

e. RMS Vendors – Integration Updates, Special Projects, and Digital Evidence

- No discussion items

f. CISS Search Training and Connectivity

- No discussion items

g. CJIS-CT Program Manager – CJIS-CT CISS Source Systems

- Undersecretary Karpowitz inquired whether police departments could verify protection orders across jurisdictions, to which Tezaris confirmed that the CISS system indeed enables law enforcement to access this information. Undersecretary Karpowitz acknowledged this advancement and further inquired about any legal challenges associated with centralizing Weapons information.

- Tezaris explained that due diligence conducted in 2011-2012 had permitted dispatchers to confirm the presence of a weapon linked to an address, without disclosing specific names or weapon details. Recently, however, DESPP Legal revisited this policy, questioning whether non-offender data such as Weapons should be included within CISS. Tezaris noted that productive discussions with the Attorney General's office were ongoing to find a resolution, and Undersecretary Karpowitz agreed to follow up on DESPP Legal's concerns.

6. Action Items

- 1. Follow-up on Original Interpretation of Weapons and Wanted Information Shared in CISS:** OPM and CJIS-CT to facilitate a meeting with DESPP to discuss legal interpretation of data sharing.
- 2. Create a Change Management Plan for Equipment and Training:** CJIS-CT to compile a comprehensive list of equipment and personnel needs to support the new digital workflows, including training needs, and present it to management and OPM for funding support.
- 3. Coordinate with Legislature on System Needs:** CJIS-CT to prepare a data-backed, collaborative proposal to present to the legislature on the technology and resource needs for criminal justice system improvements.

7. Correspondence/ Handouts:

- [04-25-2024 Governing Board Meeting Minutes – Draft \(Final uploaded\)](#)
- [07-25-2024 CJIS-CT Governing Board Meeting Agenda](#)
- [07-25-2024 CJIS-CT Governing Board Meeting Presentation](#)

8. Next Meeting Date:

Thursday, October 31, 2024, at 10:00AM – 11:30 AM, via DCJ Kevin T. Kane Training Center (300 Corporate Place, Rocky Hill, CT 06067

9. Closing comments and Adjournment

In his closing remarks, Judge Carroll thanked everyone for their attendance and hard work, acknowledging the meeting went slightly over time and promising to improve time management in future meetings.

Undersecretary Karpowitz agreed with Judge Carroll's remarks and expressed appreciation for the presentations, highlighting the detailed discussion on digital evidence as especially impactful, and thanked Captain Brodacki who led that segment.

The meeting adjourned at 3:10 PM.