Focusing on Communication

In 2013, the CJIS team continued to work closely with the CJIS Community to plan, gather requirements and construct the foundation for the CISS project. This involved a significant amount of knowledge transfer between the different criminal justice agencies, the vendor, and CJIS business and technical staff. Because the CISS project involves working with a variety of stakeholders, vendors, and representatives from associated lines of business, good communication is key to its success.

CJIS recognizes that effective communication requires a thorough understanding of the needs and perspectives of the criminal justice community stakeholders, including what is important to them and their expectations in terms of service, product quality, information flow and follow through.

The CJIS team provides regular updates to the Governing Board and to all of the vendors and stakeholders about the progress of the CISS project. The CJIS Executive Director, Sean Thakkar, prepares a quarterly report and presentation, (January, April, July, and October) for the CJIS Governing Board. Thakkar also prepares and delivers a report approved by the CJIS Governing Board Co-Chairs to the Connecticut Legislature twice a year, as required, by Connecticut General Statute 54-142q.

The CJIS monthly newsletter, the *CJIS Roadmap*, issues regular updates on the progress of all CJIS projects to the CJIS Community and any interested parties. Additional information about CJIS and its projects, as well as current and past publications, are available to the public and can be downloaded from the CJIS Website.

Based on the report from the Attorney General and Auditors of Public Accounts dated November 20, 2013 stating that there were "significant deficiencies in the timeliness, clarity, and accuracy of information communicated to the CJIS Governing Board by CJIS staff and others,"[1] the CJIS Governing Board is committed to doing better.

Looking forward into 2014, the CJIS team will be focusing on improving com-

[1] Connecticut Attorney General and Auditors of Public Accounts. Letter to Michael Lawlor, Under Secretary, OPM, CJIS Governing Board. 20 November 2013.

CJIS Launches CJIS Academy

CJIS is launching a new multifaceted education program, CJIS Academy in 2014. CJIS Academy will include several different types of educational programs, both for internal CJIS employees and stakeholders in the CJIS Community.

To improve communications with the CJIS Community about CISS as well as other CJIS projects, CJIS began reaching out to the Community to assess its needs. It was soon determined that additional education was necessary to better inform stakeholders and end users, and alleviate misconceptions and fears about the CISS project.

CJIS began to provide informational programs for interested stakeholders, which include on-site visits to educate users on different aspects of the CISS project and how it specifically impacts their work. CJIS will also conduct Community workshops on technical and business practices related to CISS as the project progresses.

On January 7th, CJIS will give a presentation about CJIS and CISS at the CT Criminal Law Foundation (CCLF) training officers meeting. CCLF provides recertification training that municipal officers are required to have to be recertified every three years. Many CPCA law enforcement agencies send their officers to CCLF for this training. The officers attending this meeting will be evaluating the value of the presentation as an elective to be included in the 2014 recertification curriculum.

CJiS Academy

For more information about CJIS Academy, contact Jeanine Allin, CJIS Public Safety Liaison:

Phone: 860-622-2169
Email: jeanine.allin@ct.gov
CJIS Support Group: 860-622-2000
CJIS Website: www.cjis.ct.gov

All CJIS newsletters and meeting minutes are posted on www.ct.gov/cjis

CISS Project Management Updates

Search Release 1 (SR1)
User search of criminal justice agency data systems.

In December, the CJIS team focused on design and requirements gathering.

The design of SR1 features, including System Administration, were completed as well as the design for active warrants for Paperless Re-Arrest Warrant Network (PRAWN).

The team completed data mapping (identified the fields for searches) for Criminal and Motor Vehicle System (CRMVS), Protection Order Registry (POR), and Centralized Infraction Bureau (CIB).

Also complete are the layout of the summary of the detailed search results screens for Offender Based Information System (OBIS), PRAWN, and OBTS, and the technical requirements for the OBIS and PRAWN search screens.

The team is reviewing the SR1 portal taxonomy design specification prepared by Xerox. A portal taxonomy is a description of the look, feel and flow of the CISS user interface.

In January, CJIS will finalize the CISS Community Portal for the Newington Police Department.

Pending contract amendment with Xerox, the team will:

- build a prototype for the user interface.
- confirm that Xerox will host the Learning Management System (LMS).
- confirm the testing and deployment plans. ❖

Accomplishments

1. Design of SR1 features.
2. Design for active warrants for PRAWN.
3. Data mapping for CRMVS, POR, and CIB.
4. Layout of summary of detailed SRs for OBIS, PRAWN, OBTS.
5. Technical requirements for OBIS, PRAWN.

Next Month

6. Complete CISS Community Portal for the Newington P. D.
7. Build prototype for user interface
8. Confirm Xerox hosting of LMS
9. Confirm testing, deployment plans.

CJiS Roadmap
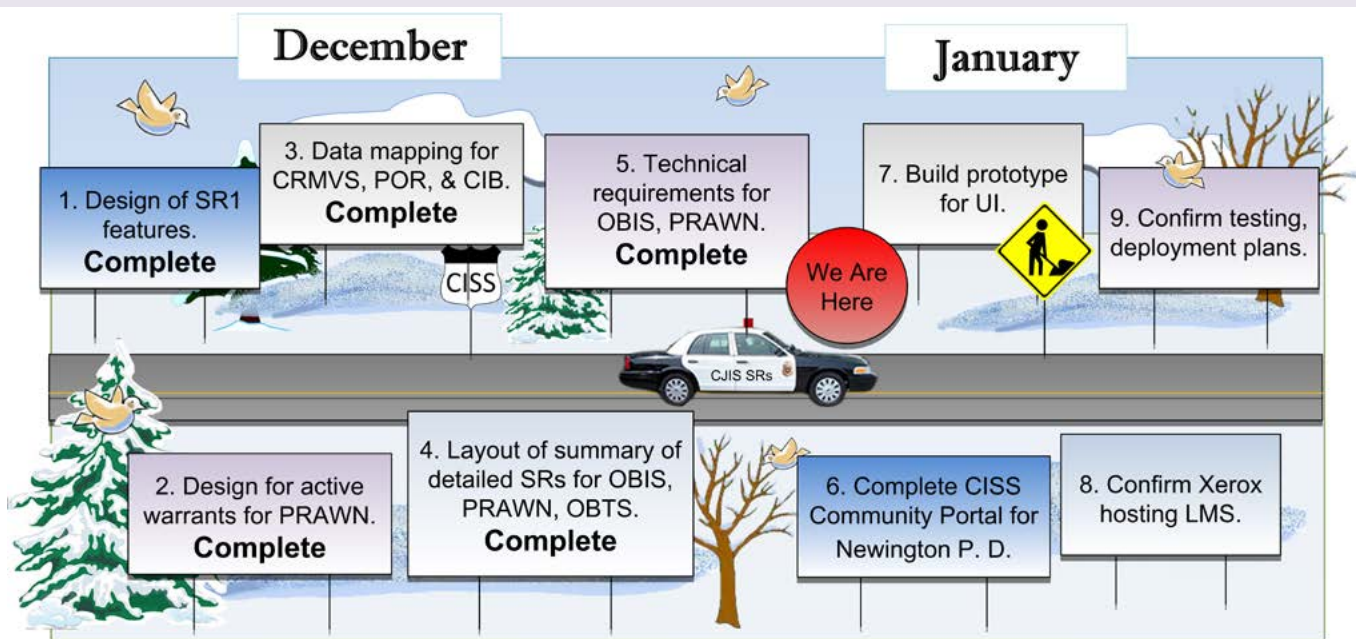
CISS Project Management Updates, continued from Page 3

Wave 0, Version 1.6

Foundation and infrastructure of CISS.

The end of the year had the CJIS technical team preparing for the upcoming SR1 release scheduled for the first quarter of 2014.

The business team organized training requirements with Xerox, which included training on FileNet, the Enterprise Content Management (ECM) system chosen for CISS content management.

The CJIS technical team installed Microsoft System Center's Data Protection Manager (DPM) and Operations Management (SCOM) software. DPM provides near-continuous data protection and data recovery. SCOM collects and supplies information on the state, health and performance information of the CISS system. SCOM also provides configured alerts.

The replication of Offender Based Tracking System (OBTS) into the System Test environment is now complete. The replication is one step towards the integration of other data sources with the OBTS data.

In January, work will continue to update the antiquated OBTS security process and implement it as part of the CISS security process.

On January 11, the CJIS technical team will execute the initial performance benchmark for infrastructure and external information sources, including inmate photos. This will compare the performance metrics and processes to current industry processes.

Another performance test will be conducted with three pilot towns, Newington, Wethersfield, and Glastonbury, on the Public Safety Data Network (PSDN). CJIS will submit a deployment plan schedule to the Nutmeg PSDN Applications Review Board. ❖

Accomplishments

1. Organized training requirements with Xerox.
2. Installed DPM and SCOM software.
3. Replicated OBTS into SysTest environment.

Next Month

4. Continue the integration of OBTS security into CISS.
5. Execute performance benchmark for infrastructure and external information sources.
6. Conduct PSDN performance test with three pilot towns; Newington, Wethersfield, and Glastonbury,.

CJIS Roadmap
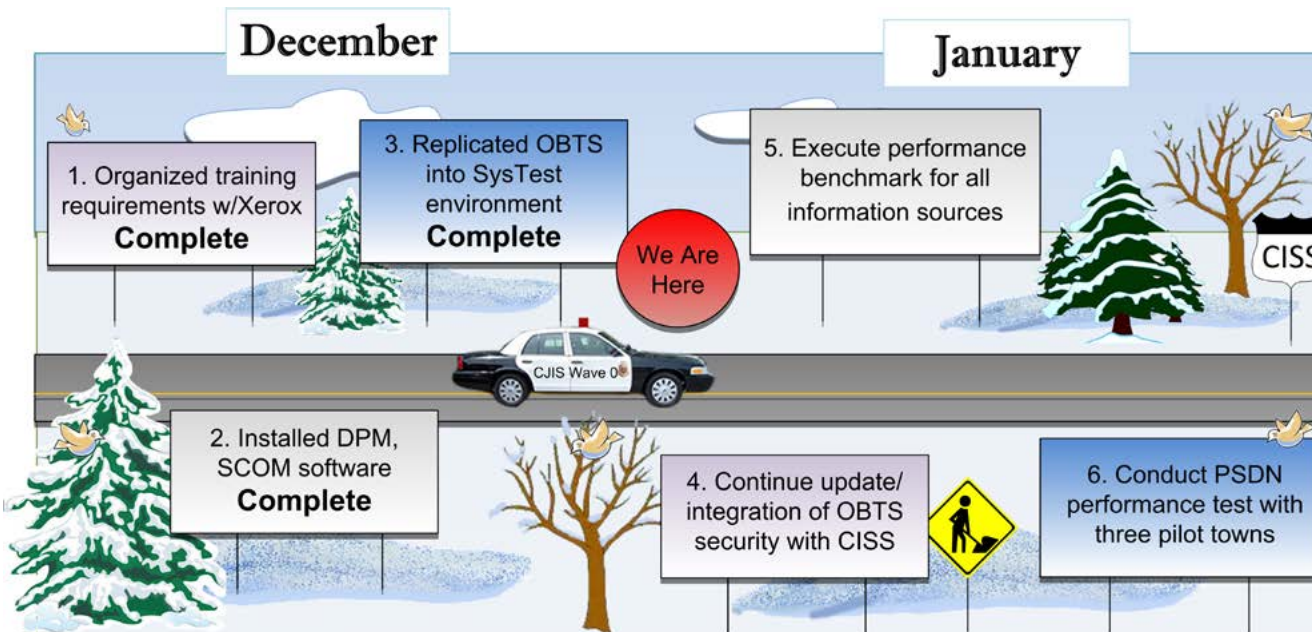
CISS Project Management Updates, continued from Page 4

Waves 1-3

Automatic electronic Information Exchanges

CJIS submitted core requirements to Xerox in December. This included:

- Initiation of information exchanges
- Arrest notification and user alerts
- Distribution of arrest documents
- ECM standard file types and functionality
- Addition of the Pardons file

for erasures – pending impact assessment

In January, CJIS will determine how nolles and dismissals are identified for erasure rules.

Looking to the future, the team will confirm the scope for Wave 2 and Wave 3 Workflows.

Workshops on CJIS Community Portals will be scheduled with the

Division of Criminal Justice (DCJ), the Division of Public Defender Services (DPDS), Judicial (JUD) and the Department of Motor Vehicles (DMV). Discussions will center around Information Exchange details.

Also in January, CJIS will review the Global Federated Identity & Privilege Management (GFIPM) Control Policy Access spreadsheet with the Community to confirm Wave 1 report claims. ❖
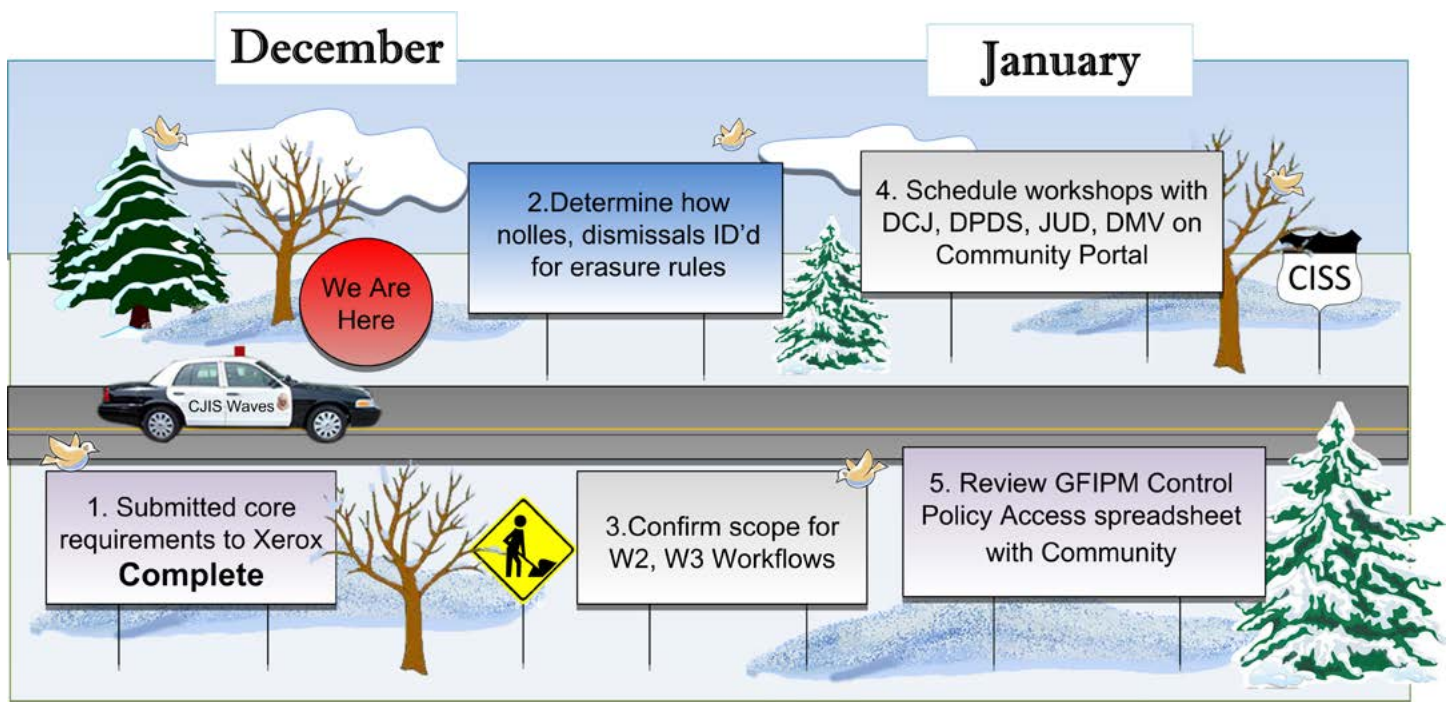

Accomplishments

1. Submitted core requirements to Xerox.

Next Month

2. Determine how nolles, dismissals ID'd for erasure rules.
3. Confirm the scope for W2, W3 Workflows.
4. Schedule workshops with DCJ,

Next Month (contin.)

   DPDS, JUD, and DMV on the Community Portal.

5. Review the GFIPM Control Policy Access spreadsheet with Community.

CJIS Roadmap

RMS Certification Update

The CJIS team reviewed RMS Certification guidelines with two pilot vendors in December, and will meet with a third in January. The RMS Certification document is now ninety percent complete. Future plans include a review of the technical guidelines with the CJIS Community, and a review of the business guidelines with a group of CJIS stakeholders. The CJIS business team will work on the estimate of the RMS business requirements in January. ❖

Communication, continued from Page-1

munication between the CJIS Community stakeholders, vendors, and other CJIS partners. CJIS will work on cultivating information sharing in the following ways:

- The CJIS executive director will communicate all significant issues, both positive and negative, to the CJIS Governing Board in a comprehensive, easily understood and timely manner.

- The CJIS team will provide information, solicit feedback and encourage discussion in the CISS Monthly Status Meetings. A CJIS Community Meeting, (a joint meeting of the Technology and Administration Committees) will follow the Status Meetings when appropriate to keep members apprised of current project focal points. The CJIS team can also answer any questions and address any concerns on the business, technology, and functionality aspects of the project.

- CJIS will work closely with stakeholders to get a better understanding of how each agency does business and to obtain the correct information that will aid in the design of CISS. As the CISS project progresses, CJIS will work individually with agencies to integrate updates to information transmitted from CISS Information Exchanges into their RMS or Line of Business (LOB) systems. For example, information on the conviction and incarceration from court records of a man arrested for murder in Manchester will need to be updated in the Manchester Police Department's RMS.

The CJIS team will also provide educational and informational programs with agencies throughout the course of the year. The purpose of these programs is to educate stakeholders and ensure a free flowing line of communication between CJIS teams and stakeholders. It will also promote a better understanding of the value of CISS and its impact on their work.

CJIS takes all comments from the CJIS Community seriously. Please contact Sean Thakkar if you have any questions or concerns about the CISS project. ❖

CJIS Academy, continued from Page-2

Because training will be required before a user can login and use CISS, CJIS is working on several options for stakeholder instruction. As the CISS team releases versions of the project, training modules will conveniently be available online and in a classroom setting at a training facility (for those who need Police Officer Standings and Training (POST) certification). The training program will also include certification classes for OBTS.

CJIS is also providing training sessions for new and current CJIS employees. Internal instruction will focus on improving technical knowledge on selected projects. This knowledge is essential for formulating business analysis and technical support for all of the CJIS projects. ❖

◆ Meetings ◆

The next **CISS Monthly Status Meeting** will be held on January 8, at 1:00 PM at 101 East River Drive, East Hartford. A **CJIS Community Meeting** will directly follow the CISS Monthly Status Meeting.

The next **CJIS Governing Board Quarterly Meeting** will be held on January 16, 2014 at 1:30 PM at the Office of the Chief State's Attorney, 300 Corporate Place in Rocky Hill.

Happy New Year!