

State of Connecticut



CJIS-CT Roadmap

Criminal Justice Information System

March 2022 Vol. 10 No. 1

Connecticut Information Sharing System (CISS) Digital Workflows

Going Into Production March 2022

The Connecticut Information Sharing System (CISS) is a comprehensive, state-wide criminal justice information technology system that provides the ability to electronically share offender information within Connecticut's criminal justice community. This information includes data capture of offender violations, as well as the retrieval of judicial, criminal offender, and DMV information.

Workflows are sequences of operations that automatically send specific information (for example, arrest details) directly to authorized users based on predefined business rules and security requirements. From the time an officer makes an arrest, a notice will go out to all of the individuals in the criminal justice systems that are authorized to receive this information. As new information from affected agencies is introduced into the system, authorized users can follow a case from beginning to end, from arrest, incarceration, and court appearances, to prisoner release.

CISS Benefits:

- Facilitates immediate, seamless information sharing between criminal justice agencies.
- Improves the efficiency of criminal justice agencies as they carry out their daily data sharing processes.



Work on CISS is progressing with a move to Workflow Production for the Clinton Police Department planned this month as part of the GA9 Pilot program.

“We’re working closely with the RMS Vendor (NexGen) and the Clinton Police Department” stated Sean Bucher, CISS Project Manager. “The Clinton PD has already given the “Go” approval as they feel ready. We’re going to work with them to get all rejected submissions fixed ASAP and e-submitted as a true simulation of production readiness.”

Improvements have already been achieved as the Clinton PD turnaround time for arrest/misdemeanor package development has improved to less than 24 hours. “Having the ability to transmit paperwork electronically is a huge advantage for us,” stated Clinton Chief of Police Vincent DeMaio. “Physically transferring paperwork is time consuming ties up personnel, Now we’ll be able to use our resources more efficiently since we’re eliminating hours of travel time each week.

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“Having the ability to transmit paperwork electronically is a huge advantage for us.”

– Vincent DeMaio Clinton Chief of Police

CJIS-CT Governing Board

Revolutionary Technology Linking Connecticut's
Criminal Justice & Law Enforcement Community
March Vol. 10 No. 1
www.ct.gov/cjis

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Mark Tezaris, *Program Manager*

Comments, corrections, and inquiries about
CJIS Roadmap and CISS should be directed to:
CJIS.HelpDesk@ct.gov

for documentation by the CJIS Help Desk
Jon D'Arpino, *CJIS Project Coordinator*

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2022 Meetings

CJIS Quarterly Governing Board Meetings

April 28, 2022 - Thursday - 1:30PM
Location TBD

July 28, 2022 - Thursday - 1:30PM
Location TBD

October 27, 2022 - Thursday - 1:30PM
Location TBD

For more information about CISS
and CJIS-CT publications, visit www.ct.gov/cjis



CISS Digital Workflows (continued from page 1)

The search capability is another plus as it's very similar to an Internet search engine. It's very user-friendly and helps with the investigation process."

The collaboration with the Clinton Police Department has been a critical component of gauging the progress of the Pilot program. "Clinton PD is sending both arrest and misdemeanor summons on a regular basis, utilizing the most current RMS (Records Management System) software from NexGen (RMS vendor)," said Christopher Lovell, CJIS-CT Project Manager. "We're getting good information on a cross-section of arrests that would happen in a medium size police department on a daily basis. In addition, the turnaround time for arrest reporting—the turnover from the arresting office to the court—for arrest is now under 24 hours."

Lovell stated that additional workflow process improvements continue to be identified by all agencies



and are being implemented as part of the pilot process. "NexGen is doing an excellent job helping us identify areas where we can improve the application. We're

working with NexGen and Clinton PD to get the appropriate people trained and move into production."

Middletown Police Department is the second location that has been added to GA9 Pilot. All Middletown officers input data in NexGen, which requires training all of the officers.

Middletown PD has been sending arrest/misdemeanor packages since November 2021. "Middletown is a key pilot location given that the police department has more arrests than Clinton, which will help gauge how increased volumes will impact CISS moving forward," noted Lovell.

Liaison officers have been trained and were involved with deployments at Clinton and Middletown. They will be key people as new police departments get added to ensure there is a unified process.

The Information below is subject to change due to shifting priorities. It reflects police departments using NexGen RMS software. Accucom and IMC. Police departments will be provided as RMS systems are integrated with CISS.



Statewide JD Workflow Deployment

Seq #	JD	CJIS Team	GA	Projected Completion Date
1	Middlesex	Team A	GA 9 - Middletown	2/18/2022
2	Tolland	Team A	GA-19 Tolland	4/1/2022
3	Windham	Team A	GA-11 Windham	4/29/2022
4	Waterbury	Team A	GA-4 Waterbury	6/10/2022
5	Ansonia/Milford	Team A	GA-5 Derby	7/8/2022
5	Ansonia/Milford	Team B	GA-22 Milford	7/8/2022
6	New London	Team A	GA-10 New London	8/26/2022
6	New London	Team B	GA-21 Norwich	8/26/2022
7	Stamford	Team A	GA-1 Stamford	10/14/2022
7	Stamford	Team B	GA-20 Norwalk	10/14/2022
8	Litchfield	Team A	GA-18 Torrington	12/30/2022
9	New Britain	Team A	GA-15 New Britain	12/30/2022
10	New Haven	Team A	GA-23 New Haven	4/28/2023
10	New Haven	Team B	GA-7 Meriden	4/28/2023
11	Fairfield	Team A	GA-2 Bridgeport	6/23/2023
12	Hartford	Team A	GA-12 - Manchester	6/30/2023
12	Hartford	Team B	GA-13 Enfield	6/30/2023
12	Hartford	Team A	GA-14 Hartford	6/30/2023
13	Danbury	Team A	GA-3 Danbury	9/22/2023

Marc Pelka Named CJIS-CT Governing Board Co-Chair



Marc Pelka, Undersecretary, OPM Criminal Justice Policy and Planning Division

Office of Policy and Management Secretary Melissa N. McCaw has designated Marc Pelka, Undersecretary of OPM's Criminal Justice Policy and Planning Division, co-chair of the CJIS-CT Governing Board. Marc will serve alongside fellow co-chair Judge Patrick L. Carroll, III, Chief Court Administrator.

A Connecticut native, Marc believes the best available evidence and data analysis should guide criminal justice policy and practice. He brings compassion and understanding to the experiences of people working in or affected by the criminal and juvenile justice systems.

In his immediate past position, Marc worked for ten years at a national nonprofit, nonpartisan organization, The Council of State Governments Justice Center, where he helped state policymakers from across the country use a Justice Reinvestment approach to avoid costly increases in correction spending and reinvest in public safety strategies.

In his current capacity, Marc directs a team of highly skilled professionals who develop and implement policy, conduct research and evaluation, administer state and federal grants, and convene criminal justice system professionals and other stakeholders. He contributes the criminal-justice components of OPM's mission to provide information and analysis to formulate public policy for the state on the Governor's behalf.

"I look forward to the work that lies ahead on the CJIS-CT Governing Board with Judge Carroll, other board members, and the talented CJIS-CT staff. The board exemplifies the catalytic effect that comes from convening people across branch and level of government together with criminal justice system stakeholders to develop meaningful improvements and outcomes. The board is committed to bringing technology solutions to the hard-working people doing the difficult and demanding work every day to keep Connecticut residents safe." – Marc Pelka



As a unified IT organization, collaboration with partner agencies is of paramount importance. The CISS team is working closely with the Judicial testing team and Division of Criminal Justice (DCJ) (who will review all documentation from arresting agencies). This review is critical as it help ensure thorough and proper testing before information goes to downstream agencies.

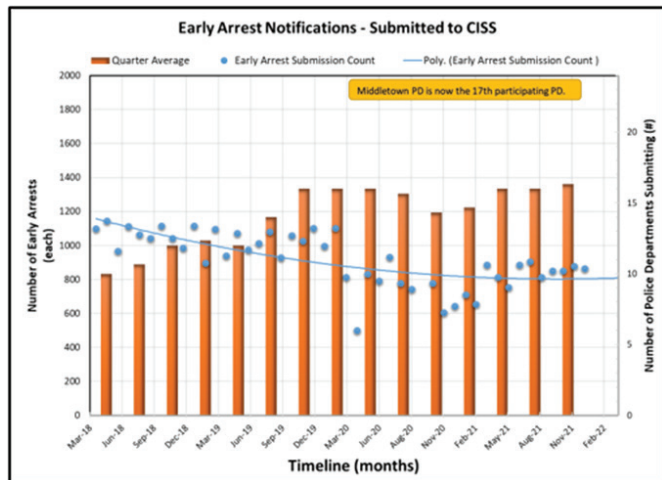
In Development

- Combo CR/MV Clerk Queue Notifications are required prior to Go Live
- Continue RMS development of enhancements to drive quality and efficiency
- CISS Replacement of the CRMVS Friday File processing including CIB Dispositions
- CISS Replacement of the DMV Extracts
- CISS/DCJ Release v11.4 (DCJ Downstream Messaging) in final development phase
- Final test case prep underway to support new workflow functionality of DCJ Review/Release/ Hold/Redaction of critical arrest documentation to downstream agencies

Business Team Status

- Business pilot process has been implemented at G.A. 9 with evaluation of new process ongoing.
- Positive feedback from all end users; all changes/ enhancements to electronic process evaluated and prioritized through change management process accepted by all participating agencies
- DESPP – Reverse communication from LiveScan to the RMS is in progress
- DPDS – CISS Search Internet Access Pilot Initiative
- DOC – CISS Delivery of Dispositions using MVP Portal
- DMV – CISS Delivery of Early Arrest Notifications and Dispositions using MVP Portal
- DMV - Integration - CISS Search for Driver Services

CISS Workflow Deployment Update



Early Arrest Notification (EAN) RMS Level 1

- Deployment has restarted; added one, up to 17 PDs currently sending
- NexGen tied EAN with LiveScan Interface (50 PDs)

Electronic Arrest Package RMS Level 2

UAT Pilot - multi-agency testing program with production data coming through

- Clinton & Middletown & CT State Police Pseudo-Prod servers are online

- CT State Police participation in pilot, HQ Policy and Procedure Group and Troop F
- Court Clerks, Judicial, DCJ evaluating electronic versions of arrests vs. official paper copy

RMS Vendors: Development and Programing Activities

NexGen

- Workflow Pilot Integration testing with full arrest packages in UAT (Level 2 - Certification)

Accucom

- Programming Level 2 arrest package generation in RMS (SYSTEST) – Target UAT Pilot 3/1/22

Central Square

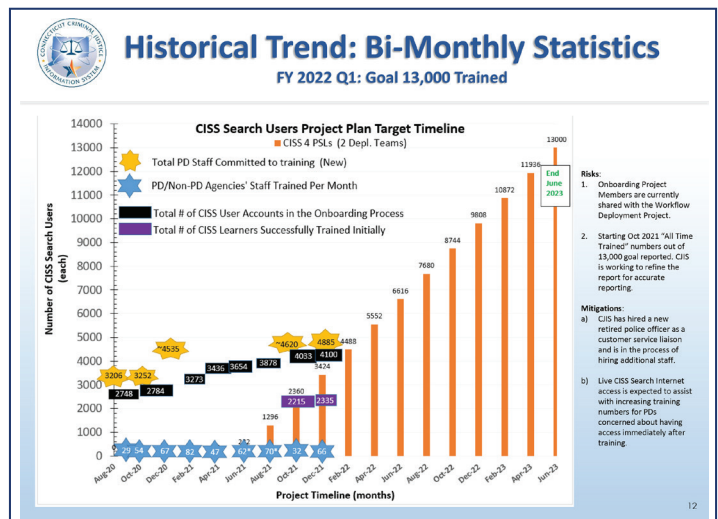
- IMC RMS integration with CISS with Level 1 programming is progressing to target, completing final testing. Level 2 Kickoff was in November, developers are very active with a winter push.
- Negotiating Contracts with Central Square's two other main RMS systems in CT

CISS Connectivity & Training Schedule

Under the direction of CJIS-CT Project Manager, Szara Johnson, some remarkable achievements have been realized since the 2021-2022 Service Excellent Initiative began.

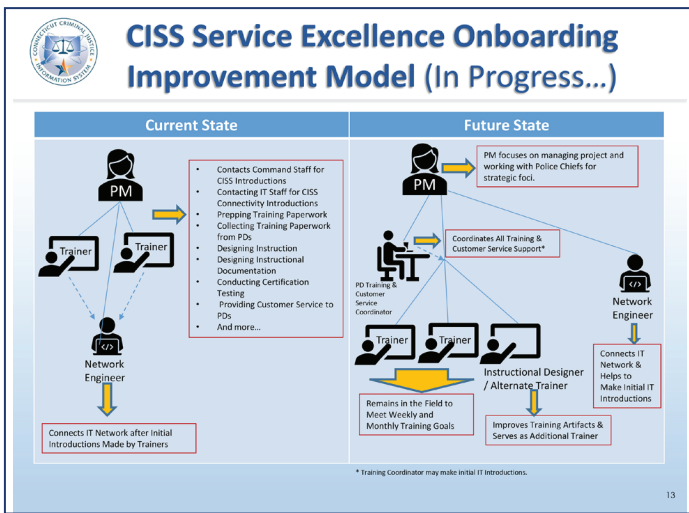
- More than 47 police departments have been assisted (IT connectivity, training for CISS Search, customer service support)
- One hundred percent connectivity has been achieved for 30 PDs who have interacted with us in the past four quarters
- The New Milford PD successfully found a suspected vehicle in an active robbery case through the use of CISS Search.

The goal is to have many of the 13,000 criminal justice and law enforcement agency staff trained by FY FY 2023 Q4. This is a challenging task with limited staff resources handling multiple responsibilities.



(Continued on Page 6)

CISS Connectivity & Training Schedule (continued from page 5)



Connectivity Improving

As of January 2022, 71 of 97 police departments are connected to CISS Search. This number may change if CJIS-CT is scoped to connect more arresting agencies and State Police. The primary scope is 97 departments, but a secondary scope and tertiary scope will be created soon to help arresting agencies.

PD Sites:

Validating 2021 Current Connectivity Status of

71 of 97*

Connected to CISS Search via:

- CJIS Standalone Router,
- new CJIS/COLLECT Deployed Router,
- or PD Router

The Onboarding Improvement Model (future state) will help address these challenges by bringing on a Training Coordinator, which will allow for a clearer delineation and focus of roles.

Clean Slate IT Initiative

Clean Slate IT Initiative was developed as a result of the passing of P.A. 21-32 (known as the Clean Slate law) by the Connecticut General Assembly during the 2021 legislative session. The legislation, which goes into effect January 1, 2023 creates a process to erase records of certain criminal convictions after a specified period following a person’s most recent conviction. The focus of the Clean Slate Information Technology initiative is automatic records erasure based on the statute criteria. To meet Clean Slate criteria for offense sentence completion, CISS will develop and host a sentence discharge database.

“The key component is predicated on electronic case update information. We need to manage sentence components for offenses and offenders,” said CJIS-CT Development Manager, Mark Sperl. “We’re building a new system that aggregates sentencing so there will be one definitive location that recognizes when all components of a sentence have been discharged across all managing agencies.”

Clean Slate processing will leverage Judicial Branch database and messaging sources to identify eligible case records and for matching offense and wait-period criteria specified in the legislation.



The DESPP/CCH system is the data source of record for criminal offense management and reporting. As such, managing Clean Slate record eligibility and inter-agency Clean Slate erasure requires extending the CCH system.

DOC will integrate with the (new) CISS/Sentence Discharge Database application to indicate agency discharges for incarceration and parole. Discharge records will be aggregated and shared with DESPP/CCH to indicate sentence completion criteria for Clean Slate.

OPM is instrumental in spearheading and facilitating the Clean Slate Automation Project in terms of stakeholder leadership, budget management, and inter-agency priority setting.

The BITS organization provides technical and related specialty resources to augment the Clean Slate Project team and agency partners.

CISS Key Projects: Risks & Mitigation

Risk: RMS Vendor Participation Does Not Provide 90 percent of All Arrest to CISS

Mitigation:

- Contract largest RMS vendors (NexGen, Accucom, IMC) with CISS to get 90 percent arrest information in the state
- CJIS-CT is working with two additional RMS vendors Systems to CISS to achieve 95-97 percent
- Support Law Enforcement Agencies (LEAs) to migrate to RMS vendors connected to CISS.
- CISS Connectivity required to be Standard in CT Contracts and add in new legislation.
- Provide solution(s) for LEAs with non-CISS connected RMS.

Risk: Stakeholder Support – Current CJIS-CT Agency state budgets don't include funding for resources to implement the CISS

Mitigation:

- **Tiger Teams** - CJIS-CT will continue to provide technical and logistical resources support to Agencies for CISS integration with their systems and implementation state-wide.

Risk: COVID-19 delays and increased costs in the deployment of CISS Workflows and Search

Mitigation:

- CJIS-CT is adapting and working with impacted stakeholders to help with CISS deployment work by offering resources.
- Moving CISS scope from present to future state to successfully deploy CISS with the funding and schedule planned.



Risk: SharePoint, Software AG, MultiVue and Other Key Applications in CISS need to be upgraded over the next 24 months to avoid significant issues

Mitigation:

- CJIS-CT is upgrading key applications while deploying CISS Workflows and Search without impacting schedule.

Risk: Criminal Justice Agency Partner personnel retirements over next two years will cause delays and increase costs

Numerous upcoming retirements can potentially cause delays and cost increases.

Mitigation:

- CJIS-CT is proactively working with partner agencies to identify retirements that may impact CISS deployment
- CJIS-CT will work with Agencies to have a backup person in place to ensure knowledge transfer and seamless completion of the work.

January CJIS-CT Governing Board Meeting

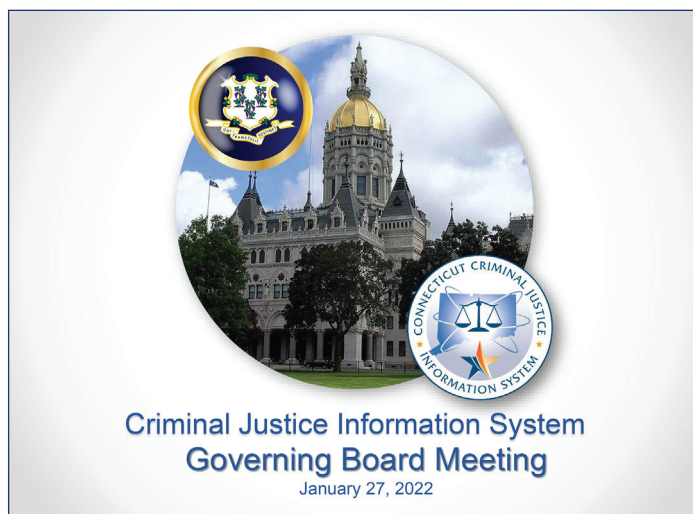
The January 27, 2022 meeting of the Criminal Justice Information System (CJIS-CT) Governing Board, conducted via Microsoft Teams, was attended by board co-chair Judge Patrick L. Carroll, III, Chief Court Administrator and the following CJIS-CT Governing Board members: Richard Colangelo, Jr., Esq., Office of the Chief State's Attorney; Mark Raymond, Chief Information Officer, Department of Administrative Services; Angel Quiros, Interim Commissioner, Department of Correction; Deb Notarino, Division Manager, Department of Motor Vehicles; John Day, Esq., Deputy Chief Public Defender; and Richard Sparaco, Executive Director, Board of Pardons and Paroles .

Also in attendance were members and representatives from other partner agencies, including DCJ (Division of Criminal Justice), DESPP (Department of Emergency Services and Public Protection), the Judicial Branch, Superior Court Operations, Court Support Services Division, and OPM (Office of Policy and Management), as well as representatives of CJIS-CT and municipal police departments.

After the acceptance and approval of the minutes from the October 28, 2021, CJIS-CT Governing Board meeting. Judge Carroll noted the significant contributions by CJIS-CT Executive Director Humayun Beg and lauded his efforts in steering and moving the project forward despite the challenges posed by the pandemic. He noted that Mark Raymond has graciously offered to take a limited lead position while a search for a successor to Humayun Beg is conducted. Judge Carroll stated that a search committee to find a successor to Humayun will be formed. The Governing board will be working with DESPP, HR and inviting any Governing Board member who is interested in participant in the process. He noted that the search process that has been used in the past will be mirrored, with a relatively smaller search committee this time. The search committee will recruit, review resumes, conduct interviews and make a recommendation for the Governing Board.

Judge Carroll also noted the challenge of finding a successor, given the availability of higher paying jobs in the private and public sector. He then welcomed

Maurice Reaves, the designee of Marc Pelka, CJIS-CT Governing Board Co-Chair. Mr. Reaves stated that Marc Pelka expressed his apologies for not being able to attend the meeting and echoed Judge Carroll's remarks regarding the excellent job done by Humayun Beg and thanked Mark Raymond for his efforts until a successor is found. Mark Raymond stated that he is happy to take on the role and was able to take on the added responsibilities due to the great team in place at CJIS-CT.



CJIS-CT Business

BITS MOU – Mark Tezaris stated that the BITS MOU final version has been approved and signed. Mark Raymond stated the MU describes the process of how CJIS-CT and BITS will work together. He also noted that there will be any substantive changes until the project is completed. The teams will work together to better improve and leverage the use of technology.

Clean Slate Legislation – Mark Tezaris stated that the project is in the requirements gathering phase and a high-level design has been developed. The goal is to avoid delaying CISS the CISS work while, at the same time, completing the Clean Slate project.

CISS Search –Mark Tezaris stated that a secure CISS search with Internet access has been opened. If the pilot goes well, a penetration test with BITS will be conducted to make sure everything is secure and then open it up to agencies that can benefit. Mark Raymond noted that this availability extends the reach of CISS.

CJIS-CT Naming Convention to CJIS-CT – Judge Carroll explained the reason for the naming convention change was to avoid conflict with the FBI (federal CJIS) and distinguish between the two. A decision was made to simply add CT to the name, so it is now known as CJIS-CT.

Criminal Justice Partner Retirements Impact – Judge Carroll noted the significant impact and challenges that will result by upcoming retirements (e.g., loss of institutional and technology knowledge). He stated that will be one of the topics discussed with potential candidates for Executive Director to seek input from them as well as feedback from other agencies regarding the impact on their agencies and the CJIS-CT projects.

Mark Raymond noted that the Executive Branch has already seen 1,000 people retiring by April 1, 2022, with more expected by July. The challenge is greater given that there is an increased need for technology resources both in the private and public sectors. He stated that is imperative to transfer skills to areas that need it and to build new skills within the workforce. Judge Carroll noted that the next few months will be challenging and transformational.

CISS Project Update

Mark Tezaris gave the following high level update.

Update and Strategy for CISS Deployment

- **ISS Deployment Phase - Workflow Strategy goals:**
 - Facilitate immediate, seamless information sharing between Connecticut Criminal Justice Agencies (transform from paper-based workflow to digital workflow)
 - Improve the efficiency of Criminal Justice Agencies as they carry out their daily data sharing processes since there will be more time to make better decisions from the workflow side.
- **Latest accomplishments:**
 - Good progress on router connectivity and deployment efforts
 - Good progress on training side
 - Internet access to help training process
 - Vendors: NextGen will be in production within next few weeks
 - Clean Slate

CISS Digital Workflow

CJIS-CT Project Manager Chris Lovell presented an update on the progress (see article on page one).

CISS Workflow Deployment Update

CJIS-CT Project Manager Sean Bucher presented a CISS Workflow Deployment update (see articles on page one and page five).

CISS Connectivity & Training Schedule

CJIS-CT Project Manager Sazara Johnson presented an update on the Search and Connectivity progress (see article on page 5)

Clean Slate Project

CJIS-CT Development Manager Mark Sperl presented an overview of the Clean Slate program (see article on page 6).

CJIS-CT Operations Management/Project Portfolio

Mark Tezaris presented a CISS Project Portfolio Gantt Chart and noted the following key points:

- **CISS Workflows with ALL RMS Vendors**
Start September 2021 and Target end date by Q4 2024
- **NexGen, Accucom, IMC, RMS Vendors**
Target end date for full arrest package is March 2024
- **Inform, ProSuite RMS Vendors**
CJIS is also working with other RMS vendors in the state for CISS connectivity.
- **CISS Search**
2,335 users currently trained, expect to train available users of the remaining 10,000+ by
- Q3 2023.

CJIS-CT Funding, Risks & Issues

Mark Tezaris reviewed the CJIS-CT Capital Budget and the CJIS-CT Operational Budget for FY22-23.

2022 Quarterly Meeting Schedule

Next meeting date:

Thursday, April 28, 2022

1:30 to 3:00 p.m.