

CISS Information Exchange: Part I

The Concept

An Information Exchange is one of the ways that CISS can facilitate the sharing of information in the criminal justice community. The concept of Information Exchange is about sending messages electronically from one criminal justice agency to another. CISS will provide a comprehensive way to transmit stakeholder information in the form of reports and related data. This exchange of information agreed upon by criminal justice agencies will enable them to make better decisions as a result of being more timely, accurate, and complete.

The Flow of Criminal Information

The flow of criminal information starts one-way, but can change direction or end at any point. The original document will always stay the same, but other information may be added and other documents may be created that refer to the original document. Incident (event requiring police interaction) information is recorded at the law enforcement level. It is next viewed by Prosecution, who then creates a charging document if there is enough information to make a case. If Prosecution creates a charging document, the incident continues on to Court Services for their determination. The determination may result in additional documentation. If

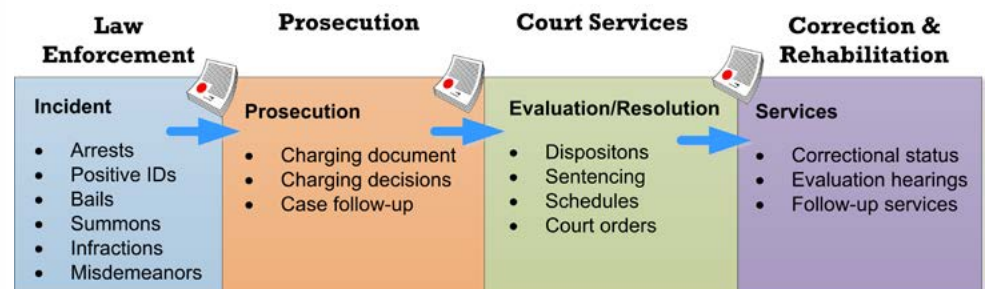


Figure 1. Flow of criminal information.

the incident merits correctional or rehabilitation service, the information moves to Correction and Rehabilitation. Along the way, changes may occur to the case and additional information will be passed back down the line, according to agreements between agencies. All of this movement of data will take the form of CISS Information Exchanges.

A Standards-Based Approach to a Common Language

Before data can be exchanged between agencies, it needs to have a common language. A considerable challenge when sharing data between one criminal justice organization and another is that each one has different names, meanings, and formats for their data elements. Essentially, the criminal justice systems speak different languages. While they may be saying the same thing, they are using different words or using different formats to represent the same data. For example, local law en-



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Comments, corrections, and inquiries
 about this newsletter should be directed to:
 Sean Thakkar, *CJIS Executive Director,*
 Sean.Thakkar@ct.gov, or
 Patty Meglio, *Technical Writer,*
 Patricia.Meglio@ct.gov

CJIS is Moving!



CJIS will be moving to 55 Farmington Ave., 11th Floor, Hartford, CT on May 30, 2014 and will begin working at the new location on Monday, June 2nd. All phone numbers will remain the same. ❖



CJIS Academy

CJIS offers certification classes three times a year for OBTS. The classroom is located at 99 East River Drive, 7th floor, East Hartford, CT 06108. ❖

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

OBTS Certification Classes

Training Dates

- June 12, 2014, 9 AM to 12 PM
- October 16, 2014, 9 AM to 12 PM

For more information and to sign up, visit the [CJIS Academy Webpage](#).

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Correction: In the February issue of CJIS Roadmap, page 1, paragraph 2 should define Global as: "The Global part of GFIPM is the Global Justice Information Sharing Initiative."

To Clarify: In the April issue, page 1, paragraph 4, the IDP is the source for validating user identity in a federated identity system. It is a system-generated service.

Information Exchange, continued from Page 1

forcement officers may call a person who was arrested as an "arrestee" while a member of the Judicial Branch would label that person a "defendant." To solve this dilemma, CJIS has adapted a conceptual framework using a national information exchange model that can be customized as needed when building the data exchange for CISS.

To create a standards-based approach, CJIS is using a



Figure 2. Most commonly used data elements in order of size.

national Information Exchange Package Documentation (IEPD) that contains what is needed to exchange data between criminal justice agencies. An IEPD is a collection of documents that typically includes required items such as schemas, XML artifacts, samples, documentation of various kinds, and rendering instructions. It is the agreement that is made with the participating agencies of the specific information that they wish to share.

Adhering to a national standard ensures that information is well-understood and carries the same consistent meaning across various communities, allowing interoperability (meaningful information exchange among separately developed systems) to occur. Having a standards-based approach to exchanging information means that criminal justice agencies don't need to change their terminology. Police officers can still call that person an arrestee, but if they want to exchange information with Judicial, both agencies would need to agree on a common term to describe a person who was arrested.

Next month in *CISS Information Exchange: Part II*, we will explore the framework of the CISS Information Exchange.

Digging deeper, we will examine the underlying structure of an agreement between two agencies for a particular type of information exchange and show how these exchanges are published and consumed. ❖

RMS Certification

The CJIS Business and Technology teams continued preparations on the certification package for review and implementation.

The CJIS Business team documented a variety of considerations necessary to capture and process Incident Arrest data and paperwork. The considerations spanned several areas including technology, operations and administration.

The CJIS Technology team documented the types of booking information, charging documents and other agency forms that need to be organized and electronically submitted. The administrative and operational considerations describe the state's needs to determine how and when this data is to be organized and submitted to CISS. CJIS established a working group to review the updated certification business requirements. ❖

RMS Network

CJIS and DAS-BEST Technology teams continued to deploy network routers to support CISS Information Exchanges. Several additional towns were deployed, including Darien, East Hartford, Fairfield, Greenwich, Redding and Westport, bringing the total installation count to thirty-two towns. ❖

For more information on CJIS and for additional publications, go to www.ct.gov/cjis

Governing Board Meeting Highlights

The CJIS Governing Board met on Thursday, April 17 at the Division of Criminal Justice in Rocky Hill. Thirty-seven people attended the hour and twenty-five minute session, which included one Governing Board vote and a short Executive Session.

Sean Thakkar reviewed the progress on the nine recommendations described in the Office of the Attorney General's Report in his PowerPoint presentation. The Board will consider the recommendations and mitigations in the coming days. A vote to accept the mitigations will be taken at the next Governing Board Meeting.

John Russotto reported that he and Darryl Hayes, the new CJIS Systems Officer (CSO), are making progress on the Management Control Agreement (MCA). Both will continue to meet to reword the vague terminology in the MCA. Hayes also reported on his progress with the CJIS Security Policy. A decision was made to separate the data so that agencies that can work without the data or that cannot comply with the Federal CJIS Security Policy will follow the CT CJIS Security Policy while agencies that need and are in compliance for the data can follow the Federal CJIS Security Policy. Russotto and Hayes will continue to work on the CJIS Security Policy and report their progress to the Governance Committee and the Governing Board.

Thakkar revealed the draft CISS Release Plan that Xerox and CJIS put together. It is a comprehensive two-year plan that includes design, development, and testing. The dates for

the plan are contingent on the signing of Xerox's Contract Amendment by May 16, 2014. Karen Buffkin is very close to reaching an agreement with Xerox. Mike Lawlor provided a handout prepared by Buffkin that lists the final considerations, both financial and non-financial, for changes to the contract. A vote was taken on the proposals and passed unanimously by the Governing Board.



Top left: Richard Sparaco and Cheryl Cepelak.



Bottom left: Cheryl Cepelak, Mark Raymond, and Brenda Bergeron.



Below: Dr. Schriro, Kevin Kane, and Mike Lawlor.

Bob Kaelin was unable to attend the Governing Board meeting, so in his absence, Thakkar presented the Independent Verification and Validation (IV&V) report. According to the this report, the CISS project is moving in a positive direction. The project risks decreased slightly and are expected to decrease as the Contract Amendment, CJIS Security Policy, MCA, and personnel issues are resolved.❖

Memorial Day

A celebration in honor of all Americans who have died while serving in the United States Armed Forces



CISS Project Management Updates

Search Releases

User search of criminal justice agency data systems

In April, CJIS worked with Xerox and the CJIS Community stakeholders on data and user interface preparations and on a new release plan.

The CJIS Technical team loaded a replication of the Department of Correction's (DOC's) Visiting History file into a staging area, which was then indexed and made available to CISS. The records are being refreshed daily.

CJIS teams also reached agreement with Xerox on how to construct and present a user interface prototype to the CJIS Community. The prototype

will give a visual overview of the Search entry and results screens.

CJIS staff members met with the CJIS Community representatives from multiple agencies to work on a new CISS release strategy that will address stakeholder, Xerox and CJIS requirements. As a result, a new two year plan was created, with dates contingent on a signed Contract Amendment.

Internally, the CJIS Technical team initiated Criminal and Motor Vehicle System (CRMVS) replication steps. This replication will allow CJIS to use

data locally, minimizing impact on the CRMVS.

Looking forward to June, the CJIS Technical team will present user interface technical requirements documentation to Xerox. CJIS will also continue to work on and possibly obtain sign-off on a release plan with Xerox, Stakeholders and CJIS staff members.

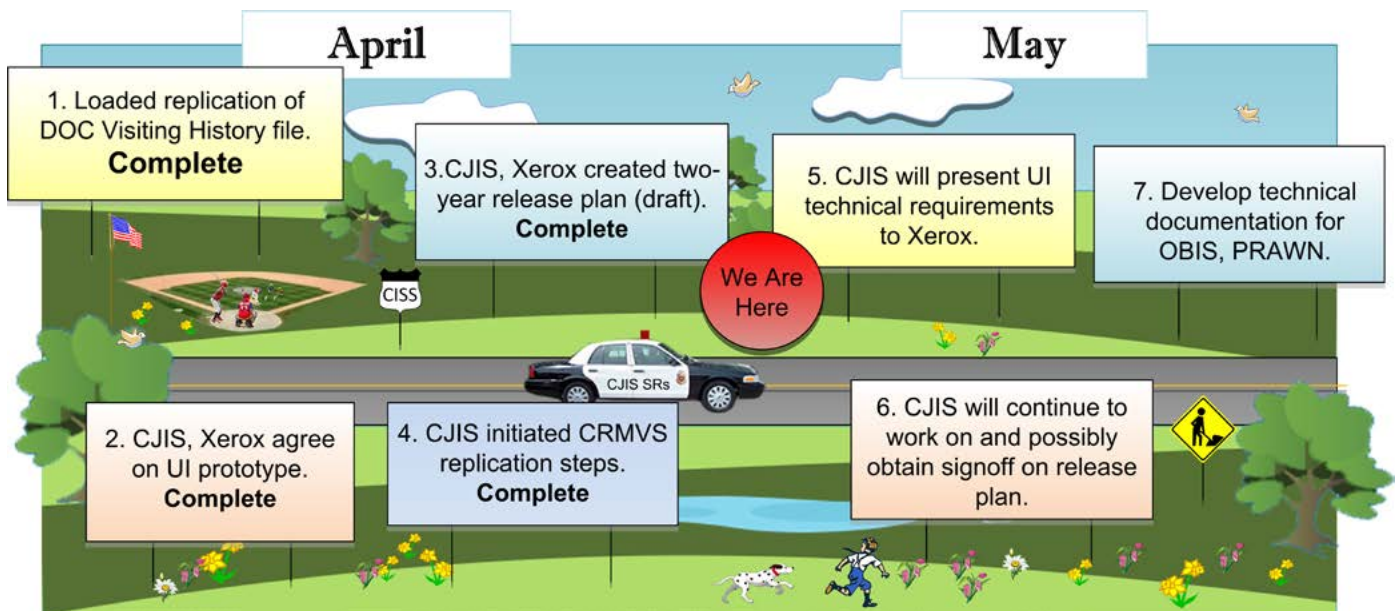
For reference, the CJIS Technical team will develop technical documentation for the OBIS and PRAWN replications.❖

PM Updates, continued on Page-7

Accomplishments

1. Loaded replication of DOC Visiting History file.
2. CJIS, Xerox agree on UI prototype.
3. CJIS, Xerox crafted two-year release plan (draft).
4. CJIS initiated CRMVS replication steps.
5. CJIS will present UI technical requirements to Xerox.
6. CJIS will work on and possibly sign-off on a release plan with stakeholders, Xerox.
7. Develop technical documentation for OBIS, PRAWN.

Next Month



CISS Project Management Updates, continued from Page 6

Waves 1-3

Automatic electronic Information Exchanges

The CJIS Business and Technology teams continued work on the Uniform Arrest Report (Wave 1), Misdemeanor Summons (Wave 2) and Infractions (Wave 3) workflow business requirements.

The CJIS Business team confirmed Uniform Arrest Report (UAR) workflow data requirements with Superior Court Operations (SCO) and reviewed and updated key data elements needed to assist SCO's Case Management setup requirements.

For Misdemeanor Summons workflows, the CJIS Business team

obtained approval to initiate an Information Exchange from the Connecticut Police Chiefs Association (CPCA) to support the submission of Incident Arrest information, documented summons submission requirements for review by the Court Support Services Division (CSSD) of Judicial, confirmed the requirements to send misdemeanor summons arrest paperwork to SCO and confirmed the notification of arrest report and associated documentation requirements with CSSD.

The CJIS Business team also updated the requirements for Centralized In-

fraction Bureau (CIB) to send infraction data to CISS. The team received CSSD sign-off on the requirements for CSSD to receive notice of infractions.

As part of CJIS' plan to improve stakeholder communication, CJIS hosted a community presentation given by Xerox on Global Federated Identity and Privilege Management (GFIPM) on April 23rd.

Next month, CJIS will prepare for the Design stage for Wave 1 upon completion of the Contract Amendment.

The CJIS Technology team will also be working on technical requirements on the submission of data. ❖

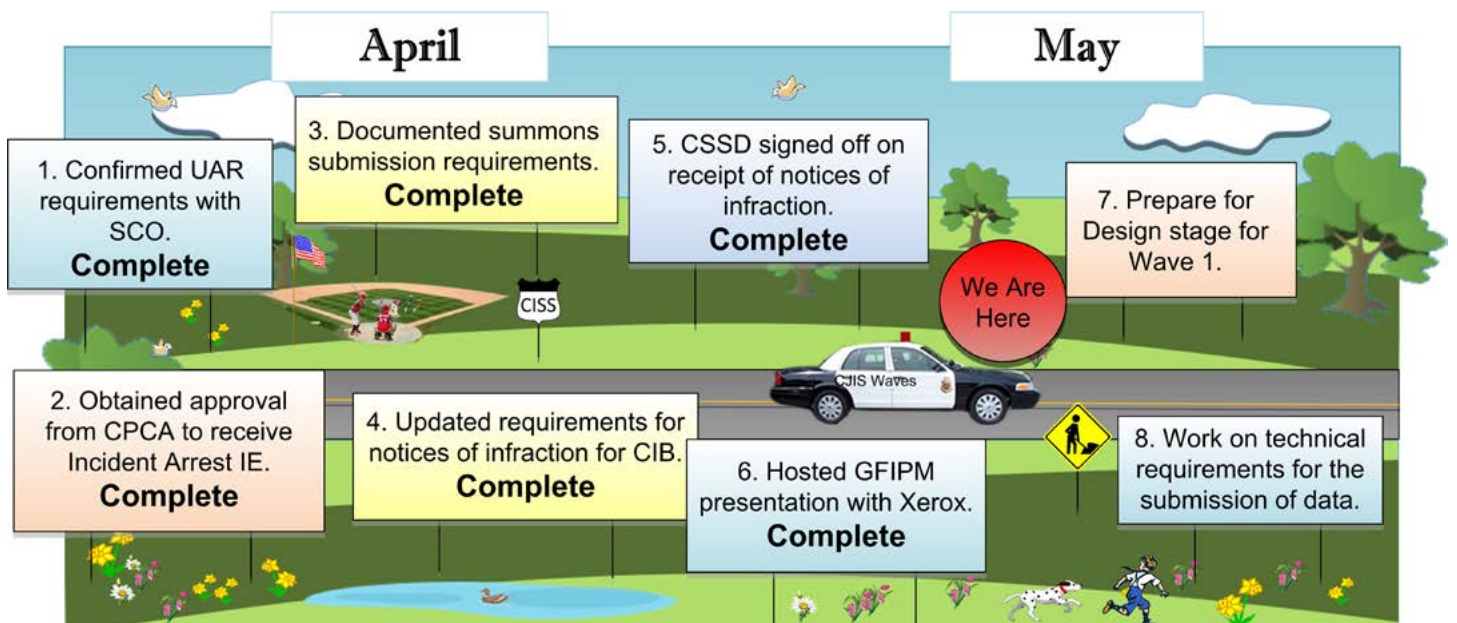
Accomplishments

1. Confirmed UAR requirements with SCO.
2. Obtained approval from CPCA to receive Incident Arrest IE.
3. Documented summons submission requirements.

4. Updated requirements for CIB to send notices of infraction.
5. CSSD signed off on requirements for receipt of notices of infraction.
6. CJIS, Xerox gave presentation on GFIPM.

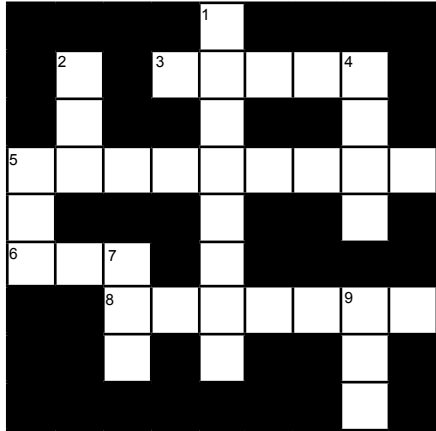
Next Month

7. Prepare for Design stage for Wave 1.
8. Work on technical requirements for the submission of data.



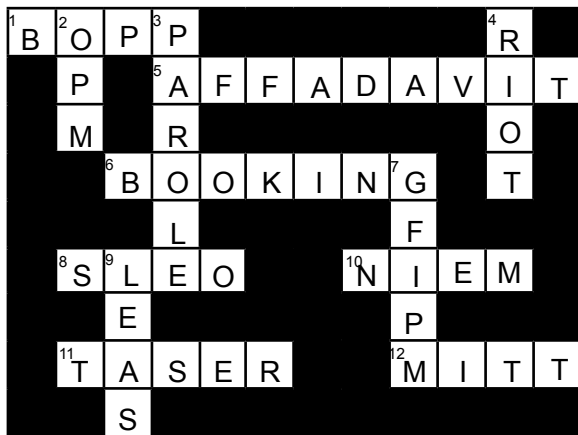
CJIS Crossword Puzzle

Test Your Knowledge and Skill on Criminal Justice Vocabulary!



Answers will appear in the June issue of CJIS Roadmap.

Answers to the April CJIS crossword puzzle.



Across

- 3. To clear someone of guilt, charges, or accusations.
- 5. A judge's decision to end the case.
- 6. This division includes the Office of Victim Services.
- 8. The obliteration of a writing, rendering it void or not under the same circumstances as text written between the lines of a document.

Down

- 1. The branch of government that includes courts of law and judges.
- 2. A subject identification index maintained by criminal history record repositories that includes identifiers for each person about whom a record is held in the systems.
- 4. Abbreviation for a Latin phrase meaning "and others."
- 5. In CT, the single agency in charge of providing administrative services to other state agencies.
- 7. Old acronym for Department of Emergency Services & Public Protection.
- 9. An agency-wide system that provides for the storage, retrieval, retention, manipulation, archiving, and viewing of information, records, documents, or files pertaining to law enforcement operations.

◆ Meetings ◆

The next CISS Monthly Status Meeting will be held on May 14 2014 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 July 17, 2014 at 1:30 pm at the Office of the Chief State's Attorney, 300 Corporate Place in Rocky Hill.