Quarterly Program Status Report to the Criminal Justice Information System (CJIS) Governing Board

April 18, 2013

Connecticut Information Sharing System (CISS)

Connecticut Impaired Driver Records Information System (CIDRIS)

Offender Based Tracking System (OBTS)

Table of Contents

Criminal Justice Information System (CJIS) Governing Board

Agencies and Members

Office of Policy and Management
Mike Lawlor, Under Secretary
Designee and Co-Chair
Benjamin Barnes, Secretary

Department of Correction,
with Parole Functions
James Dzurenda, Interim Commissioner
Cheryl Cepelak, Deputy Commissioner, (Designee)

Office of the Chief State's Attorney
Kevin Kane, Esq., Chief State's Attorney
John Russotto, Esq., Deputy Chief State's Attorney (Designee)

Department of Emergency Services
and Public Protection
Reuben F. Bradford, Commissioner
Steven Spellman (Designee)

Office of Chief Public Defender Services
Susan O. Storey, Esq., Chief Public Defender
Brian Carlow, Esq., Deputy Chief Public Defender (Designee)

Office of Chief Court Administrator
Judge Patrick L. Carroll, III
Deputy Chief Court Administrator
Designee and Co-Chair
Barbara M. Quinn, Judge, Chief Court Administrator

Department of Administrative Services
Donald DeFronzo, Commissioner
Mark Raymond, CIO, DAS-BEST (Designee)

Board of Pardons and Paroles
Erika Tindill, Esq., Chair
John DeFeo, Executive Director (Designee)

Office of Victim Advocate
Garvin G. Ambrose, Esq., Victim Advocate
Hakima Bey-Coon, Esq., Staff Attorney (Designee)

Connecticut Police Chiefs Association
Richard C. Mulhall, Chief (Designee)
James Cretan, Chief (Designee)

Department of Motor Vehicles
Melody Currey, Commissioner
George White, Division Chief (Designee)

Chairpersons and Ranking Members
of the Joint Standing Committee
of the General Assembly on Judiciary

Michael Pollard
(Designee for) Eric D. Coleman,
Senator, Co-Chair

William Tong
Representative
(Designee for) Gerald M. Fox, Representative, Co-Chair

John A. Kissel
Senator, Ranking Member

Rosa C. Rebimbas
Representative, Ranking Member

CJIS Committee Chairs

Administrative Committee
Larry D'Orsi
Deputy Director, Criminal Matters
Court Operations Division

Implementation Committee
Chief Richard Mulhall
Connecticut Police Chiefs Association (CPCA)

Technology Committee
Evelyn Godbout
Information Technology Manager
Division of Criminal Justice

Executive Summary

Sean Thakkar, Executive Director

Governor's Vision for Technology

The Governor's vision for technology provides the foundation upon which CJIS works. This vision is predicated on the following:

- Implementation of efficient, modern business processes that result in cost-effective delivery of services.
- Open and transparent engagement with the citizens of the State.
- Accurate and timely data for policy making, service delivery and results evaluation.
- A secure and cost effective IT infrastructure, including greater use of shared services and applications wherever possible.
- Easily accessible services to all constituents.

CJIS Governing Board's Business Goals and Objectives

- **Efficiency** — Optimize our current investments in technology and leverage existing infrastructure and resources.
- **Flexibility** — "Information any way you want it" — Provide all of our stakeholders with the data they need, on the platform they prefer, and in the most accessible format to suit their needs and business practices.
- **Security** — Develop a secure environment that meets state and federal standards for security.
- **Objectivity** — Provide independent and objective opinions and recommendations to the CJIS Governing Board.
- **Continuity** — Provide services that are "boringly predictable" and totally reliable.
- **Simplicity** — Create a simple way to implement new technologies, so that agencies can implement them smoothly.

Criminal Justice Information System (CJIS)

This report is pursuant to Connecticut General Statute (CGS), Public Act 08-1,Sections 54-142s. The Criminal Justice Information System (CJIS) Governing Board provides this report and directs the projects within this report in order to meet the CJIS Goals.

Organization of the CJIS Governing Board

CGS, Sections 54-142q, expanded the membership of the CJIS Governing Board. In summary, co-chairs were established and the membership was expanded to include representation from the Legislative Branch through the chairpersons and ranking members of the Joint Standing Committee of the General Assembly on Judiciary. Each member of the CJIS Governing Board may appoint a designee.

The legislation specifies the Chief Court Administrator and a person appointed by the Governor from the CJIS Governing Board membership to be co-chairs. The co-chair appointments were immediately made to facilitate the further organization of the CJIS Governing Board. The Chief Court Administrator designated Judge Patrick L. Carroll III, Deputy Chief Court Administrator, to be one of the co-chairs. The Governor named Mike Lawlor as the other co-chair (and designee).

The CJIS portfolio of programs — CISS, CIDRIS, and OBTS — all meet the business objective requirements set forth in CGS Sec. 54-142q:

- ✓ Efficient modern business processes
- ✓ Open and transparent engagement
- ✓ Accurate and timely data for policy making, service delivery and results evaluation
- ✓ A secure and cost effective IT infrastructure
- ✓ Easily accessible services to all constituents
- ✓ Establish funding processes that will allow the State to measure and maximize its return on technology investments and to target funds to the agency and State priorities
- ✓ Ensure that the appropriate project management, transparency, and accountability systems are in place for successful project implementation and completion
- ✓ Better align agency and State information technology plans and priorities with agency and State priority business and resources available
- ✓ Provide for Agency autonomy so they can accomplish their missions
- ✓ Simplify implementation of new technologies
- ✓ Develop secure environment, meeting State and Federal standards
- ✓ Optimize current investments to leverage infrastructure and resources

Summary of Accomplishments — Period Ending March 31, 2013

Connecticut Information Sharing System (CISS):

- CISS Wave 0, Version 1 went into production in January 2013.
- New CISS hardware installed, configured and passed on to Xerox for CISS application build.
- CISS planning for next three waves and completion of project is in progress.
- Determined the priority sequence of the CISS search sources for law enforcement.
- Implementation of Wave 0, Version 1.5 (complete new hardware and software platforms), Search Release 1 (MNI/CCH, PRAWN and other source systems), and Wave 1 (UAR Workflow information exchanges) has been started.

Offender Based Tracking System (OBTS):

- During March, CJIS implemented OBTS software updates that were postponed in December due to CISS application work priorities. Changes include:
    - A correction to the HTML display of data retrieved from the OBTS database found to be in an improper sorting order.
    - A data purity exercise to remove generic uniform arrest record identifiers.
    - A data purity exercise to correct alien registration codes.
    - Reversion of software functionality to maintain single detainer code created by sentence in time calculations.
    - Redesign of Exact Name Search, which includes query and index optimizations to reduce or eliminate unnecessary table lookups, and moving search reason logging from the application server to the database.

CT Impaired Driver Records Information System (CIDRIS):

- As reported last quarter, the Connecticut Impaired Driver Records Information System (CIDRIS) has reached the process improvement stage.
- The CIDRIS team, including representatives from CJIS, DESPP and DMV, continue to evaluate and improve the accuracy of messages being sent through CIDRIS.
- CJIS also began planning conversations with Division of Criminal Justice (DC J) to identify business and technology considerations necessary to integrate the agency's computer systems with CIDRIS.

Critical Enablers for Continued Success

1. **Compared to 2012, the workload for CISS will increase exponentially in 2013. In order to create a institutional knowledge within the State we recommend that the State open 20 State employee positions required for the current needs of the CJIS operational team working on CISS, OBTS, CIDRIS, and other CJIS projects. These positions require the right skills and experience in order to successfully deliver a large, complex, high-visibility project like CISS.**

- **Impact:** The primary element for success is to have a talented pool of dedicated and skilled personnel reporting directly to the Executive Director. The CJIS team has hired consultants to do the work. If the 20 people are not hired during the 2nd or 3rd quarter of 2013, much of the domain knowledge during the build of CISS will be lost when the consultants leave.
- The 13 key CISS project positions are considered critical to initial phases of the project. This would allow the State to garner institutional knowledge for CISS application and business requirements of the project. Currently, only the CJIS Program Manager and the CJIS Business Manager have been made full-time State employees. The following 13 positions need to be approved as full-time State employees:

    1. Senior Technology Architect (Manager)
    2. Senior Project Manager
    3. Senior Project Manager
    4. Senior Java Developer
    5. Senior Java Developer
    6. Application Database Administrator
    7. SharePoint Developer
    8. SharePoint Developer
    9. Senior Test Lead
    10. Senior Information Security Officer
    11. Senior Systems Administrator
    12. Executive Assistant
    13. Senior Communications Manager

- The consulting company hired to do the Independent Verification & Validation (IV&V) has repeatedly highlighted this as a critical CISS risk.

  Recommendations: The State needs to re-classify the thirteen positions listed above to allow for the experience needed and have starting salaries closer to market rates.

2. Service Level Agreements (SLA) must be established with DAS-BEST and stakeholder agencies.

Impact: SLAs are an industry best practice. SLAs are created to define services provided, response times, resources required, and cost of service. SLAs provide transparency and accountability to the agencies signing the agreement, and help reduce cost by reducing redundancy and waste. An SLA should be established between the CJIS Governing Board and DAS-BEST. The Governing Board must know what services and resources DAS-BEST will provide as well as the time lines for providing support and resources. The items for SLAs include service availability, disaster recovery, and quarterly resources for planned activities. The provisioning of services using SLA agreements should be encouraged by the Legislature to allow agencies to evaluate their service levels and reduce costs.

Recommendation: The Legislature should encourage agency use of SLA agreements as a best practices method of standardizing IT application performance requirements and results based accountability. Update — A draft SLA was delivered to DAS-BEST in December 2012 for review and negotiation in order to implement the first SLA.

CISS — Background

A unified information-sharing and delivery system is the key to preventing tragedies like the 2007 home invasion and triple murder in Cheshire.

While the focus of CGS Public Act 08-1, Sec. 54-142q and CISS is to improve public and officer safety, this project will also reap significant dividends in the efficient use of scarce funding. With the smart, innovative application of new technologies, CISS will reduce overall costs through easier access to information, increased efficiencies in process, and less rework of data entry errors. By managing the investment in the development of the system, CISS will generate a cumulative benefit of $59M after the system goes into full operation.

CISS will increase public and officer safety by providing more and improved information to criminal justice staff on demand. The system will also enhance business efficiency by increasing the speed of electronic information exchange between agencies — all in a safe and secure manner.

CISS will reduce administrative costs by electronically capturing data and documents at their source, cataloging and storing this data in a central repository, where it will be available to all member agencies. This will create great economies of scale compared to individual agencies having to copy, file, index, and store all data elements.

These capabilities will provide valuable benefits to society by reducing recidivism, aiding re-entry programs, reducing delays in the judicial process, and improving overall public safety for Connecticut's citizens and public safety officers.

CISS Key Accomplishments – Period Ending March 2013

The activities listed for CISS are organized broadly below in three groups: requirements, testing, and production; planning; and operations. Our technology, business, and project management staff collaborate in almost all parts of the process.

CISS Requirements, Testing and Production

- In January, CISS Wave 0, Version 1 (CISS Search) was rolled out to six local law enforcement officers in Newington, Wethersfield, and Glastonbury. (The implementation had to be rescheduled for January in order to resolve issues identified in testing.)
- Leading up to that launch, daily triage meetings were conducted during BAT and UAT with stakeholder testers, CJIS, and Xerox to review the status of testing, the priority of problems that were identified, any resolutions that could be implemented, and any associated risk. Some modifications that will improve usability and increase the amount of searchable information were identified for inclusion in future releases.
- Six local law enforcement officers from 3 police departments participated in User Acceptance Testing (UAT), along with 12 Judicial Branch representatives from Superior Court Operations and Court Support Services Division, to ensure the CISS application performed according to requirements. The user acceptance testers ensured that the OBTS information being searched displayed or didn't display data based on security criteria for Sworn Law Enforcement Officers (SLEOs).
- Xerox (CISS' primary vendor) implemented modifications to the CISS application to resolve critical issues (defects of Severity Level 1) and other high priority items that were identified

during testing. Identifying and resolving any Level 1 defects is a requirement prior to the first release.

- The priority sequence of the CISS workflows was determined. The ordered sequence is based on the three events that trigger an initial business process in CISS. The prioritized sequence for the CISS workflows is included in the appendix, page 17.
- The team will continue to refine CISS business rules and requirements for upcoming CISS workflow releases.
- Wave 0, Version 1.5 (W0v1.5) to build the technology architecture necessary for the CISS application is in process and is expected to be complete by the end of 2013.
- Preparation for network connections with local RMS systems (local LEAs) and CISS for Information Exchanges is in progress:
    - As of March 28, CJIS staff conducted 43 site visits; 3 complete installations
    - The number of sites targeted for connectivity is approx. 90
    - Initial 27 sites are designated for roll-out by end of April*
    - An additional 30 site roll-outs targeted for completion by July*
    - Remaining site roll-outs targeted for completion by September*

      *Schedules to be confirmed by participants
- Source data systems were prioritized in terms of when each should be added to CISS Search. The search sequence was determined in discussion with stakeholders based on highest value to the LEA community. (See appendix, page 17.)
- Additional search functionality in CISS will be added based on new source systems.
- The team will determine which additional law enforcement officers will be given CISS access for the next release, Search Release 1 (SR1).
- Requirements and layout for CISS User Interface screen improvements are in progress.
- The CJIS Security Policy was drafted and sent to the stakeholder community for review. This process produced questions and concerns that are being addressed by the CISS team and DESPP. We are working on an updated version of the policy that will address the concerns raised by the CJIS community.
- Logging and auditing requirements for CISS are being developed.
- The business and technical teams will be creating data dictionaries for the courts, corrections, and law enforcement.

CISS Planning

- The project charters for W0v1.5 and SR1 are complete.
- The detailed project planning for W0v1.5, SR1, and Wave 1 is in progress.
- The high-level planning for the rest of Phase 1 — Waves 2–X and Search Releases 2– X – is in progress.
- We are working on the certification requirements for all CAD/RMS vendors to connect to CISS.
- We are working with the RMS vendors to document the technical requirements needed for Uniform Arrest Reports (UARs) to be sent to CISS for Wave 1 (UAR Workflow).

- Agency System Administrator roles and responsibilities are drafted and under review.
- Wave 0, Version 1 "Lessons Learned" sessions were conducted in January. Participants included: the CISS project team, user acceptance testers, and the CJIS leadership team. Recommendations are being implemented to lower project risk and increase probability of achieving scope, schedule, and budget goals.

CISS Operational

- Jeanine Allin, retired Sergeant from the Newington Police Department, was hired as CJIS Public Safety Liaison.
- Archana Mulay was hired to fill the position of CJIS Operations Manager, vacated by Shirley Medeiros.
- Eric Stinson was hired as Senior Project Manager to fill a recently-vacated position.
- Communications — Communication with our stakeholders is a vital part of the CISS project. In addition to various other efforts, our regular communications efforts include:
    - A 6-8 page monthly newsletter, which is sent at the beginning of every month.
    - CISS Monthly Status Meetings, which are held the first Wednesday of every month.
    - Regular updates to the CJIS web site, including a new section for FAQs and additional information.
    - As mandated by law, the operations team creates a report for the Legislature twice a year, and a report and presentation for the Governing Board four times a year.

CISS Anticipated Activities – Next 90 Days

- We will finish the build-out of approximately 50 additional servers to support:
    - Development, System Testing, User Acceptance Testing (UAT), and Production (PROD) environments
    - Back-up and restore capability
    - High availability and clustering
    - Network design and deployment of firewalls
- RMS network site activities will continue as outlined above.
- We will validate and finalize the security policy.
- Interface the next source systems for search with CISS; based on Law Enforcement Agency (LEA) priorities, these are MNI/CCH, PRAWN, and POR. These are expected to go into production in the second half of 2013 with an additional roll-out of new users.
- Define the work breakdown structures for the remaining waves using the progressive elaboration methodology.
- Set up dedicated business and technical teams to determine and map out the remaining requirements needed for completion of the project.

CISS — Risks, Issues, and Mitigation Strategies

Risk 1: The realization that implementation of both the Search and Information Exchanges is imminent has caused concern among some stakeholders. The root causes of many of these concerns are primarily fear of the unknown, how CISS will impact each agency, and impact to current and future resources. The risk for the CISS project are schedule delays, increased costs, changes in scope, and potentially having gaps of critical data that CISS is obliged to provide to our information consumers.

Mitigation: CJIS has assembled a small team composed of a negotiator/manager, and business and technical leads that will work with each agency privately to address each of their concerns and find a win-win solution that brings a significant positive net benefit to that agency. The team will also follow up with the implementation agreement.

Risk 2: The late hiring of State positions, filling important positions with contractors, and not converting these to State positions presents risk to the project plan and the long-term support and stability of CISS.

Mitigation: We are hiring consultants to fill the current positions needed by the CISS team that have not been approved. This will allow us to get the work done that we are contractually required to produce and assure the successful implementation of CISS for the State.

We are working with the Department of Administrative Services (DAS) to open the required positions and change the job classifications for the Technical Architect and two Senior Project Managers. We have had difficulty filling these positions due to relatively low starting salaries offered by the State compared to the private sector. We need to hire people with the right skill set and experience with large, complex, multi-million dollar, multi-year projects. We need to offer salaries close to market rates in order to be successful. Until this is done, the risk exists that the State will lose technical and domain knowledge when the consultants leave.

Issue 1: There is an issue concerning the Freedom of Information Act (FOIA) stemming from the fact that official State repositories are subject to FOIA. The CISS data store is a staging repository and not the official repository of record; therefore, it needs legislation to exempt it from FOIA requests and to require those requests be submitted to the agencies that are the repositories of record.

Mitigation: The Administrative Committee proposed language for legislation to correct and clarify this, which the Governing Board approved at its July 2012 meeting.

CISS — Conclusions

Now that the first part of the large, complex, and state-wide CISS project is in production with a small number of users, the CISS team is working on the next three waves of production.

The next significant wave, W0v1.5, which encompasses the build-out of all of the hardware and software that will house CISS moving forward, is expected to go into production in the second half of 2013.

While W0v1.5 is being built, we are working concurrently to interface the next source systems for search with CISS. The next systems, based on Law Enforcement Agency (LEA) priorities, are MNI/CCH, PRAWN, and POR. These are also expected to go into production in the second half of 2013 with an additional roll-out of new users.

Wave 1 is currently being planned. This wave is the first of about 7 waves that will create the electronic Information Exchanges (IEs) between agencies based on the requirements that all the stakeholders agreed on.

Additionally, the CISS team is working with the CAD/RMS vendors to plan and create the interfaces to allow them to transmit the initial documentation of the UAR to CISS.

We look forward to working with all of our stakeholders, the CJIS Community, and our vendors in 2013 in order to successfully implement the CISS project on time, in scope, and within budget.

Offender Based Tracking System — Background

The Offender Based Tracking System (OBTS) is an integrated, information-sharing system developed with all the State criminal justice agencies to respond to the growing demand for access to comprehensive information on offenders. Officially launched in 2004, OBTS is used daily by local, State, and federal law enforcement as well as other criminal justice agencies.

OBTS Accomplishments – Period Ending March 2013

- As part of OBTS data purity work, the team made data corrections to track Offender Based Information System (OBIS) single detainer codes, corrections to generic Uniform Arrest Record (UAR) numbers and missing ticket numbers, and updates to correct generic alien registration codes. Each of these changes helps improve the accuracy of information submitted to, and retained in, OBTS.
- The display of data retrieved from the OBTS database was found to be in an improper sorting order. The sort order was imposed by changes that occurred inside the database server, which affected database tables: attorney names, case, and message console. The fix was to set the generic UAR number to a null value for records that contain a ticket number.
- The arrest records used to initially populate the OBTS database, called Day One Data Population (D1DP) contained unknown UAR numbers that contained a generic identifier of '99999999.' The impact to users is that searches performed using the generic number returned multiple, unrelated cases. During data purity exercises, some arrest records were found to contain a sourced Ticket Number, so a solution was determined to replace the generic UAR number with a null value for records containing a ticket number.
- Other OBTS D1DP populated records contained an Alien Registration state classification using a code of "AR." However the correct code for this value is "ALIEN_REGISTRATION" and records without this code could not be located when searched. The remedy is to replace the records containing the "AR" code with the correct code.
- A redesign of the Exact Name Search occurred in the 7.3 release cycle period (2011), which moved functionality from the application server to the database. Since that time, opportunities to increase overall efficiency and to reduce wait times for slower-performing Exact Name searches were noted and implemented for the 7.4 release. The changes include query and index optimizations to reduce or eliminate unnecessary table lookups, and moving search reason logging from the application server to the database.
- OBTS was modified in 2009 to receive and store multiple detainers, including the ability to receive and process different code types and descriptions. After new software went into production, the STC project was cancelled causing a system reject of multiple detainers. The new work reverted support of multiple detainers back to maintaining a single detainer.

- The HTML user interface was adjusted to properly display lists of data created from search requests.
- The team completed the data purity data comparison evaluation of the OBTS and Judicial systems.
- The OBTS team worked with CISS team members to create a new data exchange interface and develop new test cases to ensure CISS application security rules work as originally implemented in OBTS. This is crucial because OBTS is CISS's first data source.
- The Nastel monitoring system is meeting expectations by identifying additional system performance areas for the CISS production environment.

OBTS Anticipated Activities – Next 90 Days

- For the foreseeable future, the OBTS team will be maintaining the OBTS operational environments with the focus on identifying, analyzing, and fixing issues with the OBTS-CISS interface. Except for functionality that is required to support CISS, no major new functionality will be introduced until the CISS system is placed into a new server environment. New requirements will only be sought to support issues which require immediate attention.
- Work is also progressing on several functional releases designed to better align periodic updates to CISS master indexes.
- As part of the 7.5 release cycle, the CJIS Team continues preparations for moving the existing OBTS to a new SQL server system architecture. The goal of this database work is to enhance the system's ability to support future CJIS/CISS enterprise applications.
- A technical review of the Department of Correction's OBIS system has begun. Data errors identified during the evaluation will be prioritized; high priority items will be addressed during future releases.
- The CJIS and DAS/BEST teams continue the work to upgrade OBTS servers to enhance performance constraints within the current system server environments.
- As the CISS application build-out continues, CJIS plans to evaluate future use of OBTS database. Considerations include use of OBTS as an archive of historical information or further integration with the CISS information exchanges.

OBTS — Issues and Mitigation Strategies

Issue: The project team is dependent on access to and cooperation of subject matter experts residing in source agencies. Due to current workload activities and changing priorities, subject matter experts may not be available as needed.

Mitigation: The strategy is to closely monitor work efforts and take prompt corrective action when necessary.

OBTS — Conclusions

OBTS remains in an operational production environment. The OBTS team will focus future application maintenance releases on enhancing performance and data quality for the CISS application.

CT Impaired Driver Records Information System— Background

The Connecticut Impaired Driver Records Information System (CIDRIS) is an integrated information-sharing system designed to automate the collection and delivery of Operating Under the Influence (OUI) information among State criminal justice stakeholders. CIDRIS was developed in cooperation with local law enforcement, the Department of Emergency Services and Public Protection (DESPP), the Department of Motor Vehicles (DMV), the Division of Criminal Justice (DCJ), and the Judicial Branch, the Department of Transportation (DOT), and the National Highway Traffic Safety Administration (NHTSA). Development of CIDRIS was completed in 2010. Interfaces to DESPP, DMV, and Judicial agency source systems were created in 2011. Implementation for roll-out to DESPP troops started in mid-December 2011 and was completed in August 2012.

CIDRIS Accomplishments — Period Ending March 2013

- As reported previously, the Connecticut Impaired Driver Records System (CIDRIS) was implemented to all state police troops and is in production stage. CJIS and DESPP team members continue to evaluate and improve the accuracy of messages being sent through CIDRIS.
- In March, CJIS staff met with members of the Division of Criminal Justice (DCJ) to discuss use of CIDRIS. Current discussions are in the project planning stage for a future integration effort and center around identifying DCJ business and technical objectives.
- One new initiative concerns the feasibility of using breathalyzer equipment to generate electronic reports. CJIS and DESPP recently met with Draegar, the primary provider of alcohol and drug detection equipment, to discuss options. From what we learned, several states including Massachusetts have moved to using electronic reports (in addition to the paper/tape based output) to reduce costs and improve the speed of report submittal.
    - The current process involves collecting samples from OUI suspects in the barracks. A more formal review is also conducted by state police crime labs each week. Both activities use devices that create paper-based reports, which are adaptable for electronic reporting. Technical and legal considerations must still be reviewed.
    - Technically, the breathalyzer units can be upgraded with new software and programmed to submit reports to a centralized repository securely in two formats — PDF and ASCII

text. From the legal perspective, work will need to be coordinated with DESPP crime labs and criminal justice stakeholders including Judicial, DCJ, and DMV to ensure the integrity of any new process.

  - It is estimated that the work to update the current system could take as much as one year to complete. But CJIS and DESPP will first need to perform a feasibility review to ensure that it will benefit the community.

- Judicial continues review of the Forms Viewer application which allows CIDRIS stakeholders the ability to view, retrieve, and print agency documents. A transmittal sheet is being implemented to track parallel submission of electronic and paper documents.

CIDRIS Anticipated Activities – Next 90 Days

- CIDRIS has reached a stage of process improvement. CJIS and DESPP team members continue to evaluate and improve the accuracy of messages being sent through CIDRIS.
- The current objective is to focus on submission rejection by DMV and Judicial review processes and correct the underlying problems.
- Judicial will begin accessing and verifying electronic documents attached to OUI submissions. The emphasis will be placed on confirming delivery of electronic messages with their parallel paper submission counterparts.
- CJIS will continue planning exercises with DCJ. Our next objectives are to review current business and technical environments with emphasis on identifying administrative and operational constraints of integrating agency computer systems to CIDRIS.
- The CIDRIS team will review the possibility of using breathalyzer equipment to generate PDF and ASCII text electronic reports. Use of electronic reports can improve the speed of report submittal, streamline processing, and reduce costs.

CIDRIS — Issues and Mitigation Strategies

Issue: CIDRIS validates all messages received by DESPP, DMV, and Judicial. Messages that have bad or missing data will not pass validation and will be rejected (to prevent passing bad information along to other stakeholders). If the quantity of messages rejected by CIDRIS continues to remain at higher-than-acceptable levels, CJIS stakeholders won't be able to fully leverage system capabilities, such as automatic data entry into agency source systems and continued delivery of paper documents.

Mitigation: To help reduce the OUI submission errors, the CIDRIS team — including DESPP, DMV and Judicial — will continue to be vigilant in isolating and fixing operational and technical problems. Solutions to the spectrum of problems range from additional technical and training resources to developing additional software programs.

CIDRIS — Conclusions

DESPP, DMV, Judicial, and the CJIS team have committed to expanding use of the CIDRIS system. The CIDRIS implementation of the State Troop Barracks is complete. CJIS continues work to assist the stakeholders toward the goal of paperless OUI submissions. The Division of Criminal Justice is targeted for next implementation. All stakeholders will have to agree on the solution.

Governing Board Committee Updates

Administrative Committee

The Administrative Committee met in January to discuss statutory policies on document retention at an agency level. The Judicial Branch, DMV, and DESPP representatives indicated that current statutory and practice book guidelines will continue to be followed until they have a better understanding of FileNet (the document management system that CISS will use). The committee also agreed to meet as a CJIS Community in a combined session with the Technology Committee, with both business and technical representatives of the agencies, to allow both committees to discuss planned/unplanned changes and then break out to the individual committees for their respective agenda items. The first CJIS Community Meeting was held on March 15. The CJIS Security Policy was the main topic of discussion. The April 11 Administrative Committee meeting will focus on CAD-interface issues, change control policy, as well as other business.

Technology Committee

The CJIS Security Policy was drafted and sent to the stakeholder community for review. This process produced questions and concerns that are being addressed by the CISS team and DESPP. We are working on an updated version of the policy that will address the concerns raised by the CJIS community.

Implementation Committee

Mark Tezaris, CJIS Program Manager, will be working with Chief Richard Mulhall, head of the Connecticut Police Chiefs Association, to develop the CISS implementation schedule for Connecticut municipal police departments going forward.

Appendix — CISS Workflows & Source Systems

Release Order	Workflow #	Workflow Name
1A	1	Uniform Arrest Report (UAR)
1B	6	Common Exchanges
2	3	Misdemeanor Summons
3	2	Infractions
4	4	Arraignment/First Appearance
5	5	Post Arrest
6	7	Disposition
7	8	Post Judgment

CISS Search Order	Agency Source Systems for CISS Search
1	Master Name Index/Computerized Criminal History (MNI/CCH) – Dept. of Emergency Services & Public Protection (DESPP)
2	Paperless Re-Arrest Warrant Network (PRAWN) – Judicial, Court Operations
3	Weapons/Special Licensing – DESPP
4	Protective Order Registry (POR) – Judicial, Court Operations
5	Offender Based Information System (OBIS) – Department of Corrections (DOC)
6	Sex Offender Registry (SOR) – DESPP
7	Criminal Motor Vehicle System (CRMVS) – Judicial, Court Operations
8	Case Notes System – Board of Pardons and Parole (BOPP)
9	Line of Business (LOB) Driver History – Department of Motor Vehicles (DMV)
10	Connecticut Integrated Vehicle and License Systems (CIVLS) – DMV including LOB
11	Case Management System – Division of Criminal Justice
12	Centralized Infractions Bureau (CIB) – Judicial, Court Operations
13	Pre-Sentence Investigation (PSI) – Judicial, Court Support Services Division (CSSD)
14	Adult Case Management Information System (CMIS) – Judicial, CSSD
15	COLLECT – DESPP

Appendix — Commonly-Used Acronyms

AFIS = Automated Fingerprint Identification System
BEST = Bureau of Enterprise Systems and Technology
BOPP= Board of Pardons and Paroles
CAD = Computer Aided Dispatch
CCH= CT Criminal History (DESPP)
CIB = Centralized Infraction Bureau (Judicial)
CIDRIS = CT Impaired Driver Records Information System
CISS = CT Information Sharing System
CIVLS = CT Integrated Vehicle & Licensing System
CJIS = Criminal Justice Information System
CJPPD = Criminal Justice Policy Development & Planning Div.
CMIS = Case Management Information System (CSSD)
COLLECT = CT On-Line Law Enforcement Communications Teleprocessing network
CPCA = CT Police Chiefs Association
CRMVS = Criminal and Motor Vehicle System (Judicial)
CSSD = Court Support Services Division (Judicial)
DCJ = Division of Criminal Justice
DAS = Dept. of Administrative Services
DESPP = Dept. of Emergency Services & Public Protection
DMV = Dept. of Motor Vehicles
DOC = Department of Correction
DPDS = Div. of Public Defender Services
IST = Infrastructure Support Team
JMI = Jail Management System
JUD = Judicial Branch
LEA = Law Enforcement Agency
LIMS = Laboratory Investigative Mgmt. System
MNI = Master Name Index (DESPP)
OBIS = Offender Based Information System (Corrections)
OBTS = Offender Based Tracking System
OCPD = Office of Chief Public Defender
OVA= Office of the Victim Advocate
OVS = Office of Victim Services
RMS = Records Management System
OSET = Office of Statewide Emergency Telecommunications
POR = Protection Order Registry (Judicial)
PRAWN = Paperless Re-Arrest Warrant Network (Judicial)
PSDN = Public Safety Data Network
SCO = Superior Court Operations Div. (Judicial)
SLEO = Sworn Law Enforcement Officer
SOR = Sex Offender Registry (DESPP)
SPBI = State Police Bureau of Identification (DESPP)
SLFU= Special Licensing of Firearms Unit (DESPP)

Technology Related

ADFS = Active Directory Federated Services
COTS = Commercial Off The Shelf (e.g., software)
ETL = Extraction, Transformation, and Load
FIM = Forefront Identity Manager (Microsoft)
GFIPM = Global Federated Identity & Privilege Mgmt.
IEPD = Information Exchange Package Document
LAN = Local Area Network
NAS = Network Attached Storage
PCDN = Private Content Delivery Network
POC = Proof of Concept
RDB = Relational Database
SAN = Storage Area Network
SDLC = Software Development Life Cycle
SOA = Service Oriented Architecture
SQL = Structured Query Language