Criminal Justice Information System
Governing Board
State of Connecticut
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# CISS Monthly Status Meeting Minutes
# Wednesday, February 6, 2013

**Attendees**

Shams Akberzani, Judicial; Jennie Albert, DPDS; Leonard Boyle, DCJ; Brian Bradway; DOC; Sue Brown, DPDS; Lt. Eric Cooke, DESPP; Larry D'Orsi, Sup Ct Ops; Frank DiMatteo, DPDS; Dave Dove, Judicial; Chris Duryea, Jud; Sgt. Dan Ferucci, Waterbury PD; Stephen Hajdasz, Bloomfield PD; Joan Hilliard, DESPP; Sean Houlihan, Wallingford PD; Gene Jopeck, Glastonbury PD; Captain Tom Lepore, Windsor PD; James Lobb, CSSD; Micah Mann, BOPP; Major Brian Meraviglia, DESPP; Chris Morris, Wethersfield PD; Paul Mounts, DESPP; Chief Richard Mulhall, Newington PD/CPCA; Captain Mark Panaccione, DESPP; Cesar Portillo, DPDS; Lt. Andrew Power, Wethersfield PD; Mark Raymond, CIO DAS/BEST; Christine Rogovich, Windsor PD; Jason Rosa, DESPP; Chief Carl Rosenweig, Granby PD; TFC Jack Samataro, DESPP; Joseph Santopietro, DOC; Terry Schnure; Scott Sharlow, Dir. of IT Newtown; Celia Siefert, CSSD; Tom Sutkowski, Judicial; Holly Sylvester, Judicial; Terry Walker, Judicial; John Zematis, Newington PD.

**CJIS Staff**

Wayne Allen; Jeanine Allin; Phil Conen, Xerox; John Cook; Dennis Gaige, MTG; Tammi Harris, Rob Kribs, Xerox; Rick Ladendecker; Lucy Landry; Nance McCauley; Margaret Painter; Marcia Rogers; Eric Stinson; Mark Tezaris; Sean Thakkar; Steven Wallick; Glenda Woods.

**Conferenced Participants**

Chris McManus, Redding PD; Naveen Prathikantam, DMV; George White, DMV

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**Welcome**

- Nance McCauley, CJIS Business Manager, opened the meeting at 1:00 p.m.

**Wave 0 Version 1 - CISS Search presented by Nance McCauley**

- CISS Search was deployed to production on January 10th, 2013 – search of OBTS database
- CJIS is tracking the number of search inquiries by internal CJIS team and production users – there is limited use at this point by the production users
- CISS Search went live with 6 users, currently there are 8 users in production
- CJIS helpdesk received a number of calls including password resets, login problems, and general access questions. There were a total of 21 calls received.
- There is currently one open call which is a production issue with the Person Index due to a large volume of month-end processing. The Person Index is currently unavailable; however, the detailed records are available for search. The team is currently working through the problem and will have a resolution shortly.
- Comments from John Cook, CJIS Operations Manager, noted that severity 1 issues are the most critical and impact the integrity of the system as well as the user experience. He also noted that if the issue can't be fixed very quickly, the system will be brought down. He emphasized that this is very good time for the teams to work together to identify major bugs in the system before they impact a very large and broader user base.

**Wave 0 Version 1 Follow-up Items presented by Nance McCauley**

- Nance mentioned that there were a number of outstanding items that included out of scope or deferred functionality that was not included in the first release.
- Stakeholder meetings were held during the month of January to review the 22 outstanding items and prioritize them to be included in the next release for CISS Search.
- The CISS business team is currently working to define the requirements for the outstanding items that have been prioritized for the first release of Wave 0V2 (W0V2r1).
- The main focus of Wave 0 Version 2 release 1 will be a redesign of the graphical user interface to improve the screen display of the information.

- Nance noted that there will be a discussion following the meeting today to continue the prioritization of the agency source systems for search.

**Lessons Learned presented by Nance McCauley**

- As part of best practice for the first release, there were a number of lessons learned sessions held with the User Acceptance Testers, the Project Team, and the Leadership Team.
- Separate sessions were conducted by an objective facilitator. Feedback was requested on a number of project areas.
- The results will be published shortly with recommendations on process improvements going forward.

**Next 90 Days**

**Project Planning presented by Lucy Landry**

- Lucy noted that the high level scope is currently identified for each wave. Sessions will now be conducted to identify the tasks and deliverables associated with each wave.
- The plans will be reviewed with all parties involved to determine required resources, work effort and duration. This will also involve interaction with agencies that require activities as well, noting any constraints that need to be included in the project schedule.
- The detailed project schedule will then be reviewed internally, with Xerox, and with the agencies involved. Once an agreement is reached, the project schedule will be base lined and used to measure progress.

**Wave 0 V1.5 presented by John Cook**

- The objective for this wave is to complete the technical build out of the servers required to host the CISS application. This will include 4 separate computing environments including development, system testing, user acceptance/training, and production. The configuration includes approximately 200 servers.
- Backup and restore functionality will be implemented.
- High availability and clustering will also be deployed to ensure system reliability.
- The CJIS team will continue to work with DAS/BEST on enterprise networking and firewall capabilities, ensuring the security design of the system is met.
- There will be no additional application functionality introduced with this wave.
- There will be no additional users added during this wave.

**PSDN presented by John Cook**

- The Public Safety Data Network will be utilized to connect law enforcement agencies to the CISS application.
- It was noted that the PSDN core framework is currently being installed by DAS/BEST.
- 25 sites targeted, 11 identified for initial rollout. The CJIS technical team has started site visits to determine telecommunication and equipment requirements.
- An installation list is currently under review with Chief Mulhall and will then be submitted to DAS/BEST for final review.

**Wave 0 V2 presented by Eric Stinson**

- Scope of this wave will address the 22 outstanding items from the Wave 0 Version 1 release.
- New and improved screen design.
- Additional source systems will be available for search.
- Additional users and GFIPM claims will be introduced.
- Introduction of additional security models – trusted and federated.
- System Administration functionality will be deployed, including the functionality to allow for agency system administrators.
- Team conducted planning sessions to finalize scope for each wave and will work towards producing project schedules for each wave.
- Eric commented that he is looking forward to meeting with the stakeholders to implement Wave 0 Version 2 and beyond.

**Wave 1 presented by Lucy Landry**

- Lucy noted that the numbered waves 1-7 will follow implementation of Wave 0. These waves will focus on workflows.

- The team met in January with the user community as well as Xerox to determine the priority order for deploying the workflow waves.
- Wave 1 will focus on the Uniform Arrest Report and Common Exchanges, followed by Misdemeanor Summons, Infractions, Arraignments, Post Arrest, Disposition, and Post Judgment.
- It was noted that Wave 1 will establish the groundwork for all of the subsequent workflow waves.
- Lucy noted that Wave 1 will begin to connect with RMS vendors. CJIS will try to focus on getting at least two vendors certified, 1 for CPCA and NexGen for DESPP.
- Initial FileNet functionality will be introduced for content management. Redaction will also be introduced at the document level.
- TeamSites will also be introduced for DCJ and DPDS to provide access to the CISS application.
- The team is working to finalize the scope and produce the project schedule which will be the first major milestone for Wave 1.

**Questions & Answers**

- Naveen Prathikantam, DMV – asked about Wave 0 Version 1.5 regarding the environments. He asked where the current version of CISS Search resides if the environments aren't built yet. Nance responded that the current release is in the production environment. She also noted that the only other environment up and running is the development environment.
- Phil Conen, Xerox, clarified that Wave 0 Version 1.5 will be a build out of 4 new environments, replacing the existing development and production environments. The new environments to be built are development, system testing, UAT/training, and production.
- Naveen also asked about the replication method and frequency used to replicate OBTS data – Nance stated that CONNX is the replication tool. She also provided that the OBTS database is being replicated 5 times a day at set intervals.

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- The meeting concluded at 1:45 p.m.
- The next CISS Monthly Status Meeting will be held March 6, 2013. Invitations to be distributed.

Respectfully submitted,
Tammi Harris

**Breakout Working Session – Agency Source System Search Priority Order**

- Nance McCauley presented the CPCA recommended order that Chief Mulhall solicited from 20 different law enforcement agencies reaching consensus from the LEA perspective. The goal for today is to review the CPCA recommended order with the stakeholder community to identify issues or other thoughts and to reach a consensus from the larger community for moving forward.
- Terry Walker, Judicial – commented that at the January 23th stakeholder meeting it was recommended that we focus on CISS connecting with the RMS systems for search. She noted that the RMS vendor systems are not on the agency source system list provided today.
- Chief Mulhall, CPCA – commented that the intent is to send the arrest information records to CISS. Once this goal is achieved from the RMS systems, whether directly or using the AFIS Bridge, all the arrest information would be available. He noted that the rest of the information contained in the RMS system includes non-criminal events, intelligence systems, etc. that requires security protection. He noted that this effort would require a lot of work. He also noted that the RMS system information is not shared between different police departments.
- Nance noted the comment to add RMS system for search was to include historical data contained within the RMS system.
- Terry noted that there are two distinct functions of CISS; information exchanges and searches. The context of today's meeting is to discuss search functionality of the various agency systems.
- Chief Mulhall noted that data conversion is very complex and has concerns regarding integrity of the data once replicated. His concern is related to the ability to keep the information updated.
- Rick Ladendecker, CISS Technical Architect, commented that complexity around the case disposition becomes risky if the RMS is used for criminal history queries.
- Captain Panaccione, DESPP also commented that they have over 6,000 incidents in their RMS system. His concern is around filtering and controlling access to the information. He noted that they do not have the resources to handle this task.
- Nance mentioned that information shared via CISS whether through an information exchange or direct search of CISS will be accessible to persons that have authorization. The GFIPM claim security will only provide access to those that have access today, which is governed by statute and policy.
- Terry Walker – commented that there was another point made at the meeting about putting the focus on the information exchanges rather than the search.
- Chief Mulhall commented that the benefit of CISS is having the information in one place. They currently place calls into or query separate systems for obtaining respective information. The benefit to the officers is having the information readily available in one place. He noted that having both information exchanges and search capability is equally important.
- Captain Panaccione asked which systems are not in production at this time. It was noted that DMV will be releasing in phases. R2 aimed at registration and titling is scheduled for 9/2013 and R2 which is the licensing component is scheduled for 12/2013; BOPP Case Notes is scheduled for release 4/2013; Adult CMIS is scheduled for 12/2014; no target date for DCJ was identified.
- Joan Hilliard commented that COLLECT v2 provides information from many separate systems and recommended that CISS add value by providing access to those systems that agencies currently do not have access to.
- Nance noted that CISS is not the system of record and that any actions based on search results need to be verified through the original source system. Once Information exchanges are introduced, business rules and requirements will be defined around processing the specific information in the exchange.
- Celia Siefert, CSSD noted that added value for bail commissioners is to have arrest and original police report information readily available.
- Conclusion - consensus was reached on the Agency Source System Search Priority Order as presented by CPCA going forward (see below).
- Naveen asked about a timeline for working with the agency source systems. Nance mentioned that a schedule will be presented to the community for feedback and input.

*Here is the agreed upon order of the agency source systems.*

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