

**Criminal Justice Information System Governing Board**

**Report on the Status  
of the  
Design and Implementation  
of the  
Criminal Justice Information Sharing System**

**June 30, 2008**

Letter of Transmittal

Report to the Legislature on the status of the Criminal Justice  
information Sharing System

Organization of the CJIS Governing Board  
CJIS Governing Board Meetings  
Selection of the CJIS Executive Director  
Request for Proposal, Criminal Justice Information Sharing System

List of Attachments

Attachment A:

Criminal Justice Information System Governing Board –  
Member Agencies and Membership

Attachment B:

Criminal Justice Information System,  
Projects Management Chart

Attachment C:

Executive Director,  
Criminal Justice Information System Governing Board  
Class Specification



**STATE OF CONNECTICUT**  
**OFFICE OF POLICY AND MANAGEMENT**

**Criminal Justice Information System Governing Board**

June 30, 2008

To: Connecticut General Assembly  
Joint Committee on Judiciary  
Senator Andrew J. McDonald, Co-Chair  
Representative Michael P. Lawlor, Co-Chair  
Senator John A. Kissel, Ranking Member  
Representative Arthur J. O'Neill, Ranking Member  
Joint Committee on Public Safety and Security  
Senator Andrea L. Stillman, Co-Chair  
Representative Stephen D. Dargan, Co-Chair  
Senator Anthony Guglielmo, Ranking Member  
Representative, Raymond C. Kalinowski, Ranking Member  
Joint Committee on Appropriations  
Senator Toni Nathaniel Harp, Co-Chair  
Representative Denise W. Merrill, Co-Chair  
Senator David J. Cappiello, Ranking Member  
Representative, Kevin M. DelGobbo, Ranking Member

Subject: Report on the Status of the Design and Implementation of the  
Criminal Justice Information Sharing System

In accordance Section 40 (h) of Public Act 08-01 of the 2008 January Special Session, the Report on the Status of the Design and Implementation of the Criminal Justice Information Sharing System is forwarded.

This report also includes the status of the expanded organization of the Criminal Justice Information System Governing Board, Governing Board initiatives since the expanded organization, the status of the selection of the CJIS executive director, and the status of the Criminal Justice Information Sharing System.

The report was prepared with the assistance of the Office of Policy and Management, Criminal Justice Policy and Planning Division. Should there be any questions, they may also be directed to Undersecretary Brian Austin at 860-418-6394.

Michael Fedele  
Lieutenant Governor  
Co-Chair

Patrick L. Carroll, III, Judge  
Deputy Chief Court Administrator  
Co-Chair

Connecticut General Assembly  
June 30, 2008  
Page two

c: Clerk of the Senate  
Clerk of the House  
Office of Legislative Research  
State Librarian  
Legislative Library

## Report to the Legislature on the status of the Criminal Justice Information Sharing System

This report is pursuant to Public Act 08-01 of the January 2008 Special Session and represents the initial report on the status of the information sharing system, specified under this legislation. The report is provided by the Criminal Justice Information System (CJIS) Governing Board.

### Organization of the CJIS Governing Board

Public Act 08-01, Section 39, expanded the membership of the Criminal Justice Information System (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 the Patrick L. Carroll, III, Deputy Chief Court Administrator, who is one of the co-chairs. The Secretary of the Office of Policy and Management named Lt. Governor Michael Fedele as a designee, who is appointed by the Governor to be the other co-chair.

A listing indicting the member agencies and the membership of the CJIS Governing Board is included in the report as Attachment A.

### CJIS Governing Board Meetings

Since the expansion of the CJIS Governing Board following effective date of Public Act 08-01, two meetings of the CJIS Governing Board, chaired by the co-chairs, have been held.

The first meeting on March 25, 2008 was organizational in orientation under the expanded membership. Sections of Public Act 08-01 of the 2008 January Special Session applicable to the CJIS Governing Board were reviewed; discussion focused on the role of the Executive Director for the CJIS Governing Board and the responsibilities in preparing the CJIS Information Sharing System specified in the legislation.

Lt. Gov. Fedele provided an overview and vision for the enterprise (multi-agency) and individual agency projects that have a CJIS relationship. A CJIS Projects Management Structure Chart was distributed which showed the different modules as they relate to the gathering of criminal justice information by the respective areas of authority.

An Executive Director job description was distributed for review. The description was adjusted in response to comments and suggestions. A Search Task Force Subcommittee was formed to assist in the process of selecting an Executive Director.

The meeting on May 22, 2008 continued the process for the selection of the Executive Director. Lt. Gov. Fedele reported that 43 applications were received. The Search Task Force Subcommittee had selected twelve applicants from which to receive additional information and responses to questions. From the additional information, a smaller group of applicants would be selected for interviews.

A revised CJIS Projects Management Structure Chart was distributed and reviewed, reflecting changes and providing additional information on CJIS projects. Initiatives relating to all CJIS agencies are to be discussed in the future. One project being implemented is the Judicial Electronic Bridge (JEB) was introduced by Judge Patrick Carroll. JEB is being used to provide open and closed convicted client and case information, pre-sentence investigation, youthful offender, and juvenile data to the Board of Pardons and Paroles and the Department of Correction. Expected this fall is a version of JEB to provide open and closed convicted client and case information to law enforcement agencies.

Judge Carroll discussed the establishment of an Electronic Signatures Study Group. The need for electronic signature procedures had been the subject of previous discussions. A small group will be convened by Judge Carroll to review current practices and develop direction for possible new legislation.

The CJIS Projects Management Structure Chart explained above is attached for reference as Attachment B.

The CJIS Governing Board was originally organized under Public Act 99-14.

## Selection of the CJIS Executive Director

Public Act 08-01 of the January 2008 Special Session specified the employment of an executive director who is to serve at the pleasure of the CJIS Governing Board. The executive director is to oversee the design and implementation of a comprehensive, state-wide, information technology system for the sharing of criminal justice information. The information sharing system is specified in Section 40 of Public Act 08-01.

Lt. Gov. Fedele, Judge Carroll, and Undersecretary Austin, working with the Department of Administrative Services, developed a job description. The job description was prepared and introduced to the CJIS Governing Board at its meeting on March 25<sup>th</sup>. The CJIS Governing Board reviewed the job description; changes were proposed; and the description, with changes, was accepted. The wording changes expanded the Purpose of Class to add federal and municipal agencies to state agencies to be included in the information sharing system. The class specification is attached as Attachment C.

Under the class specification, executive director is

“accountable for the oversight, project management, design, implementation and maintenance of a comprehensive, state-wide information technology system that facilitates the sharing of information between all federal, state and municipal agencies, departments, boards and commissions having any cognizance over matters relating to law enforcement and criminal justice.”

Lt. Gov. Fedele further explained the CJIS Governing Board is looking for someone with a criminal justice background, strong project management capabilities, and information technology skills. A Search Task Force Subcommittee was established to consider applicants for the executive director position. The following were appointed to the Subcommittee by Lt. Gov. Fedele:

Lt. Governor Michael Fedele, Co-Chair  
Judge Patrick L. Carroll, III, Co-Chair  
Senator Andrew McDonald  
Chief State's Attorney Kevin Kane  
Commissioner James M. Thomas  
Chief Information Officer Diane Wallace  
Undersecretary Brian Austin

The Governing Board directed the Office of Policy and Management to complete the administrative process of establishing the position with the accepted job specifications and to initiate the process of having candidates apply for the CJIS executive director position. With the CJIS Governing Board in the Office of Policy and Management for administrative purposes, the statutory authority for administering the position had been previously established.

On April 6, the employment opportunity was posted; a local and national announcement procedure was initiated. The announcement had a closing date of April 28. The announcement was posted in the following media or web sites.

DAS Web Site

OPM Web Site

Hartford Courant, Sunday, April 6, 2008  
(including CareerBuilder.com)

National Criminal Justice Administration (NCJA) Career Site

SEARCH, the National Consortium for Justice Information and Statistics

JISPnet, the Justice Information Sharing Practitioners Network

Southern New England Chapter, Project Management Institute

International Association of Police Chiefs (IACP)

Forty three (43) applications were received. The Subcommittee immediately initiated a review process of these applications and determined to seek additional written information from twelve (12) candidates. This process occurred during the month of May. In June, the additional information from the twelve (12) candidates was reviewed by the Subcommittee; six (6) candidates were further selected for interviews. The interviews with the Subcommittee occurred on June 25.

It is intended to employ the selected CJIS executive director applicant without delay in July 2008.

#### Request for Proposal, Criminal Justice Information Sharing System

Section 40 (g) of Public Act 08-01 of the 2008 January Special Session specifies that the CJIS Governing Board shall issue a request for proposals for the design and implementation of the Criminal Justice Information Sharing System and hire a consultant to develop a plan for the design and implementation.

CIO Wallace offered that the Department of Information Technology could prepare the request for proposals on behalf of the CJIS Governing Board. The co-chairs of the CJIS Governing Board, in response, asked that the Department of Information Technology prepare the request for proposals. This request was made in consideration of the requirement that the request for proposals be issued the Department of information Technology and in consideration that the CJIS executive director would not be hired in sufficient time to have a involvement in this initial request for proposals. With the request for proposals process initiated, the CJIS executive director is to be involved with the further development of the request for proposals.

The Department of Information Technology has prepared a request for proposals titled "CJIS Blueprint Request for Proposals / Scope of Work". This "Blueprint" provides for consultant to develop a plan in consideration of business and technical requirements (as specified in Section 40) for the design and implementation of Criminal Justice Information Sharing System. Since State and Federal procurement guidelines prohibit a consultant that develops the plan, inclusive of business and technical requirements, from responding to the request for proposals based on the plan and requirements development process, a separate request for proposals (utilizing the plan and developed business and technical requirements) will subsequently be initiated for the design and implementation of the Criminal Justice Information Sharing System.

The Department of Information Technology indicates the "Blueprint" request for proposals will be issued not later than July 1, 2008.

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Class Specification

**State of Connecticut  
Criminal Justice Information System  
(CJIS)**

Member Agencies of the CJIS Governing Board

Office of Policy and Management

Michael Fedele, Lt. Governor  
(Designee and Co-Chair)  
Robert L. Genuario, Secretary  
Brian Austin, Jr., Under Secretary  
Theron A. "Terry" Schnure

Office of Chief Court Administrator

Patrick L. Carroll, III, Judge, Deputy Chief Court Administrator,  
(Designee and Co-Chair)  
Barbara M. Quinn, Judge, Chief Court Administrator  
Aaron Ment, Judge, Senior Judge  
Lawrence D'Orsi, II  
Terry Walker

Office of the Chief State's Attorney

Kevin Kane, Esq., Chief State's Attorney  
John Russotto, Esq., Deputy Chief State's Attorney  
Jan Sniffin  
Dave Granat

Department of Public Safety, Division of State Police

John A. Danaher III, Commissioner  
Thomas Daveron, Col.  
Cheryl Malloy, Lt. Col.  
Dennis C. Mitchell, Ph.D.

Office of Chief Public Defender Services

Susan O. Storey, Esq., Chief Public Defender  
John Morrison

Department of Correction, with Parole Functions

Theresa C. Lantz, Commissioner  
Carol Salsbury, Deputy Commissioner, (Designee)  
Robert Cosgrove

Board of Pardons and Paroles

Robert Farr, Chairman  
Richard Sparaco

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Participants -- continued

Office of Victim Advocate  
Michelle Cruz, Victim Advocate  
Merit LaJoie

Department of Emergency Management and  
Homeland Security

James M. Thomas, Commissioner

Department of Information Technology

Diane Wallace, CIO  
Suzanne Niedzielska  
Dean Myshrall

Department of Motor Vehicles

Robert Ward, Commissioner  
Nicholas J. Demetriades  
George White

Connecticut Chiefs of Police Association

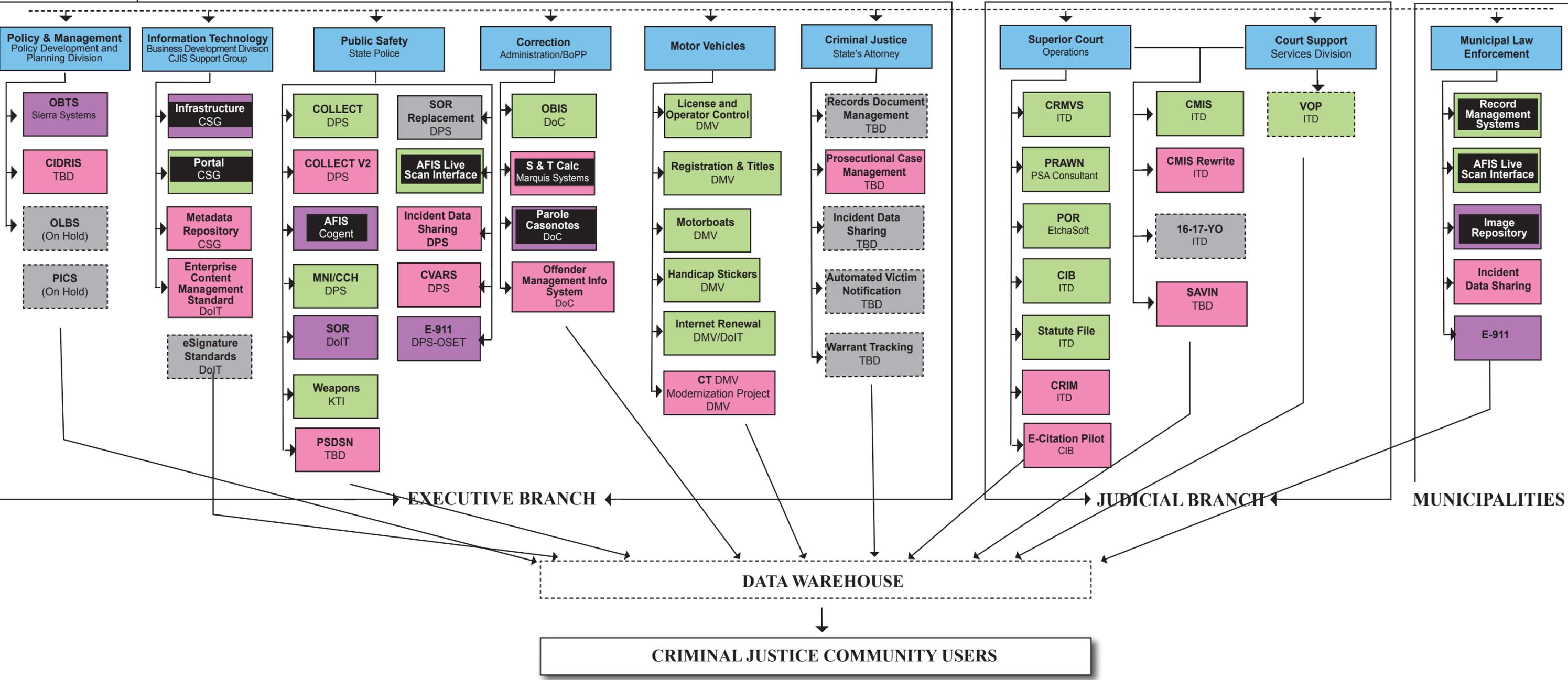
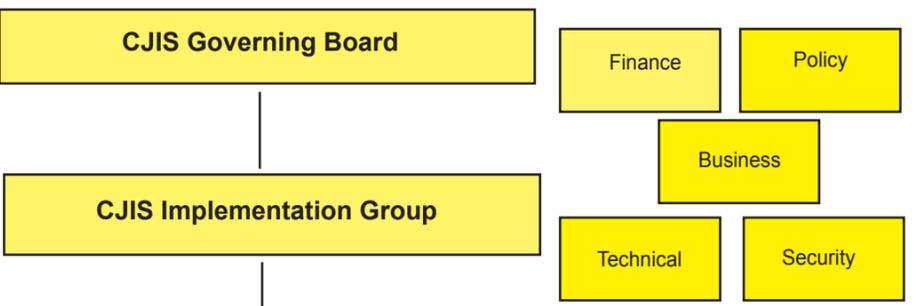
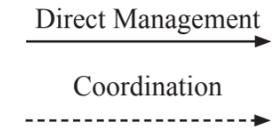
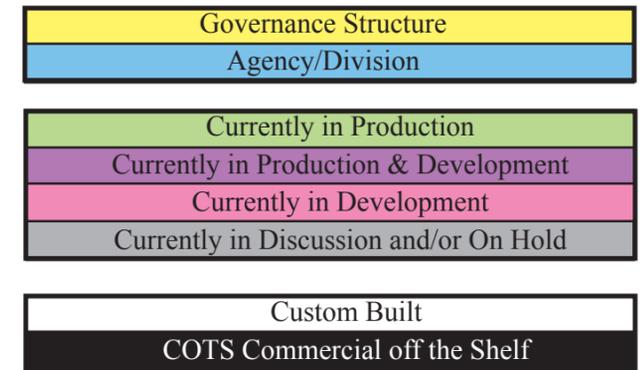
Richard C. Mulhall, Chief (Designee for)  
Matthew A. Reimondo, Chief, President  
James A. Cetran, Chief

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

Andrew J. McDonald, Senator, Co-Chair  
William Tong, Representative (Designee for)  
Michael P. Lawlor, Representative, Co-Chair  
John A. Kissel, Senator, Ranking Member  
Arthur J. O'Neill, Representative, Ranking Member

June 23, 2008

# Connecticut Justice Information Systems Projects Management Structure Chart





# Class Specification

Unclassified		
<b>Class Code</b>	<b>Pay Plan</b>	<b>Class Title</b>
2654	<u>EX - 03</u>	EXECUTIVE DIRECTOR- CRIMINAL JUSTICE INFORMATION SYSTEM GOVERNING BOARD

**PURPOSE OF CLASS:**

In the Criminal Justice Information System Governing Board, this class is accountable for the oversight, project management, design, implementation and maintenance of a comprehensive, state-wide information technology system that facilitates the sharing of information between all federal, state and municipal agencies, departments, boards and commissions having any cognizance over matters relating to law enforcement and criminal justice.

**SUPERVISION RECEIVED:**

Receives administrative and executive direction from the Criminal Justice Information System Governing Board.

**SUPERVISION EXERCISED:**

Directs all staff assigned to the Criminal Justice Information System Governing Board.

**EXAMPLES OF DUTIES:**

Directs day to day project management and coordination of various criminal justice information projects of affected agencies; provides assistance to governing board with development and maintenance of plans and polices; provides direction for efficient operation and integration of criminal justice information systems; assists governing board with establishment of standards and procedures used by agencies to assure interoperability of such systems including authorization of access to and security of information systems; provides periodic reports and presentations to the Governor and the General Assembly; oversees all planning functions including development of a blue print for a comprehensive integrated information system; provides oversight of all consultants responsible for evaluation of current system, business needs assessment of various criminal justice agencies, the Judicial Department and community; performs related duties as required.

**EXPERIENCE AND TRAINING:**

Shall have sufficient education, training or experience to manage the design and implementation of comprehensive information technology systems in a criminal justice environment along with strong project management and systems lifecycle skills.

**APPOINTMENT:**

Serves at the pleasure of and is appointed by the Criminal Justice Information System Governing Board in accordance with Public Act 08-1.

New Class

2654A 3/26/08 cm

CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date
2654	1326	(07)-Information Technology	(01)-EXEMPT/ELEC/APPOINT	(1)-Officials And Administrators	Mar 28, 2008