



Criminal Justice Information System
Governing Board
State of Connecticut
101 East River Drive, East Hartford, CT 06108 • www.ct.gov/cjis

CISS Monthly Status Meeting
Wednesday, August 1, 2012

Attendees

Michael Baribault (Southington PD), George Battle (DESPP), Jeffrey Blatter (Avon PD), Susan Brown (DPDS), Carmine Centrella (CRCOG), Jeffrey Dobratz (Southington PD), David Dove (DSJ IT), James Gauthier (Groton PD), Steven Hall, Darryl Hamblett, Joan Hilliard (DESPP), Todd Lawrie (Clinton PD), Karl Lewis (DOC), Michael Krzynowek (Enfield PD), Lobb James (CSSD), Drew O'Connor (Rocky Hill PD), Mark Rinaldo (Avon PD), Nancy Roberts (DPDS), Jeff Rodick, (EHPD), Carl Rosensweig (Granby PD), Celia Siefert (CSSD), Susan Brown (DPDS), Thomas Sutkowski (DJS IT), Vannais Jeffrey (E Hartford PD), Richard Vibberts, Terry Walker (DJS IT), Gary Willett (E Hartford PD).

CJIS Staff

Wayne Allen, Dennis Gaige, Nancy Grzesiuk, Tammi Harris, Rick Ladendecker, Lucy Landry, Nance McCauley, Joonsuk Noh, Margaret Painter, April Panzer, Russ Robitaille, Marcia Rogers, Kumara Subramanian, Mark Tezaris, Sean Thakkar, Ram-Reddy Tippani; Phil Conen (Xerox) and George Perron (NEOS).

I. Welcome

- Sean Thakkar opened the meeting at 1:05 with a welcome to the first CISS Status Meeting. He asked everyone to introduce themselves.
- CISS is a very large project that's going to go on for 5-plus years, so the demonstration today is a "very small slice." Right now, there are 120 million records — a lot of other databases are going to tie in.

II. Presentation

- Mr. Thakkar introduced Mark Tezaris, who began the PowerPoint presentation. [Attached to these minutes]
- In order to tackle a very large project, we have to break it down into waves (wave slide)
- We're going to develop team sites — SharePoint sites, customized for your agency. There is a SharePoint template that we work from; at some point CJIS will contact your agency to work with you to customize that site to reflect your organization.
- The entry point is the RMS system — we are building an interface to pull info from CAD-RMS systems into CISS
- The first effort was to take the requirements from two years ago and validate them; elaborate the requirements; at the same time, build the system based on those requirements.
- If there is anything you want more information on, take a note and let us know.
- Reviewed July activities and plans for August and beyond.
- Ms. McCauley will be contacting the end users to get feedback on the user interface and get that feedback to Xerox.

- In order to monitor the risks, we have a process — Independent Validation & Verification — that identifies risks to the project. Reviewed the IV&V slide.
 - Question from audience: Define what agency means to you? Answer: when CJIS talks about “agencies,” we are talking about all of the entities that will conduct transactions with CISS — including DESPP, the CPCA (and the local departments it represents). We will also work with CAD-RMS vendors insofar as necessary for the project.
 - Mr. Tezaris discussed the importance of communication, to keep all of our stakeholders informed, and to get feedback from our stakeholder agencies.
 - Mr. Tezaris emphasized feedback from those attending these meetings; let us know what your questions are and we will ensure that they are answered.
 - Regarding internal communication, Mr. Tezaris asked that those attending meetings pass on information within your agency.
 - Ms. McCauley discussed business management of CISS, and recent progress made. [Slide 11]
 - Noted that documents from all of your agencies have been reviewed and validated. The team has made site visits and participated in ride-alongs to get a better sense of the jobs they do.
 - Ms. McCauley thanked all of the business people who allowed us to do these visits.
 - She noted a meeting was held with the RMS and CAD vendors to begin to familiarize them with the project.
 - The next steps are going to be looking at the credentialing process; how claims and roles will be defined with in CISS.
 - CISS screen mock-ups will be sent out seeking feedback on how we want the CISS screens to appear.
 - Ms. McCauley also noted her team will be working to determine how to take the agency source system data and map it to the information we need for the CISS project.
 - We have a lot of work in front of us — we couldn’t do this without you.
 - Rick Ladendecker, Senior Technology Architect, gave an overview. Several staff members have recently joined the team; he described their credentials.
 - He described a methodology whereby certain processes can be done once and then replicated many times; similarly the team is working on ways to streamline the gathering of data.
 - Mr. Ladendecker talked about technology workshops, which will be scheduled for the next few months; details will be forthcoming.
 - Mr. Ladendecker emphasized that CJIS does not want to “own” the technology; the technology will be shared with all stakeholders. These workshops are going to be hands-on, where they can “see and touch” it.
- III. CISS Live Demonstration**
- Mr. Tezaris introduced Phil Conen, of Xerox.
 - Mr. Cohen gave an overview of the CISS technology, reviewing slides 14-20, and then began the live demonstration.
 - Mr. Conen went through a live demonstration starting with an explanation of the security and authentication processes. He reviewed simple, advanced, fast, and wild-card searches, as well as unstructured searches — all of which showed the system’s powerful speed and indexing abilities. For example, he had the system sort roughly 4.1 million names (120 million records) based on date of birth; that search took approximately 4/10 of a second. During the presentation, Mr. Conen answered a number of questions, most of which concerned security issues. The live CISS presentation lasted roughly 30 minutes.
 - If everything goes right, OBTS will be fully searchable in November 2012.

IV. Questions and Discussion

- The questions, comments, and resulting discussion were wide-ranging. The following is an overview (not necessarily in chronological order).
- **Active Directory:** In agencies that have Active Directories, will CISS have other levels of passwords? Phil Conen: You have an identity provider, which in your case is your Active Directory, so the authentication of you as a valid user to use that AD; when you log into it, and you pass through to CISS, it takes that information and builds your token based on that, and passes that to CISS. Sean Thakkar added that CISS will create standards for agencies that use ADs, but ultimately it will be the responsibility of the PD Chief to govern access. Each agency will be provisioning its own users.
- **Audit process?** The audit process will occur at all levels from local to system-wide. If you're in a local PD, your systems administrator will have access to all your audit logs so you can do your own audit anytime you want to. At an agency level, and at the Governance Board level, administrators will be able to audit. Flags will be built into the system to alert to non-standard use.
- **Discussion of security:** Rick Ladendecker: There will be internal certificates *and* public-facing certificates. Mr. Thakkar: The security we are implementing with this system meets the highest Federal and State standards.
- **About access to CISS:** CISS will be an internet-based system, so all that is needed is an internet connection (and, of course, the credentials to log in).
- **What will happen to OBTS data?** Mr. Thakkar: Once CISS is fully operational, *OBTS data* will become *legacy data*. CISS will initially not have anything in there; as we start to populate CISS, from the data sources that were previously feeding OBTS, the data there will just become legacy data. OBTS will not further expand. Also note that OBTS has never been the source of record. For all practical purposes, OBTS will go away.
- **Format of meetings:** Celia Siefert and Terry Walker suggested structuring the meetings so there is an opportunity to pose questions ahead of time for the group to discuss. Mr. Tezaris agreed.
- **Concern about smaller agencies,** like the Granby police department that don't have their own IT departments. Mr. Thakkar stated that CJIS would assist when needed. There will be computer-based training sessions (so participants don't need to be on site).
- **Databases that will feed in to CISS;** will CAPTAN be included. Mr. Thakkar: There will be between 15-20 databases feeding in initially and CAPTAN is one of them.
- **Question about where resulting search data came from:** The provenance of any information will be spelled out. The originating agency and/or database will remain the "owner" of that information.
- **Question: What if I don't have the authorization to see all of the information about an offender?** Will there be an indication that information is being withheld? If you're not allowed to see the particular record, it won't show it all; some info may be redacted. Some commented that they would like the system to be able to give them a general idea of what they are prohibited from seeing in a search; to know that *there is* more information, but that they don't have permission to see it.
- **Question about integration with CAD-RMS:** CJIS is looking at this. We know that all vendors will have to be CISS certified.
- **Comments** from Joan Hilliard: As you build this out, I think it will be important to get feedback from the people who will be working with it every day — the dispatchers and detectives — and get their feedback. Mr. Thakkar agreed.
- **Question about personalization of SharePoint sites:** Each department's SharePoint site for CISS can be personalized for the particular look and feel of your agency or department.

- **What network is this running on here?** Running on local network right now; but will run on PSDN, so it will comply with FIPS.
- **Connecting with COLLECT?** In the future we will be able to connect with COLLECT. We are not going to replace COLLECT. Because it is an NCIC system owned by the FBI. Because we are CJIS-compliant and there are other states that have systems similar to CISS that have been able to connect to their local NCIC-switch, we assume we will be able to connect with COLLECT.
- **Question about access to all records**, including those from local departments. Mr. Thakkar: Some history: Two years ago, we got together as a community, for a 2-week process, to say 'What do we want in CISS?' We came up with 588 transactions that our world consists of. Out of the 588 transactions, the key stakeholders got together and there are 46 that we want to do first because it makes most sense from a business perspective (e.g., UAR, etc.). That included the key stakeholders, including the CPCA. That will be the information we will be looking for from your RMS system. And then we will go on to the next set of transactions.
- **Security question:** Will the system be agency-agnostic? Will there be a system login? Phil Conen: Essentially, yes.
- **Records retention:** Joan Hilliard asked about how long records will be retained. Who decides what information will be retained or discarded? Particularly with paper files. CISS will never be the system of record. If you delete them from your system, then they're gone. Mr. Thakkar: This is a conundrum that we as a criminal justice system have to decide upon. (Example noted of BOPP needing information for parole decisions.) Records supervisor: aspects of paper records; concealed electronic records. You can't just throw away records; there is a process. Requires further discussion. Ms. McCauley: There are State statutes governing records retention. Mr. Thakkar: we will bring it up with the Governing Board's administrative committee for more discussion.
- **Comment from** Ms. Hilliard: I think it's important to make local PDs aware of what CISS was conceived for. Right now we're looking at queries; that's not the main purpose of CISS. Local departments need to understand why CISS was built and know the records they possess should be available to CISS.
- Mr. Thakkar thanked all for attending, and asked that attendees share information gained here with their agency staff. The meeting concluded at 2:55 p.m.

The next CISS Monthly Status update meeting will be Wednesday, October 3, 2012, 1 p.m., 101 East River Drive, East Hartford, CT.

Margaret Painter recorded the minutes.



CJIS State of Connecticut
Criminal Justice Information System

August 1, 2012
CISS Monthly Status Meeting



Agenda

- Welcome
- CISS Project Status
- Workshop – Initial CISS Search
- Demonstration
- Questions

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Implementation Waves

Information Exchanges/Workflows

- Wave 1 – UAR (1)
- Wave 2 – Infractions (2)
- Wave 3 – Judicial Commons (6)
- Wave 4 – Post Arrest (4)
- Wave 5 – Disposition (7)
- Wave 6 – Post judgment (8)
- Wave 7 - Misdemeanors (3)
- Wave 8 – Arraignment (5)

Search and Team Sites

- Wave 0 – OBTS Search
- Wave S – All Sources Searched
- Wave T – Agency Team Site Development & Workshops
- Wave R – Statewide RMS Integration

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CISS – July Accomplishments

- Completed the Demonstration for OBTS Search
 - Presented to CJIS Governing Board on July 19
- Business team hosted an RMS vendor presentation on July 10
 - Attended by local LEAs and RMS vendors
- Ordered equipment to support initial Production
- Finalized validation of reports and forms
- Overall high level design was reviewed by CT's technical team
- Testing Lead was brought on board to coordinate all of State's testing activities
- Four additional members of the Technical Team were brought on board and are up to speed

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CISS – Activities in August & Beyond

- Detailed design is underway for Wave 0 – OBTS Search using FAST and Multivue
- Reviewing traceability matrix to ensure that all requirements have been addressed in high level design
- Working on business rules for information exchanges
- Designing architectures to support the initial development waves and production environments
- Establishing architectures to support a scalable platform
- Defining processes to streamline Agency integration with CISS for Service-Oriented Architecture (SOA) based messaging
- Defining the methodologies to integrate agency data with CISS (Static Replication, Dynamic Replication, and Federated Search)
- Xerox's overall testing strategy is being reviewed by CT
- Developing a detailed project plan which reflects both Xerox's activities and CT's activities

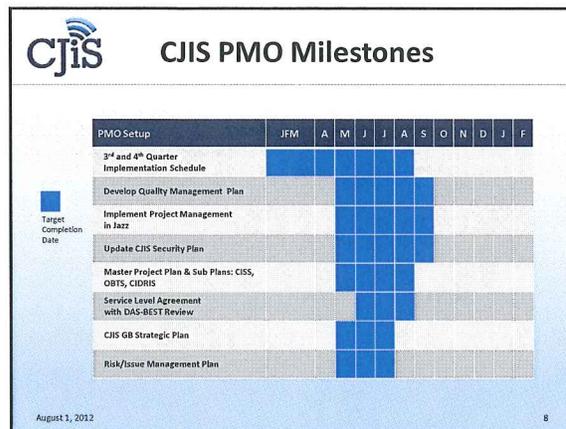
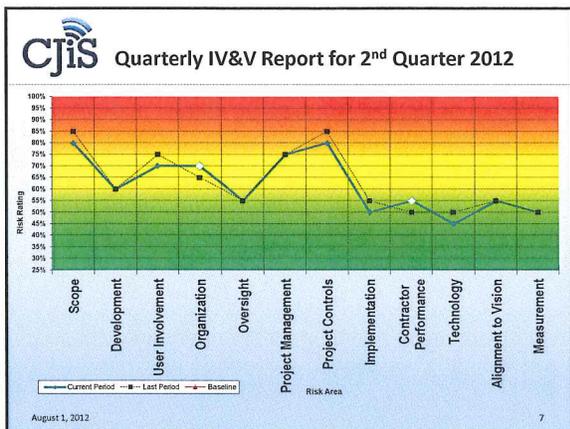
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CISS – Activity in August and Beyond cont'd.

- Finalize and sign off on Xerox's high level design
- Perform benchmarking to determine environment setup needs for Wave 0
- Configure production environment
- Firm up the integrated project schedule showing both Xerox and CT activities
- Provide timelines for stakeholder involvement
- Meet with agencies to discuss security and determine which of 3 possible security models fits best for each agency
- Define and validate security restrictions & credentialing
- Design of the initial CISS team site will be completed in September
- Development of the initial Search functionality will be completed in September and testing will begin
- Develop hands-on workshops for Agency stakeholders

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CJiS CJIS Communications

- Monthly Newsletter Updated**
 - Plans for links to additional content on website; FAQs
 - Links to "white papers" for in-depth information
 - Articles from the perspective of CJIS stakeholders
- Reporting**
 - Governing Board: Quarterly Reports & Presentations
 - Bi-Annual Reports to the Legislature
 - Periodic Presentations to other groups (e.g., CRCOG)
- Monthly Project Status Meeting for CISS Stakeholders**
 - Monthly Meetings on Project Status
 - Hands-on Workshops of CISS in Development
- Meetings with Stakeholders**
 - CISS team has met with stakeholders as requested

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CJiS Internal Agency Communication

- Share information with your staff/organization
- We also encourage you to invite your staff to attend meetings

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CJiS CISS Business Management

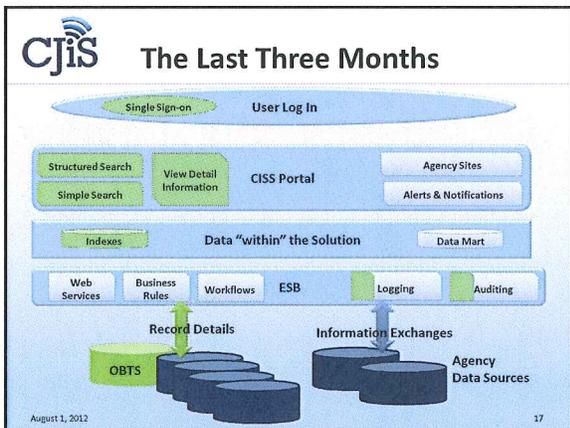
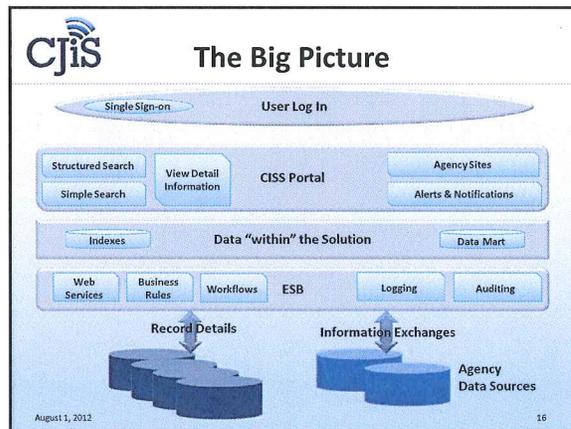
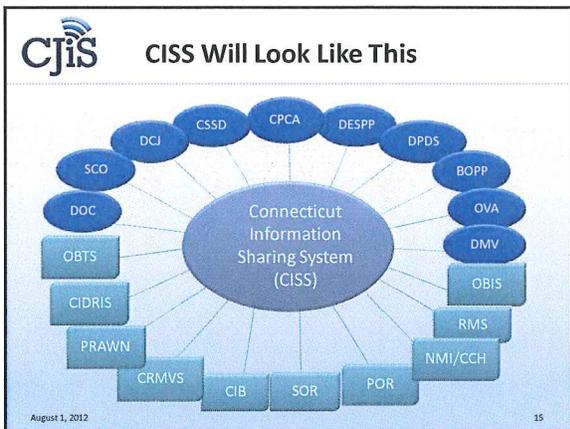
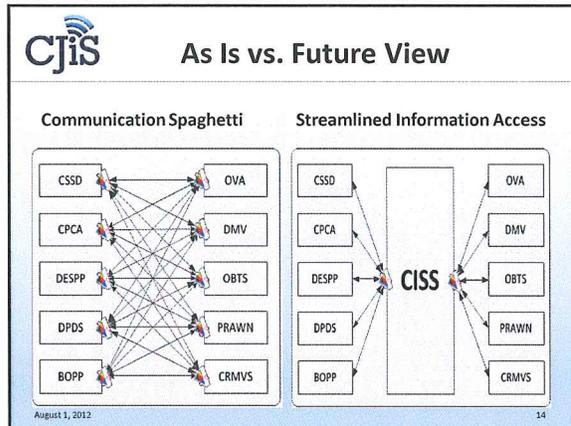
- Reports and Forms Validation**
 - Reviewed with all agencies – 5/23/2012
 - Business Team completed forms mapping – 5/31/2012
 - Reviewed by DCJ – 6/21/2012
 - Follow Up Meeting to Finalize – 7/11/2012
- Field Observations to Learn Agency Business Processes**
- RMS Vendors**
 - Validated CT RMS & CAD installations – 4/25/2012 to 6/19/2012
 - RMS Vendor Meeting to kickoff CISS – 7/10/2012
- Define & Validate Security Restrictions**
 - Define based on GFIPM model
 - Guided workshop sessions to validate with Administrative Committee

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CJiS CISS Technology Management

- Defining processes to streamline Agency integration with CISS for Service-Oriented Architecture (SOA) based messaging
- Ordered equipment to support the initial production Establishing architectures to support a scalable platform
- Configuring the demonstration
- Designing architectures to support the initial development waves and production environments
- Defining the methodologies to integrate agency data with CISS (Static Replication, Dynamic Replication, and Federated Search)
- Develop hands-on workshops for Agency stakeholders

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- ### CJiS CISS – The Next Three Months
- Design Process Continues**
 - Initial Team Site Design: September Completion
 - Development**
 - Initial Search Development: September Completion
 - Workflows, Searches and Information Exchanges**
 - Facilitating Agency Technical Discussions on Security
 - Supporting State Technical Team Knowledge Transfer
 - Supporting State Technical Team Development
 - Project Plan**
 - Continue to Refine State – Xerox Handoffs
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CJiS CISS – The Longer-Term View

Functionality to Improve Citizen Safety

- Information Sharing
- Alerting

Functionality to Improve Officer Safety

- Information Sharing
- Access to Better Information

Tools to Save Time and Money

- Less Redundant Work

Tools To Benefit the State In Addition to CISS

- Enterprise Service Bus

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CJiS What Does This Mean To You?

- **Requirements Process Continues**
- **Design Process Continues**
 - Ongoing
- **Development**
 - Power User Feedback
- **Workflows, Searches and Information**
 - Exchanges

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CJiS Feedback

We need your feedback —
 please send us your comments, questions & suggestions.

Sean Thakkar — Sean.Thakkar@ct.gov

Mark Tezaris — Mark.Tezaris@ct.gov

Rick Ladendecker — Rick.Ladendecker@ct.gov

Nance McCauley — Nance.McCauley@ct.gov

Thank you.

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CJiS Appendix: Acronyms

<p>AFIS = Automated Fingerprint Identification System AST = Application Support System BEST = Bureau of Enterprise Systems and Technology BICE = Bureau of Immigration and Customs Enforcement BOPF = Board of Pardons and Paroles CAD = Computer Aided Dispatch CCH = Computerized Criminal History CIB = Centralized Infraction Bureau (Judicial) CIB = Centralized Infractions Bureau ODBIS = Conn. Impaired Driver Records Information System CIVLS = CT Integrated Vehicle & Licensing System CIPPD = Criminal Justice Policy Development and Planning Division CMS = (Judicial) Case Management Information System COLLECT = Connecticut On-Line Law Enforcement Communications Teleprocessing network CPGA = Conn. Police Chiefs Association CRMVS = Criminal and Motor Vehicle System (Judicial) CSSD = Court Support Services Division DCJ = Division of Criminal Justice DAS = Dept. of Administrative Services DEPP = Department of Emergency Services & Public Protection DEMHS = Dept. of Emergency Management & Homeland Security DMV = Dept. of Motor Vehicles DOC = Department of Corrections DDI = Dept. of Information Technology DPDS = Div. of Public Defender Services IST = Infrastructure Support Team JMI = Jail Management System JUD = Judicial Branch</p>	<p>LEA = Law Enforcement Agency LAW = Local Law Enforcement (e.g., DPS, CPCA) LIMS = State Crime Laboratory Database MNI = Master Name Index (State Police) OBIS = Offender Based Information System (Corrections) OBTS = Offender Based Tracking System OVA = Office of Victim Advocacy OVS = Office of Victim Services RMS = Records Management System (Police Agency RMS manages & stores info on arrests, incidents) OSET = Office of Statewide Emergency Telecommunications POR = Protective Order Registry (Judicial) FRAWN = Fingerprint-Review Warrant Network (Judicial) PSDN = Public Safety Data Network SCD = Superior court operations SOA = Sex Offender Registry (Judicial)</p> <p>Technology Related COTS = Computer Off The Shelf (e.g., software) IEPD = Information Exchange Package Delivery POC = Proof of Concept SDLC = Software Development Life Cycle SOA = Service Oriented Architecture</p>
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