Search Release 1 - Benchmark

Going Live!

Within a few short weeks Search Release 1 will go into production! This first release establishes the foundation of the Connecticut Information Sharing System (CISS), which is a state-of-the-art data sharing application designed to exchange criminal justice information statewide to authorized users through one portal. CISS is designed to eventually include the fourteen major state criminal justice and public safety agencies' data systems, allowing users with proper security clearance and credentials to search for people, locations, events, and property. The agency search sources include:

- PRAWN – Paperless Re-Arrest Warrant Network

- OBIS – Offender Based Information System

- POR – Protection Order Registry

- CRMVS – Criminal Motor Vehicle System

- CAD/RMS – Computer Aided Dispatch/Records Management System

- CIB – Centralized Infraction Bureau

- DOC/BOPP – Department of Correction/Board of Pardons and Paroles

- DMV LOBS – Department of Motor Vehicles/Line of Business

- CMIS – Case Management Information System

- MNI/CCH – Master Name Index/Computerized Criminal History

- Weapons

- SOR – Sex Offender Registry

- DCJ - Case Management

- COLLECT – CT Online Law Enforcement Communications Teleprocessing network

Going Live!, continued from page-1

This milestone roll-out to law enforcement and criminal justice agencies provides the technological infrastructure for searching, while enforcing data and access security controls. It also institutes audit logging/tracking capabilities, while establishing the look and feel of the interface part of the search application. The first search release results will reflect information contained in the Offender Based Information System (OBIS) and Paperless Arrest Warrant Network (PRAWN).

Since Release 1 lays the foundation for which all future releases will build upon, its data and access security is robust and complies with FBI CJIS and CT CJIS policies and procedures. Users will have access to information that they gain the right to see through the application of the CISS User Authentication Request (CUAR). CUAR institutes an electronic CISS account, identifies the user's claims and allows navigation to those respective search areas. CISS training is also predicated on the completion and approval of CUAR documentation.

Release 1 introduces the search display which will have a consistent look and feel, with the same functionality as more data sources are added. So, once the user is proficient with the search functionality, future releases will have minimal impact to the learning process. Audit logging and tracking capabilities also come hand in hand with this release. Every search entry will be logged and tracked for auditing purposes.

Although Release 1 is pertinent to PRAWN and OBIS data specifically, future search releases will use the same portal and functionality but with more vital data sources. CISS will eventually offer "one stop shopping" from sources which will include the Centralized Infractions Bureau (CIB), Criminal Motor Vehicle System (CRMVS), Records Managment System data (RMS) and Case Management from the Department of Correction and Board of Pardons and Paroles. Centralizaton of accessing this data will cut down on passwords and login time.

It will take a full year for the roll-out of CISS search and workflow releases, such as Case Management Information System (CMIS)(Judicial), Master Name Index/Computerized Criminal History (MNI/CCH), and the Sex Offender Registry (SOR) before the "boots on the ground" really start to feel the impact of the CISS application. As more search and workflow releases are implemented, the CISS application will be providing quick notifications of key events as crime deterrents, giving the user more accurate, complete and timely information while allowing the opportunity to make better informed decisions for the safety of law enforcement and the general public. The roll-out of this benchmark release is fundamental to that wider, more diverse and powerful CISS application that is right around the bend!

CJIS Roadmap

CISS Project Management Updates

The CJIS Project Management team and Xerox worked diligently on the upcoming CISS Releases. Progress was made on Requirements Gathering and sign-off, with some releases currently in the testing phase.

• Design and Development for OBIS, PRAWN and the Portal for Release 1 is finalized. Release 1 is currently in System Test, proceeding to User Acceptance Testing (UAT) mode, and is expected to go into Production during the first quarter of 2016.

• Design for Release 2, Early Arrest Notification, is also complete and in System Test. Expectation is that Release 2 will also go into Production in 2016's first quarter.

• The RMS functionality for the Application Program Interface (API) code has been completed. When the API is fully available for publishing and consuming for agencies, it will be made accessible to stakeholders and RMS vendors

• Requirements Gathering and Design has been completed for version 1 of the RMS vendor integration, which has transitioned into Development.

• CRMVS and POR, Release 3, currently in Development, is expected to transition to Xerox and NEOS System Tests in early 2016.

• The Project Management team and Xerox have completed gathering the full Workflow Requirements for UAR Misdemeanor Summons for Release 4. The solution to Erasure has also been completed, along with the adjustment of the release schedule due to Change Control #62.

• Requirements Gathering for Release 5 Search, RMS, ECM and Event Notifications, has been completed, and Design has begun ahead of schedule.

• Ten percent of the Replication Requirements for Search Release 6, has been completed. This release includes the Department of Motor Vehicles (DMV), the Department of Correction (DOC), and the Board of Pardons and Paroles (BOPP). Centralized Infraction Bureau (CIB) has been completed for this release.

• Workflow Releases 7 and 8, along with Search Release 9, have advanced to Active Requirements Gathering. ❖

• The CISS Blackboard landing page in the CBT portion of the Learning Management System has been completed.

• The Help Desk along with Xerox and NEOS, LLC, has completed approximately ninety percent of the content for three training modules (the User Search Training, Administrator Training and Audit Training modules).

CISS Training

The CJIS Help Desk team, working with CTDLC (CT Distance Learning Center), is close to finalizing the infrastructure of the Learning Management System (LMS), which will house the CBT (Computer Based Training) and Enhanced Computer Based Training (E-CBT) systems. The E-CBT system addresses classroom Police Officer Standards and Training Council (POST) certification hours. Recertification will be every two years, and notifications will be managed by the LMS.

The Help Desk is also working with Xerox and NEOS, LLC to complete the content for three modules (the User Search Training, Administrator Training and Audit Training modules). The CISS landing page in Blackboard has been built. Release 1, training content is expected to be ready prior to Release 1 going live.

The LMS will also provide assistance with user provisioning and CISS certification. LMS communication will be exclusively by email making it necessary, therefore, for all users to be issued an agency business email account.

CJIS Roadmap

CISS User Authorization Request

CJIS User Authorization Request Form

The CUAR form contains all the information necessary for creating an electronic CISS USER account.

- Department

- Originating Agency Identification (ORI)

- Assignment

- Duties associated with CISS, if Administration

- Email address

- Multi-Factor Authentication (MFA) information

- Type of Training:

    1. Computer Based Training (CBT) or

    2. Instructor Led Training (LED)

CISS USER AUTHORIZATION REQUEST FORM
Criminal Justice Information System
55 Farmington Avenue, Hartford, CT 06105
CJIS Help Desk: (860) 622-2000 - DOIT.CJIS.Support@ct.gov

Section 1 - CJIS User Identification – *Please refer to the CISS User Authorization Request Form Instructions*

Person for Whom Access is Requested (First and Last Name)	Person for Whom Access is Requested (Signature)
Email Address	Employer (Agency) or Police Department Name
Office Phone Number	Dept./Assignment (Dispatcher, Officer, Records, etc.)
Office FAX Number	Department Address (Street, City, Zip)
CJIS-CISS Identity Provider User Account Name	Agency/Police Department ORI (if applicable)
Federated Identity Provider User Account Name	MFA Primary Phone Number Please indicate: Work Mobile Home
	MFA Secondary Phone Number Please indicate: Work Mobile Home

Section 2 – CISS Account Access - *Please refer to the CISS User Authorization Request Form Instructions*

___ New Access

Post Certification Credit Requested

Yes ___ No ___

POST Certification Credit Training Dates can be found at http://www.ct.gov/cjis (follow link for CJIS Academy)
Requested POST Certification Training Date:

1st choice _____
2nd choice _____
3rd choice _____

FRONT

Please Select Appropriate GFIPM Claim(s) AND/OR CISS Administrative Responsibility (if applicable)

GFIPM Claim(s):
- Public Data
- Government Data
- Criminal Justice Data
- Criminal History Data
- Criminal Investigative Data
- Criminal Intelligence Data
- Sworn Law Enforcement Officer
- Youthful Offender Data

CISS Administrative Responsibility:
- Local Agency Security Officer (LASO)
- CISS Community Agency Administrator

___ Modify Access (Provide Current User ID and check requested modifications above)

___ Terminate Access (Provide Current User ID)

CISS User Authorization Request Form - Rev December 2015   *Page 1 of 4*

CISS Certification

Accessing CISS begins with the CISS User Access Request (CUAR). The Help Desk created the CUAR form which captures all necessary information to generate an electronic user account within the CISS application. The form reflects the user's department, ORI, assignment and email, along with specifying their Multi-Factor Authentication (MFA) information and types of training needed or completed. With proper signature approvals and designation of Global Federated Identity and Privilege Management (GFIPM) claims, the user will be allowed to view and search appropriate data sources.

CISS training is also predicated on fulfilling the CUAR process. The Agency head or the department designee must approve the request along with the user's Manager. An electronic copy of the CUAR is sent to CJIS, while the original is maintained at the respective agency.

The following articles describe the positions that are instrumental in establishing and enforcing state and federal security policies regarding the CISS project, CUAR procedures and granting GFIPM claims.

CJIS Roadmap

CISS Authorization

Approvals

The two signatures required in the CUAR process for each USER to be approved for CISS access are the:

- Agency Head

- USER'S Manager

The Manager at the Police Department may be the Terminal Access Coordinator (TAC) who approves access and claims.

These approvers will be responsible for assigning the USER'S Global Federated Identity and Privilege Management (GFIPM) claims for

Section 3 – Manager's Approval (Required) - *Please refer to the CISS User Authorization Request Form Instructions*

Name of Person Approving the Requested Access (Print First, Last Name)	Name of Person Approving the Requested Access (Signature)
Phone Number	FAX Number
Manager's EMAIL	Date

Section 4 –Agency Approver/Designee Approval (Required) - *Please refer to the CISS User Authorization Request Form Instructions*

Name of Person Authorizing the Requested Access (Print First, Last Name)	Name of Person Authorizing the Requested Access (Signature)
Phone Number	FAX Number
CJIS Authorizing Designee's EMAIL	Date

BACK

Terminal Agency Coordinator (TAC)

The TAC serves as the point-of-contact at the agency for matters relating to CT CJIS information access and will administer programs within the agency. The TAC oversees the agency's compliance with CT CJIS systems policies.

- Within CISS the TAC may serve as the user's Manager to approve, along with the agency head or Unit Supervisor, the requests to access CISS.

Local Agency Security Officer (LASO)

Each Local Agency Security Officer (LASO) shall:

- Identify who is using the CJIS Governing Board approved hardware, software, and firmware, and ensure no unauthorized individuals or processes have access to the same

- Identify and document how the equipment is connected to the CT CJIS system

- Ensure that personnel security screening procedures are being followed as stated in the CT CJIS Security Policy

- Ensure the approved and appropriate security measures are in place and working as expected

- Support policy compliance and ensure the CJIS Governing Board ISO is promptly informed of security incidents

CISS Community Agency Administrator (CAA)

The CISS Community Agency Administrator is employed by a specific agency to perform the administration of CISS. In general, the CAA will have the ability to perform functions for users in their agency only. However, they may be designated by other agencies to perform their duties as well. (Example: Department of Correction (DOC) and Board of Pardons and Parole (BOPP)). The functions they will be able to perform include the following:

- Responds to automated system alerts or other problems and takes corrective action if necessary

- Responsible for passing credentials to users

- Assigns claims to users through the CISS System Administration Interface

- Manages users by enabling and disabling accounts

- Save queries and reports to the Public Query Library

CJIS Update

The Department of Emergency Services and Public Protection (DESPP) submitted the request to the FBI for CJIS to be deemed a non-criminal justice agency that can receive and transmit FBI data. The request to the FBI included a Management Control Agreement identifying CJIS as a non-criminal justice agency and the CJIS Systems Officer (CSO) as the officer charged with controlling and monitoring FBI data within the CISS application. Also, and significantly, DESPP submitted a Statement of Understanding (SOU) outlining CISS' governing principals. The FBI approved the CISS application in June, 2015. This is a significant accomplishment which will allow the CISS project to meet the envisioned value to its stakeholders.

From the beginning of 2015, CJIS has made significant progress with the Connecticut Information Sharing System (CISS), including the FBI's approval of the CISS Overview Document and its SOU outlining CISS' governing principals. CJIS is now actively working with Xerox and the stakeholder agencies on all nine CISS Search and Workflow Releases with significant progress. The Racial Profiling Project, the Offender Based Tracking System (OBTS) and the Connecticut Impaired Driver Records Information System (CIDRIS) are in production and maintenance mode. OBTS and CIDRIS will be replaced by functionality in the new CISS system.

The Governing Board also approved that CJIS enter into a Memorandum of Understanding (MOU) between CRCOG and the Wethersfield Police Department to host the CT: CHIEF Pilot Program within the CJIS environment.

In July 2015, the CJIS Governing Board entered into an MOU between the Office of Policy and Management (OPM) and the DESPP regarding the provision of administrative support to the Governing Board. The Ad-ministrative MOU transferred the management of human resources including payroll, benefits, purchase orders and invoices from OPM to DESPP.

In November 2015, the Governing Board approved CJIS moving forward with an Operational MOU between OPM, DESPP and the CJIS Governing Board regarding the authority, roles, responsibilities, design, implementation, operation and maintenance of CJIS in support of C.G.S. Sec. 54-142s. The Operational MOU creates efficiency in the delivery of a wide range of criminal justice systems while retaining autonomy and authority of the Governing Board.

The quarterly Qualis Health Check Report released in September reflected a slight drop in scores for the Stakeholder Agencies and Xerox, while the CJIS Project Management Office (PMO) score reflected a slight increase. The overall project scores for that quarter decreased from 2.69 to 2.68. Although not statistically significant, the scores were reported as surprisingly stable for a project of such magnitude.

The December quarterly Health Check Report cites agency recognition of the Governance Committee as added support to the Governing Board in resolving key issues, resulting in a positive impact on the project. The report suggests that the Governance Committee continue their involvement, and with CJIS, be tasked with identifying support systems for agencies that may not have processes, procedures and resources in place to interface with CISS.

Health check reports are independent snapshots of the status of the CISS project at a point in time. Data compiled in the reports is gathered from stakeholder agency surveys and interviews.

~ Meetings ~

CJIS Governing Board Quarterly Meeting
April 28, 2016 at 1:30 pm
Office of the Chief State's Attorney
300 Corporate Place in Rocky Hill

CISS Status Meeting
February 3, 2016 1:00 - 3:00 pm
99 East River Drive, 7th floor, Room 707
East Hartford

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

RMS Update

The CJIS Public Safety Liaison completed forty-nine site visits to local law enforcement agencies, in which he evaluated their network infrastructures. Eighty-one police departments have purchased routers for the CISS project. Of the eighty-one departments, sixty-nine departments are connected to the state network with initial connectivity. Five of the eleven police departments that did not originally purchase routers have, or are in the various stages of acquiring the routers. There are twenty-two police departments slated to connect to CISS for Search Release 1.

Two vendors, KT International (CRCOG CT: CHIEF) and Accucom, have been selected to participate as pilot RMS vendors for Release 2. CJIS has been in discussions with a third vendor, New World, and they are waiting for a proposal. In order for RMS vendors to get certified, they must meet the requirements set forth by CISS. The approval for the inclusion of FBI data from RMS vendors was given by the FBI on June 22, 2015.

Ongoing meetings were, and will continue, to be held with Judicial, Department of Motor Vehicles (DMV), Board of Pardons and Paroles (BOPP), and Department of Correction (DOC) to assess their connectivity capabilities in preparation for interfacing to CISS. Considerations include gauging the level of work for the CJIS technical experts who will make up the tiger team to help these agencies with the technical work that may be needed, and determining their workflow needs. Two agencies, the Department of Motor Vehicles (DMV) and Judicial (JUD) are requesting help in this respect due to lack of resources and/or skills to complete the work efforts involved in the implementation of CISS connectivity. Details will be worked out as requirements are finalized.

CJIS Academy

OBTS Classes

CJIS offers certification classes three times a year for the Offender Based Tracking System (OBTS). The classes for 2016 will be conducted at 99 East River Drive, 7th floor, East Hartford, CT 06108. For more information and to sign up, visit the CJIS Academy Webpage.

Once the Learning Management System (LMS) and Computer Based Training (CBT) systems are in place information on CISS training and classes will be posted through the CJIS Academy.

OBTS training will continue until all of OBTS functionality is incorporated into CISS. Until then, CJIS will be conducting OBTS Certification classes on the dates listed below. Upon request, CJIS will hold OBTS Certification classes for law enforcement agencies that can sign up a minimum of ten students. The classroom must have computer workstations.

CJIS Support Group:
860-622-2000
CJIS Website: www.ct.gov/cjis

OBTS Certification Class Schedule

- Thursday, February 18, 2016
- Thursday, June 14, 2016
- October 12, 2016

CJIS Roadmap