CISS Monthly Status Meeting Minutes
Wednesday, November 14, 2012

Attendees

Shams Akberzani, Judicial; Brian Bradway, DOC; Susan Brown, DPDS; Brian Carlow, DPDS; John Defeo, BOPP; David Dove, Judicial; Sgt. Dan Ferucci, Waterbury PD; Bob Frank, Judicial; Brian Freeman, Berlin PD; Sgt. James Gauthier, Groton PD; Darryl Hamblett, Judicial ; Darryl Hayes, DESPP; Joan Hilliard, DESPP; Officer Thomas Hine, UConn PD; Kyle Howles, Waterbury PD; Charles Hoadley, DAS-BEST; Sarah Levine, Wallingford PD; Jim Lobb, Judicial; Domenic Lombardo, Judicial; Harry Merritt, Groton PD; Dean Myshrall, DAS-BEST; Lt. Mark Panaccione, DESPP; Cesar Portillo, DPDS; Antonio Quental, Judicial; Scott Sharlow, Newtown PD; Thomas Sutkowski, Judicial; Terry Walker, Judicial; Charles Whynacht, Judicial; Steven Spellman, DESPP.

CJIS Staff

Wayne Allen, Phil Conen (Xerox), Tammi Harris, Nance McCauley, Margaret Painter, Russ Robitaille, Marcia Rogers, Eric Stinson, Mark Tezaris, Sean Thakkar, Glenda Woods.

Conferenced Participants

Cindy Zuerblis, DMV & Naveen Prathikantam, DMV.

I. **Welcome**
    - Nance McCauley, CJIS Business Manager, opened the meeting at 1:30 p.m. with a welcome to the November CISS Status Meeting. Ground Rules for the meeting were identified, followed by a review of the Agenda and the refocused meeting format.
    - Nance briefly discussed the CJIS Parking Lot Questions Summary handout, noting that many questions have come up over the last couple of months which are capture in the handout. This document will become a "living document" that will help form future monthly status meetings and technical workshops.

II. **CJIS Governing Board Committee Updates**
    - Nance explained the CJIS Governing Board sub-committee structure and purpose and reviewed the status summaries:
        o Administrative Committee Update – Retention Policy being reviewed by agencies for discussion in January 2013 and Confidentiality Agreements approved by CJIS Governing Board in October 2012.
        o Technology Committee Update – CJIS Security Policy is being developed and will be submitted to the Administrative sub-committee for review and approval and then forwarded to the CJIS Governing Board for approval and acceptance targeted for the January 2013 Governing Board meeting.
        o Implementation Committee Update – Mark Tezaris will be working with Chief Richard Mulhall to develop the CISS implementation schedule for the respective law enforcement agencies going forward.

III. **CISS Program Status**
    - The current status of CISS (**Wave 0, Version 1)** was reviewed. It was noted that Xerox is currently performing system test functionality on the application. Nance noted that the project team is gearing

up for training at the end of this month. User Acceptance Testing will start in the beginning of December with a December rollout of **Wave 0 Version 1**. The December rollout will include 3 police departments with 2 users at each department.

- It was noted that **Wave 0, Version 1.5** will include rollout to additional law enforcement agencies.
- Extensive planning sessions will occur in January.
    - Detail planning for **Wave 0, Version 2** will provide additional functionality, additional security claims, and additional users to the system.
    - Detail planning for **Wave 1** – UAR
    - High Level planning for the rest of the **Waves 2-8** and **TeamSites**.

IV. CISS Wave 0, Version 1

- Review of the current status of **Wave 0 Version 1** – planned for December 20, 2012 release.
- Search will include the OBTS database only, with a concentration on the security and search functionality.
- The discussion on security focused on system access, data access as well as GFIPM claims.
    - Two Factor Authentication was reviewed
    - Claims-based security was also reviewed – see presentation handout for definition of GFIPM
    - It was noted that **Wave 0 Version 1** will be for Sworn Law Enforcement Officers
- Nance reviewed the Basic Search, Advanced Search and the Search Results screens.
- CISS Test Phases and the defect management process for this rollout were discussed.
    - User Acceptance Testing users were identified from LEAs (Newington, Glastonbury, Wethersfield) and the Judicial Branch (Superior Court Operations, Court Support Services Division – Bail and Probation).
- Operational Readiness was discussed with a focus on Standard Operating Procedures and the CJIS Help Desk function.

V. Questions & Answers

- Terry Walker, Judicial, asked about questions not captured on the CJIS Parking Lot – Nance recommended that any missing questions be sent to her or any member of her team for inclusion.
- Sarah Levine, Wallingford PD, asked which agencies are identified for the various waves that are currently in progress or being planned – Nance provided that Wethersfield, Newington, and Glastonbury police departments are currently planned for Wave0V1.
- Sarah Levine, Wallingford PD – question regarding RMS Vendor readiness. Nance noted that the team met with the RMS Vendors to discuss their integration with CISS. The CISS team is currently finalizing the technical specification for the RMS Vendor Certification document to be distributed to all RMS Vendors. A follow-up meeting will be scheduled to address any questions or concerns they have as well as gathering estimates and time frames from the vendors.
- Steve Spellman, DESPP – CJIS Parking Lot questions #4 and #5 indicate resolution; however, #14 remains open. He believes these questions are related and are not completely resolved. Steve states these are crucial questions requiring more attention to the process on who decides the security of the data. Nance noted that data security will be reviewed in detail for each release.
- Terry Walker, Judicial – suggested adding a new status of "In Process" for CJIS Parking Lot questions.
- Darryl Hayes, DESPP – what is the process for deciding that a Parking Lot question is resolved? Nance provided that on this initial version the CISS team worked together to answer the questions based on their understanding. She requested notification to the team if any answers are not adequate and the question will be reopened for discussion.
- Darryl Hamblett, Judicial – Suggested adding a column to the CJIS Parking Lot questions to identify which agency/stakeholder raised the concerns, allowing for complete circle on resolution.
- Russ Robitaille, CISS Test Lead – concerns around security – encouraged stakeholders to bring their security concerns and scenarios to the User Acceptance Testing process when their respective agencies are invited to participate.

- Darryl Hayes, DESPP – at a higher level, who is going to establish what the GFIPM security claims are and when will that happen. Nance suggested adding the item to the Parking Lot. Phil Conen, Xerox, also provided that the owner of the data will make those decisions. Phil noted there will be approximately 10-15 different GFIPM claims used system-wide within CISS. He also noted that GFIPM has a catalog of claims defined and gathered by the Criminal Justice community around the country.
- Terry Walker, Judicial, suggested distributing the GFIPM claims definition document created during the data mapping sessions. This document defines various GFIPM claims used for **Wave 0 Version 1** and is published here on the SharePoint site: GFIPM Claims Definition.
- David Dove, Judicial – Suggested there be a XACML V3 authorization infrastructure to provide a transparent view of the business rules establishing security assigned to records within the data sources. Nance noted the suggestion and offered that the CISS technical team will address this recommendation as we move forward.
- Scott Sharlow, Newtown PD – What will the LEAs test during UAT and what are the rules and business process on how the local databases will be incorporated, especially with the workflow implementations? Nance stated that **Wave 0 Version 1** contains OBTS data only. She also noted the CISS business team has gathered requirements and business rules over the last year and this work is continuing from both the business and technical perspectives. Scott mentioned the concern for what is/is not contained within the RMS applications.
- Thomas Hine, UCONN PD – When the CISS team met with the RMS vendors did we get a feeling on their expected implementation and maintenance costs, etc. Nance offered that we are in the process of establishing the RMS Vendor certification process and noted we will be working with the vendors to negotiate what funding we can provide or at least set the expectation on the integration process.
- Please see presentation for review of Parking Lot Questions that are relative to the current status of the project and reviewed during the Monthly Status Meeting. Also, see the CJIS Parking Lot Question Summary handout for details to previous questions from stakeholders.

- The meeting concluded at 2:30 p.m.
- The next CISS Status Meeting will be held in December, 2012. Invitation to be distributed.