



CISS Monthly Status Meeting Minutes Wednesday, July 10, 2013

Attendees (based on sign-in sheet)

Matthew Abraham, DPDS; Jennie Albert, DPDS; Victor Aviles, Wethersfield PD; Sue Brown, DPDS; Bob Cosgrove, DOC; Frank DiMatteo, DPDS; Dave Dove, Judicial; Chris Duryea, Judicial; Brian Freeman, Berlin PD; eff Grant, Judicial; Darryl Hayes, DESPP; Joan Hilliard, DESPP; Karl Lewis, DOC; James Lobb, CSSD; Captain Mark Panaccione DESPP; Lt. Andrew Power, Wethersfield PD; Terry Schnure; Tom Sutkowski, Judicial; Terry Walker, Judicial; Charles Whynacht, Judicial; Cindy Zuerblis, DMV.

CJIS Staff

Wayne Allen; Jeanine Allin; Christopher Boorman; Phil Conen, Xerox; John Cook; Jim Harris; Tammi Harris; Rick Ladendecker; Lucy Landry; Nance McCauley; George Perron, Xerox; Mary Ellen Porter; Marcia Rogers; Mark Tezaris; Sean Thakkar; Steve Wallick; Glenda Woods.

No Conferenced Participants

Welcome

Nance McCauley opened the meeting at 2:30 pm. She encouraged questions during the meeting and afterwards with any member of the CJIS Leadership Team. She also encouraged meeting participants to share information with their agency counterparts.

CISS Status

Wave 0, Version 1.5 – Presented by John Cook, Senior Project Manager

- John provided an update on the hardware and software build out of the CISS technology environments, noting the following:
 - CJIS and Xerox teams are refining the development environment.
 - Construction of the system test environment continues.
 - Design and configuration of clustering for high availability servers is underway.
 - Implementation of the 2 remaining environments – User Acceptance and Testing (UAT)/training, and Production have begun.
 - Installation of CJIS firewalls planned for August.

RMS Network Update – Presented by John Cook, Senior Project Manager

- John noted a total 80 site visits were conducted to date of the 93 targeted for connectivity.
- Thirty-three percent of the site equipment is ordered with expected delivery in August.
- The remaining equipment will be ordered by August with expected delivery in September.

- The process includes the coordination with local technicians for hardware installation and coordination with the BEST networking group. Once hardware is on-line physically, BEST configures the software.
- Various needs of the agencies were noted during the site visits:
 - Access to CAD and RMS systems, ConnX data replication matters, transmission of video recordings.
 - CJIS plans to leverage a feature set called Quality of Services to address the various needs.
 - A management tool is required for technical staff to monitor network performance.
 - Service Level Agreements with BEST are being refined to meet the needs of the community.
 - Security, including additional local firewalls, VPN access, and encryption are required.
 - Peer-to-peer networking for towns to publish services to other towns is also requested.

Search Release 1 (SR1) Update – Presented by Mark Tezaris, CJIS Program Manager

- Mark introduced Jim Harris as the Senior Project Manager who will manage all the search waves going forward.
- Mark noted that requirements were documented for search functionality, pre-defined reports, system administration, alerts, and two source systems, PRAWN and OBIS.
- MNI/CCH was removed, based on a request from DESPP until a security policy is in place, at which time MNI/CCH will then be scheduled for a search release.
- Design is currently underway for MultiVue indexing, save searches, system administration, and alerts.
- Mark also noted that there were 22 items identified from Wave 0 to be addressed in SR1. Those items are currently being reviewed for the best approach to include the items in the next release.
- Mark noted that Xerox is currently working on design and development for the delivery of SR1.

CJIS Security Policy – Presented by Mark Tezaris, CJIS Program Manager

- Mark noted that there were several meetings held regarding the CJIS Security Policy, most recently:
 - June 14, 2013 - met with DESPP and Judicial. There was a recommendation to follow the Federal CJIS Security Policy in a phased approach to lessen impact to the agencies.
 - June 17, 2013 – follow-up meeting with larger community – recommendations from previous meeting were not accepted and there was no consensus met.
 - Next steps are to identify a national CJIS security policy expert to help facilitate the development of a security policy that will be adopted by the CJIS community.
 - Mark also noted that CJIS will look at the current OBTS security policy for modification/adoption for CISS.

Q: What model are we following? Will the OBTS security policy have to meet the requirements of the FBI security addendum and the COLLECT federal/state guidelines?

A: The current approach is to engage the federal expert and have the community work with the expert to collaboratively agree on the best approach.

Q: Is there an issue with the current language of the federal document and the way in which CJIS perceives the policy?

A: There is concern regarding those agencies that will or will not be transmitting, receiving, and housing FBI data from CISS.

Q: What is the impact for those agencies that have engineered their network to comply with the federal standards in regards to how criminal justice data touches their network?

A: Mark ensured that CJIS will work with the agencies individually to ensure that the adopted policy will work for each agency.

- It was noted that the CJIS Security Policy under discussion addresses CISS.

Wave 1 – UAR Workflow Update – Presented by Lucy Landry, Senior Project Manager

- Lucy noted that Wave 1 is the first of the workflow waves; there are a total of 7. Wave 1 addresses the movement of arrest information through CISS to all the agencies that need to receive it.
- Lucy noted that there are now four business analysts assigned to Wave 1, currently working on requirements.
- She also noted that discussions are underway to determine the path of the arrest notification into CISS - from the RMS, or from LiveScan/AFIS.
- She also noted that the arrest paperwork path is also under discussion – in addition to having it transmitted from the RMS, a separate module in CISS is being considered.
- Lucy noted that change requests are currently being reviewed and once finalized, the Project Charter for Wave 1 will be updated and distributed accordingly.

Wave 1 – Timeline for Requirements – Presented by Lucy Landry, Senior Project Manager

- Lucy outlined the schedule for requirements gathering, noting that the timeline was submitted to each agency.
- Lucy also noted that meetings will be scheduled with each agency to review and finalize the requirements; she also commented that larger multi-agency meetings may be necessary to review common elements.

Q: Is the BOPP (Board of Pardons and Parole) TeamSite a joint site with Department of Correction?

A: Yes, it is a joint site and the document will be updated accordingly.

Wave 2 – Misdemeanor Summons Update – Presented by Lucy Landry, Senior Project Manager

- Lucy noted that Wave 2 is the movement of misdemeanor summons through CISS and noted that kick-off activity has begun.
- She noted that two business analysts are currently assigned.
- Reviews are underway, updating workflow diagrams, and identifying additional functionality.
- The Project Charter and timelines are in the preliminary stages.
- As more business analysts become available, they will be assigned to Wave 2.

Q: What are the two change requests mentioned for Wave 1?

A: One change addresses the way arrest notifications are transmitted to CISS – original scope was to be transmitted from the RMS systems. The change is to alternatively transmit the arrest notification directly from LiveScan/AFIS. The other change is to address transmission of the associated arrest paperwork – original scope was to have the paperwork scanned and transmitted through the RMS. The

change is to build a separate module for the police departments to scan the paperwork and transmit directly to CISS, bypassing the RMS system.

Remaining Requirements for CISS Phase 1 – presented by Nance McCauley, CJIS Business Manager

- Nance noted that the goal is to define all requirements for CISS Phase 1 by the end of December 2013.
- She noted this includes all of the search source systems as well as all the workflows.
- Three new business analysts were hired to meet this goal as well as additional technical staff.
- Nance noted that this effort is quite extensive and will require significant participation from the agencies.
- Nance noted that she and Lucy will be working with the agencies to identify resources and timelines to meet this goal.

RMS Certification Package – Presented by Eduardo Sobrino, Technical Application Lead

- Eduardo noted that many law enforcement agencies use RMS applications to track and manage their cases. In order for an application to communicate with CISS, they require certification to ensure successful transmission to and receipt of information from CISS.
- A Certification Package is under development and is ready for evaluation by a selected group of vendors.
- The package contains a collection of documents, schemas, and standards for certification.
- Once the evaluation is completed, the package will be introduced to the larger vendor community.

Demonstration of TeamSites – Presented by Eduardo Sobrino, Technical Application Lead

- Demo of two TeamSites – Division of Public Defender Services (DPDS) and Newington Police Department.

User Interface Handout and Presentation – Presented by Phil Conen, Xerox

- Preview of CISS design concept

Questions and Answers

Q: Is the RMS Certification Package published yet?

A: The RMS Certification Package will be reviewed by 3 selected vendors – TriTech, Hunt, and KTI. After their initial evaluation, the package will be distributed to the rest of the vendor community.

Q: What is the integration piece of CISS for the police departments?

A: Phase 1 includes arrest information, misdemeanor summons, and infractions activity data exchanges from the police departments to CISS and subsequent exchanges to agencies for notifications of arrests.

Q: What is the process for identifying differing data values found in CISS?

A: There will be a notification capability to inform the data owner of data integrity issues.

Q: Will there be a process to handle corrections in arrest submissions?

A: The ability to update messages is planned in the workflow.

Upcoming CISS Monthly Status Meetings

Wednesday, August 14th at 1:00 pm
Wednesday, September 11th at 1:00 pm
Wednesday, October 9th at 1:00 pm
Wednesday, November 13th at 1:00 pm
Wednesday, December 11th at 1:00 pm

***Respectfully Submitted,
Tammi Harris***