



## **CISS Monthly Status Meeting Minutes Wednesday, June 5, 2013**

### **Attendees**

Matthew Abraham, DPDS; Shams Akberzani, Judicial; Jennie Albert, DPDS; Kevin Barney, New London PD; Sgt. Chick Bistany, DESPP; Brian Bradway, DOC; Sue Brown, DPDS; Sara Cheeseman, Connecticut State Library; Robert Corona, DESPP; Bob Cosgrove, DOC; Frank DiMatteo, DPDS; Dave Dove, Judicial; Brian Freeman, Berlin PD; Sgt. James Gauthier, Groton PD; Joan Hilliard, DESPP; Douglas Hoffman, Groton PD; Chief Gene Jopeck, Glastonbury PD; James Lobb, CSSD; Det. Chris Morris, Wethersfield PD; Dean Myshrall, DAS/BEST; Toby Padegenis, Judicial; Captain Mark Panaccione, DESPP; Lt. Andrew Power, Wethersfield PD; Nancy Roberts, DPDS; Jason Rosa, DESPP; John Russotto, DCJ; Joseph Santopietro, DOC; Terry Schnure; Scott Sharlow, Newtown, Director of IT; Tom Sutkowski, Judicial; Holly Sylvester, Judicial; Terry Walker, Judicial; Charles Whynacht, Judicial; Chief Richard Wildman, Middlebury PD; and Cindy Zuerblis, DMV.

### **CJIS Staff**

Wayne Allen; Jeanine Allin; Phil Conen, Xerox; John Cook; Dennis Gaige, MTG; Tammi Harris; Rick Ladendecker; Lucy Landry; Nance McCauley; Archana Mulay; Margaret Painter; Marcia Rogers; Eric Stinson; Mark Tezaris; Sean Thakkar.

**No Conferenced Participants — Apologies – phone line inadvertently dropped.**

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### **Welcome**

Nance McCauley opened the meeting at 1:00 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 Update**

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

- John presented the status of the CISS server technology. He noted the development of the system test environment continues.
- The team is also working to install security components including access gateway software and a collection of firewalls to provide additional layers of security to the CISS application.
- The goal of the system test environment includes a 48-server build out with a targeted completion by the end of June 2013.

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

- John also presented the RMS Network Status Update, noting that 75 of 90 site visits are completed. Of the 75, 25% have ordered equipment with an expected delivery over the next couple of months.
- Equipment is expected to be racked within 30 days of receipt, on-site followed software installation that is coordinated through the CJIS and BEST teams. Completion is targeted for the end of September.

Q: What is the equipment?

A: An option of two components: IP Router or Ethernet Switch. Decisions are made depending on the host environment at the local law enforcement facility.

Q: What determines the router or switch decision?

A: There are specifications that dictate how the information will flow between two sites. It also depends on the network at the agency; Class A network – switch, Class B or C – router.

Q: Can agencies have additional local firewalls installed also?

A: Yes, it is encouraged for all endpoints to have firewall protection installed. Also, connections from the Law Enforcements systems to CJIS will be restricted to the ports and the IP addresses on the CJIS side. BEST will lock down the rest of the routers and switches so there will be no other access from inside CISS. CJIS is locking down system to system for ACLs and access to only those ports which will be enabled, http and https and whatever databases connections are required.

Q: Is CJIS managing this appliance?

A: BEST is managing the endpoint hardware for break/fix.

Note from DESPP: Any agency that is a PSAP is currently on PSDN for COLLECT connections and DESPP is now starting to rollout to BTOP, non-PSAP sites.

#### **Search Release 1 – Presented by Eric Stinson, Senior Project Manager**

- Eric provided an update on the SR1 status on Advanced Search Functionality, Pre-Defined Reporting, and the System Administration functions.
- Eric thanked the users, Jeanine Allin, and the BA team for their involvement. He also mentioned the involvement from the Xerox team and their design efforts on the user interface. Xerox held two design sessions, one internally and a second session with Law Enforcement, providing feedback on the revamped screens.
- Eric mentioned the progress on the replication of PRAWN, noting the efforts by the stakeholders, Rick Ladendecker and the technical team. Xerox is looking at the data and initiated design activities on the replicated PRAWN data.
- Eric noted that OBIS was added as a search source for SR1. He mentioned that the Business and Technical Teams are working very closely with Corrections on the data mapping, validation and technical requirements for replication.
- Eric noted that POR was removed as a search source for SR1 and will be added to SR2.

- Eric noted that Criminal History data mapping was conducted and validated with DESPP and thanked Joan Hilliard and her team for their efforts.
- There was a demonstration for the Public Defender's office as well as the Newington PD on a prototype of the SharePoint Team Sites for those agencies that don't have system capability to integrate with CISS.
- Eric also noted requirements for the Learning Management System for user certification and training is underway. POST credit will be included in the CISS training requirements.
- Eric noted that SR1 is slated for a third quarter 2013 launch.
- Nance McCauley noted a staff change; Eric Stinson will be leaving the CISS team as he pursues a full-time position. The interim manager will be Archana Mulay, the current CISS Operations Manager.

**Wave 1 – Presented by Lucy Landry, Senior Project Manager**

- Lucy provided an update on the first of the Work Flow Waves, which is UAR, Uniform Arrest Report.
- She noted that the Project Charter was reviewed and signed off internally. The Project Charter was then reviewed with each of the nine agencies impacted by Wave 1.
- Lucy noted that there is a high-level schedule which shows the timelines for requirements and subsequent phases; and based on input, will be refined and shared with each agency.
- She also noted that there were meetings held with DOC and LEAs for terminology and data standards to be included in the RMS Vendor Certification Package.
- Lucy reviewed the next steps which include finalizing and publishing the project schedule.
- She also reviewed the detail breakdown of the sequence of workflow requirements gathering, noting three concurrent streams; incoming messages, data management, outgoing messages.

**RMS Certification Details – Presented by Eduardo Sobrino, Technical Team Lead**

- Eduardo provided a brief summary of the status of the RMS Certification Package.
- He noted that the package was submitted for an internal evaluation by the CJIS team and expected to present it to selected Vendors by July.
- Eduardo noted that the package will be presented to the vendors and developers as a collection of documents, which include requirements, obligations, and guidelines for certification.
- Eduardo provided a technical review of the various areas that the RMS vendors will be required to demonstrate that they can successfully participate in the CISS Information Exchange.

**Remaining Requirements for CISS Phase 1 – Presented by Nance McCauley, CISS Business Manager**

- Nance mentioned that there are upcoming activities requiring significant assistance from the stakeholder community.

- The task is to complete the remaining CISS Phase 1 requirements by the end of December 2013.
- She noted this includes SR2 and SR3 and the remaining Workflow Waves 2-7.
- Nance noted this task also includes requirements for ECM and the LMS solution.
- Nance also noted that there is a shift in the methodology being implemented from “rolling wave” with progressive elaboration to multiple “waterfalls.”
- Nance also reviewed the status of the CJIS Security Policy.

**Search Release 2 (SR2) and 3 (SR3) – Presented by Nance McCauley, CISS Business Manager**

- Nance reviewed the schedule of agency source systems for the next Search Release deployments.
- Search Release 2
  - Complete Search and System Administration Functionality
  - CRMVS, SOR, POR and Weapons
- Search Release 3
  - CIB, BOPP Case Notes, CMIS, COLLECT (Wanted only), PSI, DMV LOB & CVLS

**Questions and Answers**

Q: What is expected from the agencies to complete the requirements by the end of this year?

A: The planning has started to analyze what is required and CJIS is in the process of hiring additional technical and business resources to accomplish the task.

Q: DESPP asked how we end up with the initial information exchange for UAR coming from RMS rather than AFIS, noting there will be an impact to the agencies for time, money, and effort.

A: Nance responded that CJIS was informed that CISS could not store any FBI information. Based on that conclusion, the interpretation was that CJIS could not interface with AFIS and subsequently redesigned the workflow. Subsequent meetings will be held to discuss the best approach for the initial information exchange in the UAR workflow.

Q: Judicial raised the same concerns regarding initial feeds coming from RMS.

A: LEA point of view is that RMS systems already supply the information to AFIS which is then submitted to DESPP for positive identification. They are aware that there are some security issues from the State or Federal levels. The LEAS already have the records electronically and can screen for the information that is not to be shared and ensure that the data elements in question not be sent.

Q: DESPP to LEA, where is the information stored, RMS or CISS.

A: RMS only. The understanding is that sharing of information between LEAs is okay, however, the information cannot be disseminated to other systems.

It was also noted that the information starts in the CAD systems, is then fed to RMS, and subsequently entered into AFIS and submitted to DESPP for positive identification.

It was suggested that the plan and topology map be solidified and shared with the Stakeholders as soon as possible.

Q: It was previously discussed that the local copy of the database (LEA/RMS) would be shared with CISS?

A: Information Exchanges and data sitting in CISS are searchable.

Q: What are the ramifications to agencies that cannot meet the aggressive timeline for requirements being completed by December 2013?

A: It was noted that CJIS will supply as much assistance as possible to coordinate all efforts to accomplish this task, working with the agencies and agency subject matter experts.

**Upcoming CISS Monthly Status Meetings**

Wednesday, July 10th at 2:30 pm

Wednesday, August 14th at 1:00 pm

Wednesday, September 11th at 1:00 pm

Wednesday, October 9th at 2:30 pm

Wednesday, November 13th at 1:00 pm

Wednesday, December 11th at 1:00 pm

***Respectfully Submitted,  
Tammi Harris***