STATE OF CONNECTICUT

Criminal Justice Information System
Governing Board
State of Connecticut
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CJIS Governing Board Meeting
July 26, 2018@ 1:30 pm
Division of Criminal Justice, 300 Corporate Place, Rocky Hill, CT 06067

CJIS Governing Board Members and Designees in Attendance:

Mike Lawlor, *Under Secretary, Governor's Appointee and Co-Chair, Office of Policy and Management (OPM), (Designee)*; Judge Patrick L. Carroll, III, *Chief Court Administrator, Co-Chair, Office of the Chief Court Administrator [Judicial (JUD)]*; Richard Sparaco, *Executive Director, Board of Pardons and Paroles (BOPP), (Designee)*; Kevin Kane, Esq., *Chief State's Attorney, Office of the Chief State's Attorney [Division of Criminal Justice (DCJ)]*; Chief James Cetran, *President, Connecticut Police Chiefs Association (CPCA)*; Cheryl Cepelak, *Deputy Commissioner of Administration, Department of Correction (DOC), (Designee)*; Brian Clonan, *Chief Information Technology Officer; Department of Emergency Services and Public Protection (DESPP), (Designee)*; Cindy Zuerblis, *Division Manager, Department of Motor Vehicles (DMV), (Designee)*; Christine Perra Rapillo, Esq., *Chief Public Defender, Office of the Chief Public Defender, [Division of Public Defender Services (DPDS)]*; John R. Day, *Esq., Deputy Chief Public Defender, Office of the Chief Public Defender, [Division of Public Defender Services (DPDS)], (Designee)*; *Natasha M. Pierre, Esq., State Victim Advocate; Office of the Victim Advocate (OVA).*

Other Attendees:

Edwin Ingraham *(DCJ)*, Darryl Hayes *(DESPP)*, Jason Rosa *(DESPP)*, Tpr. Doug Sauvé, Esq. *(DESPP)*, Frank DiMatteo *(DPDS)*, Christopher Duryea *(JUD)*, Kyle Baudoin *(OPM)*, Ivan Kuzyk *(OPM)*, Eleanor Michael *(OPM)*, Sgt. Mathew Larsen *(Guilford PD)*, Lt. Andrew Power *(Wethersfield PD)*, Sgt. Anthony Demonte *(Wethersfield PD)*, Det. James Darby *(Wethersfield PD), and* Theron A. "Terry" Schnure.

CJIS Staff and Contractors in Attendance:

Humayun Beg, *Executive Director (CJIS)*, Mark Tezaris *(CJIS)*, Christopher Lovell *(CJIS)*, Henry "Hank" Lindgren, *(CJIS)*, Sainath Reddy Bukkasamudram *(CJIS)*, Carolyn Denesha *(CJIS)*, Sean Bucher *(CJIS)*, Todd Priest *(Qualis)*, Tanya Stauffer *(Analysts International Corporation)*, David Wright *(Conduent)*, Phil Conen *(Conduent)*.

I. Welcome and Introduction

- Prior to bringing the meeting to order, Co-Chair, Mr. Mike Lawlor, made an announcement that during a portion of the meeting, attendees that were not CJIS Governing Board Members or Law Enforcement, and those in attendance who were not authorized CJIS Partner Agency stakeholders would be asked to leave during the live demonstration of the CISS Search application. Due to the confidential nature of the criminal justice information that would be shown during the live demonstration, the public meeting would break, all unauthorized persons would be dismissed, and the CJIS Governing Board meeting would be convened to an Executive Session. Once the CISS Search live demonstration concluded, the Board would reconvene the public meeting, as per the rules that govern an Executive Session.

- Mr. Lawlor formally brought the meeting to order at 1:41 PM with this opening statement:

  "Let me just begin by saying this is especially exciting and, to a large extent, satisfying for me personally because, I want to point out, it's been a little over 10 years since the Legislature passed the Statute with what you are about to see today envisioned... starting on July first... Humayun and his crew were able to actually have CISS up and running, it's in the process of rapidly expanding, what you are going to see today, when we get to it in the agenda, will be the actual real-time accessing of information."

- Mr. Lawlor also stated that real law enforcement officers were in attendance at the meeting to share their experiences with CISS with the Board. In the months to come, efforts to build awareness of the CISS Search roll out would occur, including a non-live demonstration for the public during one of the upcoming monthly CJPAC[1] meetings scheduled for the fall of 2018. Mr. Lawlor hoped the demonstrations will help more people understand the capabilities of CISS technology.

II. Approval of Minutes

- Mr. Lawlor called for a motion to approve the minutes of the April 26, 2018, quarterly meeting provided there were no corrections or additions. Co-Chair, Judge Patrick Carroll, III, called for a motion to approve, Cindy Zuerblis (DMV) seconded the motion. The Governing Board approved the minutes unanimously; none opposed.

  o The floor was then turned over to CJIS Executive Director, Humayun Beg, to begin the CISS Project update.

III. CISS Project Update

A. Summary

- Director Beg began the CISS Project Update stating it was an exciting time for the project and gave a brief summary of the following key points to be presented for this CISS Project Update.

Successes

- Releases 1, 2, 3, 6, and now 10 are in Production.

  o Mr. Beg provided additional detail stating that the combined Release of 4 and 6 were represented as Release 6.

- Release 11 in Final User Acceptance Testing, and

- Combined Release 5 and 9 was in the System Test Environment.

- User Training and Onboarding Statistics

  - 1,316 total user accounts
  - 497+ active user
  - 819 enrolled in training

- Federation has been established with DC

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[1] Criminal Justice Policy Advisory Commission (CJPAC)

Risks and Issues

- Operational Support Funding

    o   Mr. Beg indicated that the CJIS team was working with OPM and the CJIS Governing Board to resolve the funding issues noting that discussions with OPM on funding had been positive.

    o   Technical Challenges

        ▪   Mr. Beg stated that due to the age of the project and the development phase starting 10 years ago, many of the source systems that have been integrated with CISS are old and in need of system upgrades.

        ▪   Several upgrades to the aging source systems would be forthcoming to address operational issues and improve performance.

    o   Police Department (PD) Connectivity

        ▪   Connecticut has over 100 Municipal PDs with various connectivity challenges.

        ▪   Variations with how each PD connects to the network

        ▪   Different financial models

        ▪   Organizational Development

    o   Director Beg stated the current model for the CJIS organization consists of vendors, long time consultants, and state employees. Challenges to this model included:

        ▪   Competition in current job market to acquire technical resources,

        ▪   the State's financial structure and competitive salaries, and

        ▪   Durational employees posing high-risk for unplanned attrition due to the non-permanent nature of durational positions.

Planning

- Mr. Beg stated that Planning for Operations and the Next Iteration of CISS would be starting soon and followed with the reminder that a demo of CISS would be presented during the meeting.

- Mr. Brian Clonan, Chief Information Technology Officer for the Department of Emergency Services and Public Protection, requested clarification regarding the difference between completed code and availability of arrest information from the local police organizations in CISS.

    o   Director Beg provided that all code for the remaining releases would be finished sometime in September and indicated that arrest information was currently available in CISS Search.

    o   Mr. Clonan followed with a statement that the power of CISS was in the ability to share the information and inquired about the specific number of town police currently transmitting their early arrest notifications to CISS.

    o   Mr. Beg provided clarification on data that is currently available through the CISS Search application and the function of the CISS Workflows application. CISS Workflows current functionality allows local police to transmit their real-time arrest data to CISS for Early Arrest Notifications (EANs). Mr. Beg stated that 8 or 9 police departments were currently transmitting workflows. The Director also noted that police arrest data was also coming into CISS through CRMVS[2]."Data from CRMVS data can be viewed in CISS Search.

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[2] CRMVS is the Criminal Motor Vehicle System, a case management system within the Judicial Branch.

- o Mr. Clonan asked about current availability to view RMS[3] [Records Management Systems} data in CISS Search.

- o Mr. Beg followed that RMS data would be available for CISS Search once the Combined Release 5 and 9 was in Production.

- o Mr. Clonan requested the estimated timeframe for bringing in all of the RMS data into CISS for transmitting Workflows. [The RMS data comes from multiple proprietary RMS computer systems from a variety of RMS service provider companies that contract with State and local police agencies to provide off-site records management and storage services.]

- o Mr. Beg stated that the schedule for Workflows will coincide with the CISS User onboarding schedule for the 13,000 users that is anticipated to run through 2019.

- o Mr. Chris Lovell (CJIS) added that the capability for law enforcement to send Workflows to CISS is dependent upon participation by the RMS vendors, the records management system (RMS) companies that are the holders of record for the majority of the state's arrest data.

- o Mr. Beg indicated the RMS issues would be addressed farther into the presentation and turned the floor over to Mr. Chris Lovell, Senior Project Manager for CJIS to review the project schedule.

B. CISS Current Schedule and Accomplishments

Acknowledgements

- Mr. Lovell took the floor and began with a thank you to two people that that were no longer with the project and had made a "tremendous impact" on the quality of the CISS product.

- o Mr. Lovell first thanked the recently retired Information Systems Director for the Department of Correction, Mr. Robert "Bob" Cosgrove, who was, as Mr. Lovell stated, "uncompromising on holding us accountable for making sure that we put out a quality product and what we show you today is because Bob Cosgrove wouldn't take no for an answer..."

- o Second, Mr. Lovell thanked Ms. Diana Varese, the Deputy Director of IT Project Management & Standards for the Judicial Branch, who was, "valuable resource on the project," Mr. Lovell said and, "another person that was just obsessed with quality."

As a result of the limited capacity for Law Enforcement to send their Early Arrest data to CISS [at this time], the initiation of crime data Workflows often occurs past the initial arrest event. When no Early Arrest Notification is possible, the specific event prompting the automated flow of criminal justice information to CISS is engaged when the Judicial Branch enters a new criminal case into their source systems. When a new case is entered the operations controlling the automated alert process are engaged and the new case information is sent to CISS. Data entry into the judicial source system provides the catalyst for CISS to begin the automated alerts process and authorized CJIS Partner Agencies will begin receiving notices about the case from CISS. (Excerpt from: *CJIS Partners: Law Enforcement Agencies (LEAs), CJIS Roadmap Newsletter, June 2018, Vol. 7 No.3, p. 17,* https://www.ct.gov/cjis/lib/cjis/publications/cjis_roadmap_june_2018_issue_vol._7_no._3.pdf).

[3] RMS the acronym for Records Management System(s), are the source systems that store the arrest record information for State Police, Local Police and other public emergency services data. RMS systems are typically unaffiliated with any state or local government organization. Vendor companies own and operate their own proprietary RMS software and hardware. RMS vendors contract with law enforcement and other emergency service agencies to provide off-site electronic records management and data storage services.

CISS Release Schedule

- Mr. Lovell then went on to give the status update on the CISS Release Schedule stating that Release 10 had gone into production that week that includes the DESPP source systems Master Name Index (MNI) and Computerized Criminal History (CCH).

- Mr. Lovell followed with the statement that development for all releases was complete and testing was in progress for combined Release 9 and 5 (CISS Search), and Release 11 (CISS Workflows). Several code defects that were found during Release 9 and 5 testing were being addressed with the development vendor, Conduent. Mr. Lovell also stated that full functionality of the technology will be dependent upon receiving the RMS data from all local police departments.

- Mr. Lawlor requested that Mr. Lovell provide additional detail on the source systems that will be available through Release 9 and 5.

    o Mr. Lovell provided clarification on the following source system acronyms:

        ▪ DMV Dept. of Motor Vehicles, data includes driver information and vehicle information

        ▪ SOR Sex Offender Registry - data from public sex offender website and web service call to State Police vendor offender watch

        ▪ Wanted – Wanted persons in Connecticut and NCIC – National Crime Information Center

        ▪ CMIS - Case Management Information System – Judicial Branch data Court Support Services Division, Probation Officer's System

        ▪ RMS Records Management System – arrest data and police department records are managed by vendor organizations specializing in off-site electronic records management

        ▪ ECM – Electronic Content Management – an electronic document repository

        ▪ Mr. Lovell gave an update on Release 11 stating that 5300 system test cases had been executed with 200 test cases remaining to complete.

        ▪ Mr. Lovell also stated that the Department of Criminal Justice would be receiving all of the data for their newly implemented case management system, including historical data, from CISS. This information exchange was expected to begin in August.

Project Risks

- Mr. Lovell moved on to the Project Risks turning the floor over to Mr. Beg for a moment to discuss the Financial Risks.

- Mr. Beg stated that the 2019 budget was tight and reiterated that budget concerns were being addressed with the Co-Chairs.

- Mr. Lovell indicated that the risk of technical challenges had been significantly minimized. With the majority of releases now deployed to production, the availability for testing environments no longer posed a technical challenge.

- Mr. Lovell stated that the risk of state budget cuts was also less concerning over previous quarterly reviews and noted that lack of available human resources now posed a more significant risk due to the retirements of state employees that were impacting the project schedule.

- Mr. Lovell stated that CISS Demands on Stakeholders continues to be a risk due to the limited human resources available for end-user testing within the project's stakeholder agencies.

- Mr. Lovell finished the review stating that the final risk, Communication with Stakeholders, was improving and monthly communications about the project were being distributed to stakeholders. The floor was then turned over to Mr. Mark Tezaris, CJIS Program Manager.

IV. CJIS Program Overview

- Mr. Tezaris took the floor to begin the Program Overview stating that it was a good place to be in the CISS Project. With CISS development at its fruition stage, Mr. Tezaris stated this was a transition point for the CJIS Program that warrants a review of the CJIS Program Management goals. A high-level scope of the CJIS Program Management structure was presented with notable areas up for review that included:

  o Program Governance
    - Strategic Plan – Assess necessity for realignment
    - Project Direction – Assessment of current Stakeholder expectations and future goals for CISS

  o Stakeholder Management
    - CISS Search – user onboarding
    - CISS Workflows – integration of electronic workflows for CJIS Partner Agencies'
      - Embedding CISS Workflows data into stakeholders' production systems
      - Impact analysis - determine best practice for implementation of CISS Workflow data consumption software and/or hardware within the CJIS Partner Agency (consumer agency)

  o Benefits Management (Tangible and Intangible)
    - Increased efficiency of business processes
    - Increased safety for public and law enforcement
    - Statistical analysis, tracking, and reporting
      - CJIS Help Desk Support requests
      - Surveys
      - Implementation of Scorecards

  o Operations Management
    - Improve system performance
      o Decrease incidents of downtime
    - Improve accuracy of information

C. Operational Support

- Mr. Tezaris reviewed the accomplishments for CISS Operational Support with DevOps Based Processes:
  - o Planned Acquisition of Hardware for CISS System Upgrades
    - ▪ Completed design document for required hardware and configuration specs.
    - ▪ Upgrade will optimize CISS speed and performance
    - ▪ Purchase in process with DAS for planned offsite disaster recovery hardware.
    - ▪ Establishes disaster recovery compliance for CISS data
  - o High Level Plan Completed for upgrades to outdated software
    - ▪ SharePoint upgrades to improve MultiVue processing capabilities
    - ▪ Necessary to achieve plan for daily "near real" time source system updates
    - ▪ Proposals received are being reviewed
- Director Beg interjected with the addition that together, MultiVue and SharePoint are the components that enable the "Google-like" search engine for CISS and that upgrading to the current version of SharePoint will resolve many of the slowness and downtime issues experienced in the past.
- Mr. Tezaris also added that the new version of SharePoint has been advertised as processing data 5 times faster. Upgrading to up-to-date hardware and software for CISS will address speed and performance issues that have been occurring during data refresh intervals. September of 2018 was the anticipated time period for the start of the SharePoint upgrade initiative

V. CISS Budget/Funding

D. Bond Fund Budget Summary for the period ending 06/30/18.

- Mr. Tezaris reviewed the Bond Fund Budget Summary stating that $60,900,000 (sixty million nine hundred thousand dollars) has been received as of 6/30/2018 with approximately $51MM spent to date and approximately $9.5MM remaining in the budget.
  - o The $9.5MM remaining in the budget would be allocated for
    - ▪ Consultant Labor for quality assurance testing,
    - ▪ Approximately $4MM reserved for remaining payment owed to the development vendor Conduent (formerly Xerox),
    - ▪ RMS Vendor Connectivity, and
    - ▪ Hardware and Software Upgrades that had been discussed in the previous slide.
- Mr. Tezaris gave an in-depth overview of the RMS (records management systems) Vendor Connectivity Budget Costs emphasizing that obtaining access to 100% of the police departments' arrest information that is stored in RMS vendor systems was vital for CISS Workflows success.
- Mr. Tezaris explained that RMS connectivity outreach efforts were in process and negotiations were in process with one of the RMS vendor companies that supports 3 different RMS applications used by police.
- Mr. Tezaris also stated that the CJIS team would be circling back to the remaining non-participating RMS Vendor companies to determine viability for CISS integration.

- An alternate model for acquiring all RMS data has been proposed that would require building an application for the local police departments with in-house RMS and other non-compliant RMS vendor systems. The alternate solution would serve as a 'catchall' for all non-participation RMS systems to accommodate this market segment. Proof of concept testing would be needed to determine if the application could successfully obtain at least 99% of the remaining arrest data from the various non-compliant RMS systems.

- Mr. Tezaris wrapped up the Bond Fund Budget Summary stating that by year's end the project would be out of funds with $21,183 (twenty-one thousand one hundred eighty-three dollars) remaining for Phase 2 of the CISS Project. The Biennial ask for fiscal year 2020 - 2021 for general funds would be submitted September 1, of 2018. A request for Inmate phone revenue funds and Bond fund requests would also be submitted to OPM.

VI. CISS User Onboarding & RMS Vendor Schedule Timeline

    E. Current User Onboarding Schedule

- Mr. Tezaris provided the CISS User onboarding schedule indicating that approximately 1,300 total CISS users had been on boarded. This number represented the active CISS users, users in the process of completing their CISS training, and users enrolled in queue for training.

  o This primary CISS user group was being monitored closely. Feedback requests would be made to the user group in a survey format to identify and correct any issues found in Production before adding a total of 3,000 users in January 2019.

- Mr. Tezaris also reviewed the current onboarding schedule for RMS Vendors stating that participating RMS vendors NexGen and Accucom were on target to complete Level 1 (L1) Certification requirements for Early Arrest Notification Workflows by the end of August 2018.

  o Upon successful completion of L1 Certification, NexGen and Accucom would begin the Level 2 (L2) Certification for Workflows. L2 Certification is anticipated to begin mid-September of 2018. L2 Certification will upgrade the vendors' records management systems to allow for transmittal of full arrest packages, including all documents and attachments, to CISS.

- The timeline presented for RMS vendors included target dates for anticipated negotiations with the major non-participating RMS vendors that currently manage a substantial percentage of CISS Workflow data.

- Mr. Tezaris followed with the CISS User Onboarding Activities breakdown of the 1,316 total CISS User Accounts that included 497 CISS Production User Accounts and 819 New Accounts Pending CISS Training.

  o Mr. Tezaris identified a "pain point" with the current CISS user onboarding process stating that required CISS training takes approximately 3.5 hours to complete. Budget concerns over financial resources for law enforcement officers to complete the paid, required training was an area of concern for local police. Lack of law enforcement staffing resources to back up officers while in training was also a concern.

  o Mr. Tezaris stated that an effort was in progress to build awareness that CISS training is broken up into 1-hour modules may alleviate the budget and resource concerns. Training modules have review sections and practice tests before the final exam for certification at the end of the training.

VII.   CISS Project Health Check

- Mr. Todd Priest of Qualis Health took the floor for the CISS Project Health Check stating that all stakeholder surveys were trended over the time that Qualis Health began collecting data back in October of 2014 to June 30, 2018, to calculate the average overall score for all project health surveys to date.
  - The average overall score for the reporting current period was the highest project score reported with growing optimism for the CISS Project.
  - The positive trend in the CISS Project Health Update was attributed to completion of the development phase and plans to complete testing in the coming months.
- Mr. Priest reported that enthusiasm is tempered by the longstanding stakeholder concerns over long-term funding and lack of an operational support plan.
  - Mr. Priest stated that two main questions were asked of stakeholders that addressed additional stakeholder concerns for the CISS Project:
    - **1 -What concerns do you and your agency have for the project going forward?**
    - **2 -What were some lessons learned?**

What concerns do you and your agency have for the project going forward?

- Mr. Priest reviewed the concerns expressed by the stakeholders indicating that the turnover of the next administration coming in could cause a loss of support for the project.
  - Agencies would like to see a Continuity Plan with a strategy that builds support for the project with the new administration.
  - Expectation setting - letting the end-users know which data would be available and at what time in the project to minimize occurrence of disappointment from stakeholders. Expectation setting going forward should address these concerns up front.
  - One of the last concerns presented was that stakeholders indicated it was still unclear as to whom they should contact especially around operational support and who is working on what on the project. Mr. Priest suggested an organizational chart with contacts should be provided.
    - Mr. Tezaris interjected that Director Beg had sent out an Organizational Chart in his last monthly status communication.
    - Director Beg followed with the statement that the Organizational Chart with contact information indicated that all inquiries should be submitted through the CJIS Help Desk. The correspondence is recorded by the CJIS Help Desk and then directed to the appropriate department for follow up.

What were some lessons learned?

- Mr. Priest finished the Project Health review with a list of Lessons Learned from the Stakeholder's surveys that included:
  - Removing Roadblocks prior to the project starting
  - Ensuring Full Buy-in from all key stakeholders in the State and at the Agency level
  - Limit the Scope using an Agile Approach, smaller increments
  - Advertise Successes such as the CJIS Roadmap Use Case Feedback Articles

o   Continually Working on Trust

o   Faster Issue Resolution

o   Streamlined Meetings with information that stakeholders in non-technical positions are able to easily understand

o   Stakeholders Involved Earlier with End-User involvement in QA Testing

o   Mr. Priest concluded the Project Health Check and Director Beg introduced the CJIS Public Safety Liaison, Hank Lindgren to present the CISS Search Overview.

VIII.   CISS Search Overview

- Mr. Lindgren introduced himself as the CJIS Public Safety Liaison stating that he was a retired Guilford Police Officer. Mr. Lindgren continued with the statement that CISS Search is the CISS application that end-users from law enforcement and criminal justice agencies use to gather information that has been aggregated together from various source systems through CISS.

- Mr. Lindgren presented the CISS Search functionality and fundamental differences between performing a Keyword Search versus an Advanced Search within the CISS System.

  ▪ Keyword search will search for any persons, events, locations and property in the system matching the word or phrase entered.

  ▪ Advanced Search narrows down search results through specific offender detail search capabilities such as date of birth, first and last name, demographics, license plate numbers, personally identifiable information (PII), known addresses, etc.

  o   Mr. Lindgren also reviewed the Icon Search Tools that allow users to perform an advanced search by clicking the appropriate icon on screen:

  o   Quick Search, Demographics Search, Event Search, and a Location Search.

- Mr. Lindgren then turned the floor over to Director Beg.

- Director Beg stated that members of the Public and all other unauthorized personnel should exit the meeting and the Executive Session would begin shortly.

- Mr. Lawlor provided additional clarification regarding the rules of the Executive Session and explained that only members of the CJIS Governing Board, Sworn Law Enforcement Officers, Employees from the various agencies represented by the Board, and CISS-Authorized Employees from CJIS were able to stay for the CISS demonstration. All other persons would need to exit the meeting room at that time until the Executive Session ended.

- Chief State's Attorney, Mr. Kevin Kane provided additional clarity for the group explaining that specific security clearance claims dictate the data that is available to view for CISS Search users. Mr. Kane voiced concern to ensure that any data that may only be privy to sworn law enforcement officers would not be presented during the demonstration.

  o   Mr. Beg followed with the statement that the content for the demonstration had been carefully selected and reviewed with key security policy stakeholders to ensure that the data presented in the demonstration would not violate any rules or present any information to that would not be privy to the persons who were authorized to view the live demonstration. Mr. Beg also stated that the attendees had previously signed a non-disclosure agreement and reminded everyone that no recording devices of any kind would be allowed during the Executive Session.

  o   Mr. Lawlor added that one of the biggest concerns in the past for the CISS Project had been

the sensitivity of the criminal justice information in CISS and keeping protected information secure. Mr. Lawlor stated that from day one the goal has always been that everyone has complete confidence that the information in CISS is secure. Mr. Lawlor indicated that the CJIS Governing Board was committed to ensuring the integrity and confidentiality of the information in CISS and also stated that breaking to an Executive Session is the standard protocol that will always be observed when any live demonstration of CISS is presented to the Board.

- o All parties asked to leave exited the room while Mr. Lovell requested that all windows and doors be checked to ensure window blinds were completely shut and all doors were closed and secured before the start of the demonstration.

IX. Executive Session

The board entered an Executive Session to view a live demonstration of CISS application search capability, pursuant to General Statutes sections 1-200 (6) (C and E) and 1-210 (b) (3).

X. Public Meeting Reconvenes

- • The doors to the meeting room re-opened and members of the public were asked to rejoin the Public Meeting. Mr. Lindgren thanked Sgt. Mathew Larsen of the Guilford Police Department who had assisted Mr. Lindgren during the live CISS demonstration.

- • Mr. Darryl Hayes, Criminal Justice Business Applications Manager (DESPP), made the comment that everyone should keep in mind that each search in CISS should be used for a specific criminal justice purpose. Mr. Hayes indicated that justification of each specific search is required and users should take care when utilizing the CISS system for gathering information. Mr. Hayes reminded the audience that searches should only be performed for specific information that a user is personally responsible for investigating and the system should not be used for a wide or non-specific search.

  - o Mr. Lindgren followed with additional information stating that every search done in CISS requires the user to enter a purpose and a reason for the search. The information from each search, the purpose and the reason is logged with the user's ID and permanently stored for random, regularly performed audits of CISS search queries.

  - o Mr. Lawlor stated that the tracking and audit procedure gives ability to hold individuals accountable for every search they perform within the CISS Search application.

  - o Mr. Lindgren added that search audits ensure the CISS system is being used appropriately and gives ability to investigate any complaints regarding misuse of the CISS system.

- Mr. Lovell took the floor for an overview on data quality assurance measures, data refresh intervals for the various source systems, and the replication frequency for data available through the CISS system. A discussion on future upgrades and enhancements for CISS concluded the overview.

- Mr. Beg stated if there were no other questions the meeting would move to the next agenda item.

XI.   Other Business

- Mr. Lawlor asked if there was any other business to discuss. No other business was stated. Mr. Lawlor confirmed the next meeting date would be held on October 25, 2018.

- The Co-Chairs commended the CJIS team for their efforts on the CISS Project and the meeting attendees applauded.

XII.   Adjournment

- With no other business to discuss; Judge Carroll moved to adjourn and Mr. Lawlor seconded the motion. All were in favor and the meeting was adjourned at 3:19 PM.