Report on the Status of the Criminal Justice Information System (CJIS) *to the* *Connecticut Legislature*

Submitted by
the CJIS Governing Board

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Table of Contents

Criminal Justice Information System (CJIS) Governing Board

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Technology Committee
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Information Technology Manager
Division of Criminal Justice

Executive Summary

Sean Thakkar, Executive Director

Governor's Vision for Technology

The Governor's vision for technology provides the foundation upon which CJIS works. This vision is predicated on the following:

- Implementation of efficient, modern business processes that result in cost-effective delivery of services.
- Open and transparent engagement with the citizens of the State.
- Accurate and timely data for policy making, service delivery and results evaluation.
- A secure and cost effective IT infrastructure, including greater use of shared services and applications wherever possible.
- Easily accessible services to all constituents.

CJIS Business Goals and Objectives

- **Efficiency** — Optimize our current investments in technology and leverage existing infrastructure and resources.
- **Flexibility** — "Information any way you want it" — Provide all of our stakeholders with the data they need, on the platform they prefer, and in the most accessible format to suit their needs and business practices.
- **Security** — Develop a secure environment that meets state and federal standards for security.
- **Objectivity** — Provide independent and objective opinions and recommendations to the CJIS Governing Board.
- **Continuity** — Provide services that are "boringly predictable" and totally reliable.
- **Simplicity** — Create a simple way to implement new technologies, so that agencies can implement them smoothly.

Report to the Legislature

Criminal Justice Information System (CJIS)

This report is pursuant to Connecticut General Statutes (CGS), Sections 54-142s. The Criminal Justice Information System (CJIS) Governing Board provides this report and directs the projects within this report in order to meet the CJIS goals.

Organization of the CJIS Governing Board

CGS, Sections 54-142q, expanded the membership of the CJIS Governing Board. In summary, co-chairs were established and the membership was expanded to include representation from the Legislative Branch through the chairpersons and ranking members of the Joint Standing Committee of the General Assembly on Judiciary. Each member of the CJIS Governing Board may appoint a designee.

The legislation specifies the Chief Court Administrator and a person appointed by the Governor from the CJIS Governing Board membership to be co-chairs. The co-chair appointments were immediately made to facilitate the further organization of the CJIS Governing Board. The Chief Court Administrator designated Judge Patrick L. Carroll III, Deputy Chief Court Administrator, to be one of the co-chairs. The Governor named Mike Lawlor as the other co-chair (and designee).

The CJIS portfolio of programs — CISS, CIDRIS, and OBTS — all meet the business objective requirements set forth in CGS Sec. 54-142q:

- ✓ Efficient modern business processes
- ✓ Open and transparent engagement
- ✓ Accurate and timely data for policy making, service delivery and results evaluation
- ✓ A secure and cost effective IT infrastructure
- ✓ Easily accessible services to all constituents
- ✓ Establish funding processes that will allow the State to measure and maximize its return on technology investments and to target funds to the agency and state priorities
- ✓ Ensure that the appropriate project management, transparency, and accountability systems are in place for successful project implementation and completion
- ✓ Better align agency and state information technology plans and priorities with agency and state priority business and resources available
- ✓ Provide for Agency autonomy so they can accomplish their missions
- ✓ Simplify implementation of new technologies
- ✓ Develop secure environment, meeting State and Federal standards
- ✓ Optimize current investments to leverage infrastructure and resources

Accomplishments

The following is a list of major accomplishments since the January 2013 Legislative Report.

Connecticut Information Sharing System (CISS):

- CISS Wave 0, Version 1 went into production in January 2013.
- New CISS hardware installed, configured and delivered to Xerox for CISS application build of four environments.
- Completed CISS detailed project plan for the next three waves.
- Completed CISS high level project plan to complete the project in 2014.
- Determined the priority sequence of the CISS search sources for law enforcement.
- Implementing Wave 0, Version 1.5 (new hardware and software platforms), Search Release 1 (PRAWN, OBIS and other source systems), and started Wave 1 (UAR Workflow information exchanges).
- Constructed first Software Development Lifecycle (SDLC) environment called Development.
- Began construction of second SDLC environment called System Test.
- Completed requirements activity for Search Functionality, Pre-defined Reports, System Administration, and Alerts.
- Added Offender Based Information System (OBIS) to SR1 scope.
- Created new CISS Team Sites for DPDS and exhibited prototype for LEA Team Site.
- Hired additional resources needed for large work effort to meet deliverable goals.
- Created plan to obtain all of the requirements by the end of 2013.

Offender Based Tracking System (OBTS):

- A technical review of the Department of Correction's OBIS system has begun. Data errors identified during the evaluation will be prioritized; high priority items will be addressed during future releases.
- As part of OBTS data purity work, the team made data corrections to track Offender Based Information System (OBIS) single detainer codes, corrections to generic Uniform Arrest Record (UAR) numbers and missing ticket numbers to help improve the accuracy of information in OBTS.
- Other OBTS Day One Data Population (D1DP) populated records contained an Alien Registration state classification using a code of "AR." However the correct code for this value is "ALIEN_REGISTRATION" and records without this code could not be located when searched. The remedy is to replace the records containing the "AR" code with the correct code.
- A redesign of the Exact Name Search occurred in the 7.3 release cycle period (2011), which moved functionality from the application server to the database. Since that time, opportunities to increase overall efficiency and to reduce wait times for slower-performing Exact Name searches were noted and implemented for the 7.4 release. The changes include query and index optimizations to reduce or eliminate unnecessary table lookups, and moving search reason logging from the application server to the database.
- The team completed the data purity data comparison evaluation of the OBTS and Judicial systems.
- The OBTS team worked with CISS team members to create a new data exchange interface and develop new test cases to ensure CISS application security rules work as originally implemented in OBTS. This is

crucial because OBTS is CISS's first data source.

- The Nastel monitoring system is meeting expectations by identifying additional system performance areas for the CISS production environment.
- As the CISS application build-out continues, CJIS plans to evaluate future use of OBTS database. Considerations include use of OBTS as an archive of historical information or further integration with the CISS information exchanges.

Connecticut Impaired Driver Records Information System (CIDRIS):

The Connecticut Impaired Driver Records Information System (CIDRIS) was implemented to all state police troops and is in the production stage.

- Current discussions are in the project planning stage for a future integration effort and center around identifying DCJ business and technical objectives.
- Judicial continues review of the Forms Viewer application which allows CIDRIS stakeholders the ability to view, retrieve, and print agency documents. A transmittal sheet is being implemented to track parallel submission of electronic and paper documents.
- A business case has been completed determining the best way to integrate CIDRIS into CISS in 2014.

CJIS Programs — Recommendations for Consideration

1. **Compared to 2012, the workload for CISS has increased exponentially in 2013. During this build out of technical, business, and process systems with the CJIS community, a lot of institutional knowledge is created. Given that most of the CISS staff are currently consultants, we recommend that the State open 20 State employee positions, 13 of which are critical, required for the current needs of the CJIS operational team working on CISS, OBTS, CIDRIS, and other CJIS projects. These positions require the right skills and experience in order to successfully deliver a large, complex, high-visibility project like CISS.**

   Update - CJIS is working with DAS-BEST to open two key State positions. Once completed, we expect to move forward with the additional State positions.

   Impact: The primary element for success is to have a talented pool of dedicated and skilled CJIS Governing Board personnel. The CJIS team has hired consultants to do the work. If the 13 out of the 20 people are not hired during the 2nd or 3rd quarter of 2013, much of the domain knowledge during the build of CISS will be lost when the consultants leave.

   The 13 key CISS project positions are considered critical to initial phases of the project. This would allow the State to garner institutional knowledge for CISS application and business requirements of the project. Currently, only the CJIS Program Manager and the CJIS Business Manager have been made full-time State employees. The following 13 out of the 20 positions need to be approved as full-time State employees as soon as possible:

   1. Senior Technology Architect (Manager)
   2. Senior Project Manager
   3. Senior Project Manager
   4. Senior Java Developer
   5. Senior Java Developer
   6. Application Database Administrator
   7. SharePoint Developer

8. SharePoint Developer
9. Senior Test Lead
10. Senior Information Security Officer
11. Senior Systems Administrator
12. Executive Assistant
13. Software Engineer (New; Replaced Senior Communications Manager)

The consulting company hired to do the Independent Verification & Validation (IV&V) has repeatedly highlighted this as a critical CISS risk.

Recommendations: The State needs to re-classify the 13 positions listed above to allow for the experience needed and have starting salaries closer to market rates.

Update – CJIS is working with DAS-BEST in this effort.

2. **Service Level Agreements (SLAs) must be established with DAS-BEST and stakeholder agencies.**

Impact: SLAs are an industry best practice. SLAs are created to define services provided, response times, resources required, and cost of service. SLAs provide transparency and accountability to the agencies signing the agreement and help reduce cost by reducing redundancy and waste. An SLA should be established between the CJIS Governing Board and DAS-BEST. The Governing Board must know what services and resources DAS-BEST will provide as well as the timelines for providing support and resources. The items for SLAs include service availability, disaster recovery, and quarterly resources for planned activities. The provisioning of services using SLA agreements should be encouraged by the Legislature to allow agencies to evaluate their service levels and reduce costs.

Recommendation: The Legislature should encourage agency use of SLA agreements as a best practices method of standardizing IT application performance requirements and results-based accountability. A draft SLA was delivered to DAS-BEST in December 2012 for review and negotiation in order to implement the first SLA.

Update - Since December 2012, the SLA has been put on hold until the CISS infrastructure build out is completed. Once done, the SLA will be updated and passed on to DAS-BEST for agreement.

Connecticut Information Sharing System (CISS) Status Report

CISS — Background

A unified information-sharing and delivery system is the key to preventing tragedies like the 2007 home invasion and triple murder in Cheshire.

While the focus of CGS Sec. 54-142q and CISS is to improve public and officer safety, this project will also reap significant dividends in the efficient use of scarce funding. With the smart, innovative application of new technologies, CISS will reduce overall costs through easier access to information, increased efficiencies in process, and less rework of data entry errors. By managing the investment in the development of the system, CJIS will generate a cumulative benefit of $59M after the system goes into full operation.

CISS will increase public and officer safety by providing more and improved information to criminal justice staff on demand. The system will also enhance business efficiency by increasing

the speed of electronic information exchange between agencies — all in a safe and secure manner.

CISS will reduce administrative costs by electronically capturing data and documents at their source, cataloging and storing this data in a central repository, where it will be available to all member agencies. This will create an enormous economies of scale compared to each agency having to copy, file, index, and store all data elements.

These capabilities will create great benefit to society by reducing recidivism, aiding re-entry programs, easing delays in the judicial process, and improving overall public safety for Connecticut's citizens and public safety officers.

CISS Key Accomplishments – Period Ending June 2013

CISS Wave 0, Version 1.5

- Wave 0, Version 1.5 project charter signed off.
- Created project schedule and assigned resources.
- Preliminary work to build and test hardware and software infrastructure completed by CJIS and Xerox teams.
- Completed construction of Development, one of four SDLC environments:
    - Created utility servers to provide secure network access, manage resource directories and user identities.
    - Installed an integrated systems administration center.
    - Completed knowledge transfer sessions for staff for the new virtual machine environment.
- Constructed second SDLC Environment – System Test.
- Created approximately 58 virtual servers.
- Updated documentation to support knowledge transfer of server configurations.
- CJIS staff began work to take over CISS infrastructure from vendor.
- Began processes to implement the remaining two environments; User Acceptance Testing & Training, and Production.
- Purchased utility servers for Microsoft System Center environment.
- Purchased FileNet software for electronic content management.
- Completed firewall and networking design.

CISS Search Release 1 (SR1)

- SR1 Project Charter signed off and detailed schedule completed.
- Review and validation of screen design of the User Interface (UI).
- Initiated data mapping activities with DESPP and Judicial agencies.
- Initiated software detail design activities.
- Established PRAWN connectivity with Judicial.
- Completed requirements definition for SR1 functionality.
- Plan to complete design activities for PRAWN, Portal Taxonomy, System Admin, Search Functionality and User Interface screens in July.

- Completed prototype work on SharePoint team sites for DPDS.
- Estimating to complete technical work to replicate CIB database into CISS environment.
- Continued progress on Learning Management System (LMS) upgrades for SR1 training tasks.
- Conducted data mapping workshops with Judicial to validate fields of interest to the larger CISS user community and business/security rules governing access to data.

CISS Wave 1

- Reviewed and finalized detailed scope.
- Project charter drafted and signed off internally by CJIS and Xerox teams.
- Diagrams for Workflows 1(UAR) and 6 (Common Exchanges) have been updated.
- Work on detailed requirements began and continues.
- Walk-through of workflow diagrams with stakeholders.
- Held meetings with each agency for input on Wave 1 project schedule.
- RMS certification requirements package in process.
- Detailed planning is underway.
- Field observations conducted at Pre-screens for Pardon hearings (BOPP).

CISS Anticipated Activities – Next 180 Days

CISS Wave 0, Version 1.5

- Complete configuration for second SDLC environment — System Test.
- Begin construction of third and fourth SDLC environments - User Acceptance Testing & Training (UAT) and Production environments.
- Complete design of clustered and high-availability servers.
- Install new CJIS firewalls.
- Install FileNet software.

CISS Search Release 1 (SR1)

- Continue SR1 detail design.
- Initiate code development for SR1.
- Conduct UAT for DPDS, LEA SharePoint team sites.
- Establish connectivity with CIB and OBIS search sources.

CISS Wave 1

- Continue work on the Requirements phase of Wave 1-UAR with all CJIS Agencies.
- Begin work on the Design phase of Wave 1-UAR.

Future CISS Waves for Information Exchanges

- Begin work on the Requirements phase of Wave 2-Misdemeanor Summons.
- Begin work on the Requirements phase of Wave 3-Infractions.
- Begin work on the Requirements phase of Wave 4-Arraignment/First Appearance.

CISS Program Issues and Risks with Mitigation Strategy

Risk 1: The realization that implementation of both the Search and Information Exchanges is imminent has caused concern among some stakeholders. The root causes of many of these concerns are primarily fear of the unknown, how CISS will impact each agency, and impact to current and future resources. The risk for the CISS project are schedule delays, increased costs, changes in scope, and potentially having gaps of critical data that CISS is obliged to provide to our information consumers.

Mitigation: CJIS has assembled a small team composed of a negotiator/manager, business leads, and technical leads that will work with each agency individually to address each of their concerns and find a win-win solution that brings a significant positive net benefit to that agency. The team will also follow up with the implementation agreement.

Risk 2: The late hiring of State positions, filling important positions with contractors, and not converting these to State positions presents risk to the project plan and the long-term support and stability of CISS.

Mitigation: We are hiring consultants to fill the current positions needed by the CISS team that have not been approved. This will allow us to get the work done that we are contractually required to produce and assure the successful implementation of CISS for the State.

We are currently working with DAS-BEST to open two key State positions. We have had difficulty filling key positions due to relatively low starting salaries offered by the State compared to the private sector. We need to hire people with the right skill set and experience with large, complex, multi-million dollar, multi-year projects. We need to offer salaries close to market rates in order to be successful. Until this is done, the risk exists that the State will lose technical and domain knowledge when the consultants leave.

Risk 3: The uncertainties of whether CISS will be able to receive, transmit, or store “FBI data” and its relationship to the CJIS Security Policy is causing significant risk to the project.

Mitigation: CJIS will bring in a criminal justice information security policy expert with the experience, credentials, and affiliations to help facilitate a solution for FBI data relating to CISS and help implement a security policy agreement.

Issue 1: There is an issue concerning the Freedom of Information Act (FOIA) stemming from the fact that official State repositories are subject to FOIA. The CISS data store is a staging repository and not the official repository of record; therefore, it needs legislation to exempt it from FOIA requests and to require those requests be submitted to the agencies that are the repositories of record.

Mitigation: The Administrative Committee proposed language for legislation to correct and clarify this, which the Governing Board approved at its July 2012 meeting. A second attempt will be made to get this passed into legislation.

CISS — Conclusions

Now that the first part of the large, complex, and state-wide CISS project is in production with a small number of users, the CISS team is working on the next three Waves of production.

The next significant Wave (Wave 0, Version 1.5), which encompasses the build-out of all of the hardware and software that will house CISS moving forward, is expected to go into production in the second half of 2013.

While Wave 0, Version 1.5 is being built, we are working concurrently to interface the next source systems for search with CISS. The next systems, based on Law Enforcement Agency (LEA) priorities, are PRAWN, OBIS and possibly CIB. These are also expected to go into production in the second half of 2013 with an additional roll-out of new users.

CISS will complete configuration for System Test, and begin construction of the User Acceptance Testing & Training (UAT) and Production environments.

In the next few months, the team will complete the server design, install new CJIS firewalls, and install FileNet software.

Currently in the test phase, thirty-five team sites for DPDS offices throughout the state are targeted to be in production by mid-July. The Law Enforcement Agencies (LEA) prototype is awaiting approval. Once approval is given, this prototype will be made available to those LEA agencies that wish to use it.

Development, testing, and implementation will continue on the CISS Search Release 1. The team will establish connectivity with OBIS and other search sources in addition to the connectivity established for PRAWN. This is expected to be in production in the second half of 2013.

Wave 1 for the Uniform Arrest Report (UAR) information exchanges has begun. This is the largest wave encompassing all of the CJIS agencies. Production is targeted for 2014.

We look forward to working with all of our stakeholders, the CJIS Community, and our vendors in 2013 in order to successfully implement the CISS project on time, in scope, and within budget.

Offender Based Tracking System (OBTS) Status Report

OBTS — Background

The Offender Based Tracking System (OBTS) is an integrated, information sharing system developed with all the state criminal justice agencies to respond to the growing demand for access to comprehensive information on offenders. Officially launched in 2004, OBTS is used daily by local, state, and federal law enforcement as well as select state agencies.

OBTS Key Accomplishments – Period Ending June 2013

- As part of OBTS data purity work, the team made data corrections to track Offender Based Information System (OBIS) single detainer codes, corrections to generic Uniform Arrest Record (UAR) numbers and missing ticket numbers, and updates to correct generic alien registration codes. Each of these changes helps improve the accuracy of information submitted to, and retained in, OBTS.
- The display of data retrieved from the OBTS database was found to be in an improper sorting order. The sort order was imposed by changes that occurred inside the database server, which affected database tables: attorney names, case, and message console. The fix was to set the generic UAR number to a null value for records that contain a ticket number.
- The arrest records used to initially populate the OBTS database, called Day One Data Population (D1DP), contained unknown UAR numbers that had a generic identifier of '99999999.' The impact to users is that searches performed using the generic number returned multiple, unrelated cases. During data purity exercises, some arrest records included a sourced Ticket Number, so a solution was determined to replace the generic UAR number with a null value for records that had a ticket number.
- Other OBTS D1DP populated records contained an Alien Registration state classification using a code of "AR." However the correct code for this value is "ALIEN_REGISTRATION" and records without this

code could not be located when searched. The remedy is to replace the records that had the "AR" code with the correct code.

- A redesign of the Exact Name Search occurred in the 7.3 release cycle period (2011), which moved functionality from the application server to the database. Since that time, opportunities to increase overall efficiency and to reduce wait times for slower-performing Exact Name searches were noted and implemented for the 7.4 release. The changes include query and index optimizations to reduce or eliminate unnecessary table lookups, and moving search reason logging from the application server to the database.
- The HTML user interface was adjusted to properly display lists of data created from search requests.
- The team completed the data purity comparison evaluation of the OBTS and Judicial systems.
- The OBTS team worked with CISS team members to create a new data exchange interface and develop new test cases to ensure CISS application security rules work as originally implemented in OBTS. This is crucial because OBTS is CISS's first data source.
- The Nastel monitoring system is meeting expectations by identifying additional system performance areas for the CISS production environment.

OBTS Anticipated Activities – Next 180 Days

For the foreseeable future, the OBTS team will be maintaining the OBTS operational environments with the focus on identifying, analyzing, and fixing issues with the OBTS-CISS interface. Except for functionality that is required to support CISS, no major new functionality will be introduced until the CISS system is placed into a new server environment. New requirements will only be sought to support issues which require immediate attention.

- As part of the 7.5 release cycle, the CJIS team continues preparations for moving the existing OBTS to a new SQL server system architecture. The goal of this database work is to enhance the system's ability to support future CJIS/CISS enterprise applications.
- The CJIS and DAS-BEST teams continue the work to upgrade OBTS servers to enhance the system's ability to support future CJIS/CISS enterprise applications.
- A technical review of the Department of Correction's OBIS system has begun. Data errors identified during the evaluation will be prioritized; high priority items will be addressed during future releases.
- As the CISS application build-out continues, CJIS plans to evaluate future use of the OBTS database. Considerations include the use of OBTS as an archive of historical information or further integration with the CISS information exchanges.

OBTS Program Issues and Risks with Mitigation Strategy

Issue: The Project Team is dependent on access to and cooperation of subject matter experts residing in source agencies. Due to current workload activities and changing priorities, subject matter experts may not be available as needed.

Mitigation: The mitigation strategy is to closely monitor work efforts and take prompt corrective action as necessary.

OBTS — Conclusions

CJIS is working to further integrate OBTS with CISS. As CISS development continues, CJIS will continue to engage with and solicit feedback from the OBTS User Group. The OBTS Operational team will also focus future application maintenance releases on enhancing performance and data

quality in OBTS. With the new platform in place and the User Group engaged, the OBTS Operational team will focus future application maintenance releases on improving performance and data quality in OBTS.

Connecticut Impaired Driver Records Information System (CIDRIS) Status Report

CIDRIS — Background

The Connecticut Impaired Driver Records Information System (CIDRIS) is an integrated information-sharing system designed to automate the collection and delivery of Operating Under the Influence (OUI) information among state agency criminal justice stakeholders. CIDRIS was developed in cooperation with local law enforcement, the Department of Emergency Services and Public Protection (DESPP), the Department of Motor Vehicles (DMV), the Division of Criminal Justice (DCJ), and the Judicial Branch, as well as the Department of Transportation (DOT) and the National Highway Traffic Safety Administration (NHTSA). Development of CIDRIS was completed in 2010. Interfaces to DESPP, DMV and Judicial agency source systems were created in 2011. Implementation for roll-out to DESPP troops started in mid-December 2011 and was completed in August 2012.

CIDRIS Key Accomplishments — Period Ending June 2013

- As reported previously, the Connecticut Impaired Driver Records Information System (CIDRIS) was implemented to all state police troops and is in the production stage. CJIS and DESPP team members continue to evaluate and improve the accuracy of messages being sent through CIDRIS.
- In March, CJIS staff met with members of the Division of Criminal Justice (DCJ) to discuss use of CIDRIS. Current discussions are in the project planning stage for a future integration effort and center around identifying DCJ business and technical objectives.
- One new initiative concerns the feasibility of using breathalyzer equipment to generate electronic reports. CJIS and DESPP recently met with Draegar, the primary provider of alcohol and drug detection equipment, to discuss options. From what we learned, several states including Massachusetts have moved to using electronic reports (in addition to the paper/tape based output) to reduce costs and improve the speed of report submittal.
    - The current process involves collecting samples from OUI suspects in the barracks. A more formal review is also conducted by state police crime labs each week. Both activities use devices that create paper-based reports, which are adaptable for electronic reporting. Technical and legal considerations must still be reviewed.
    - Technically, the breathalyzer units can be upgraded with new software and programmed to submit reports to a centralized repository securely in two formats — PDF and ASCII text. From the legal perspective, work will need to be coordinated with DESPP crime labs and criminal justice stakeholders including Judicial, DCJ, and DMV to ensure the integrity of any new process.
    - It is estimated that the work to update the current system could take as much as one year to complete. But CJIS and DESPP will first need to perform a feasibility review to ensure that it will benefit the community.
- Judicial continues review of the Forms Viewer application which allows CIDRIS stakeholders the ability to view, retrieve, and print agency documents. A transmittal sheet is being implemented to track parallel submission of electronic and paper documents.

CIDRIS Anticipated Activities – Next 180 Days

- CIDRIS has reached a stage of process improvement. CJIS and DESPP team members continue to evaluate and improve the accuracy of messages being sent through CIDRIS.
- The current objective is to focus on submission rejection by DMV and Judicial review processes and correct the underlying problems.
- CJIS will continue planning exercises with DCJ. Our next objectives are to review current business and technical environments with emphasis on identifying administrative and operational constraints of integrating agency computer systems to CIDRIS.
- The CJIS Operations team has performed a gap analysis between OBTS, CIDRIS and CISS to understand the current capabilities of CISS (As Is) and the updates required to completely integrate OBTS and CIDRIS into CISS. The goal is to provide one stop information sharing and delivery system for the user community.

CIDRIS Program Issues and Risks with Mitigation Strategy

Issue: CIDRIS validates all messages received by DESPP, DMV, and Judicial. Messages that have bad or missing data will not pass validation and will be rejected (to prevent passing bad information along to other stakeholders). If the quantity of messages rejected by CIDRIS continues to remain at higher than acceptable levels, CJIS stakeholders won't be able to fully leverage system capabilities, such as automatic data entry into agency source systems and continued delivery of paper documents.

Mitigation: To help reduce the OUI submission errors, the CIDRIS team — including DESPP, DMV and Judicial — will continue to be vigilant in isolating and fixing operational and technical problems. Solutions to the spectrum of problems range from additional technical and training resources to developing additional software programs.

CIDRIS — Conclusions

DESPP, DMV, Judicial, and the CJIS Operational Team have committed to expanding use of the CIDRIS system. The CIDRIS implementation of the state troop barracks is complete. CJIS is now working with assisting the stakeholders for OUIs to go paperless using CIDRIS. All stakeholders will have to agree on the solution.

CJIS Governing Board Committee Updates

Administrative Committee

The Administrative Committee met in January to discuss statutory policies on document retention at an agency level. The Judicial Branch, DMV, and DESPP representatives indicated that current statutory and practice book guidelines will continue to be followed until they have a better understanding of FileNet (the document management system that CISS will use). The Administrative Committee also agreed to meet as a CJIS Community in a combined session with the Technology Committee. Both business and technical representatives of the agencies will discuss planned/unplanned changes and then break out to their individual committees for their respective agenda items. The first CJIS Community Meeting was held on March 15. The CJIS Security Policy was the main topic of discussion.

The Administrative Committee met in April to discuss how best to share information about their respective agencies with the various community members. The Committee also agreed that a change control process should be put in place immediately to ensure that changes at the project level are handled within the specific project management tasks. If required, changes will be brought to the Administrative Committee for discussion. The focus of the July 11 Administrative Committee meeting will be the review and approval of the CJIS Security Policy, as well as additional business topics.

Technology Committee

The Technology Committee met in May 2013 to continue work on developing the CJIS Security Policy. The goal of the Committee is to create a security policy that protects criminal justice information transmitted and stored by CISS. One primary objective is to ensure that the CISS application contains the same level of protection for data provided by each source agency. Security policy discussions are expected to continue over the next few months.

Implementation Committee

Mark Tezaris, CJIS Program Manager, will be working with Chief Richard Mulhall, head of the Connecticut Police Chiefs Association, to develop the CISS implementation schedule for Connecticut municipal police departments going forward.

Appendix — Acronyms

AFIS = Automated Fingerprint Identification System
AST = Application Support System
BEST = Bureau of Enterprise Systems and Technology
BICE = Bureau of Immigration & Customs Enforcement
BOPP= Board of Pardons and Paroles
CAD = Computer Aided Dispatch
CCH= Computerized Criminal History (DESPP) CIB = Centralized Infraction Bureau (Judicial) CIDRIS = CT Impaired Driver Records Information System
CISS = CT Information Sharing System
CIVLS = CT Integrated Vehicle & Licensing System
CJIS = Criminal Justice Information System
CJPPD = Criminal Justice Policy Development and Planning Division
CMIS = Case Management Information System (CSSD)
COLLECT = CT On-Line Law Enforcement Communications Teleprocessing network
CPCA = Conn. Police Chiefs Association
CRMVS = Criminal and Motor Vehicle System (Judicial)
CSSD = Court Support Services Division (Judicial)
DCJ = Division of Criminal Justice
DAS = Dept. of Administrative Services
DESPP = Dept. of Emergency Services & Public Protection
DEMHS = Dept. of Emergency Management & Homeland Security
DMV = Dept. of Motor Vehicles
DOC = Department of Correction
DOIT = Dept. of Information Technology
DPDS = Div. of Public Defender Services
FOIA = Freedom of Information Act
IST = Infrastructure Support Team
JMI = Jail Management System
JUD = Judicial Branch
LEA = Law Enforcement Agency
LIMS = State Crime Laboratory Database
MNI = Master Name Index (DESPP)
OBIS = Offender Based Information System (DOC)
OBTS = Offender Based Tracking System
OCPD = Office of Chief Public Defender
OVA= Office of the Victim Advocate
OVS = Office of Victim Services
OSET = Office of Statewide Emergency Telecommunications
POR = Protection Order Registry (Judicial)
PRAWN = Paperless Re-Arrest Warrant Network (Judicial)
PSDN = Public Safety Data Network
RMS = Records Management System
SCO = Superior Court Operations Div. (Judicial)
SLEO = Sworn Law Enforcement Officer
SOR = Sex Offender Registry (DESPP)
SPBI = State Police Bureau of Identification (DESPP)
SLFU= Special Licensing of Firearms Unit (DESPP)
UAR = Uniform Arrest Record

Technology Related

ADFS = Active Directory Federated Services
COTS = Computer Off The Shelf (e.g., software)
ETL = Extraction, Transformation, and Load
FIM = Forefront Identity Manager (Microsoft)
GFIPM = Global Federated Identity & Privilege Management (security standard used by FBI)
IEPD = Information Exchange Package Document
LAN = Local Area Network
PCDN = Private Content Delivery Network
POC = Proof of Concept RDB = Relational Database SAN = Storage Area Network
SDLC = Software Development Life Cycle
SOA = Service Oriented Architecture
SQL = Structured Query Language