

- John noted that the FBI has a template that the group is now customizing to fit CT. He noted that the group brings concerns to the Governance Committee for assistance and resolution and that the group includes representatives from Judicial, CPCA, DCJ, and DESPP.

- **CJIS Security Policy**

- Darryl Hayes provided an update and welcomed all agencies to participate noting agencies should contact him if they haven't received an invite.
- He noted that they will adopt the FBI CJIS Security Policy 5.2 framework for those agencies requiring FBI data.
- He also noted that agencies that do not desire FBI data or cannot comply with the more stringent FBI CJIS Security Policy 5.2 will receive a lesser subset of the data to be governed by the State CJIS Security Policy.
- Darryl noted that the committee meets every other Thursday and the next meeting is 4/17/2014.

Q - Nance McCauley asked if a list could be produced of those agencies that plan to follow FBI CJIS Security Policy 5.2.

A – Darryl noted that they're not there yet. He mentioned that the current CT CJIS Security Policy is based on CJIS systems. In order to get access to those systems two self-assessments are required to be submitted to CJIS for verification and compliance. He noted that the process will be updated to include access based on compliance with one of the two policy documents (FBI CJIS Security Policy 5.2 or State CJIS Security Policy).

Q – Steve Wallick – Asked if the 2 flows of information through CISS, Search and Information Exchanges, need to be 5.2 compliant?

A – Darryl Hayes – noted in order to make those two flows of information compliant, the plan is to rely on the technology that is being built into the CISS architecture where they can control the flow of data down to the field level.

Q – Steve – If someone logs in from their cell phone and requests information, will that too need to be 5.2 compliant?

A – Darryl – There is nothing in 5.2 that precludes internet or wireless, however, there are provisions that must be met.

Q – Steve – Have you decided at the field level what FBI data is? He noted that determination will control the issue entirely.

A – Darryl – Stated he knows what FBI data is; it now is convincing whomever.

Sean – Thanked Darryl and encouraged any questions be forwarded to Darryl and copy Sean.

- **Durational Project Manager**

- Sean noted there is currently an open job posting with a closing date of 4/11/2014.

- **Process for Reviewing Release Plan**

- Sean noted the importance of receiving input from the agencies regarding the Release Plan.
- He noted that CISS Project Managers, Jim Harris and John Cook will work with the agency representatives to resolve any issues.

- Sean indicated that any unresolved matters will be submitted, with input from stakeholders, to the CJIS Governance Committee. If not resolved with the Governance Committee, unresolved matters would then be submitted to the Governing Board.
- Sean indicated the Release Plan, as a starting point, will be part of the Contract Amendment.

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

- John noted the team continues to install equipment for the remaining devices that were recently purchased. There are approximately 41 towns schedule for deployment and 20 of the 41 sites are on-line and ready to be activated.
- John noted the next steps are to continue to document the configuration and firewall work with the towns and to work with BEST to schedule the remaining sites.
- He noted next steps also include transition of this network project to an operational state.

RMS Certification Program Update – presented by John Cook, Senior Project Manager

- John noted the CJIS technical team completed the initial review of the technical guidelines and received feedback from the 3 vendors.
- He noted the team has begun technology software development work to build out a software library.

Q – Sean Thakkar recognized Hunt, one of the vendors, was present and asked for feedback from them.

A – Hunt noted the information received was very good and noted they are waiting on the API which is targeted for May release.

Hunt also noted the documentation received was very thorough. He expressed it was great to work with Rick and the team. He noted they were prompt with feedback, listened to what they had to say and responded to their input.

Q – Sean asked Rick when he thought the API might be ready.

A – Rick Ladendecker responded that the first review for the three vendors is targeted after the week of May 5th. He noted the final is targeted for June.

Q – John Russotto asked what the API is.

A – Sean noted it is the bridge that connects CISS with the RMS vendors.

A – John Cook also noted that there is great motivation behind the API.

- He noted the feedback from the vendors during the Racial Profiling initiative validated how much work is involved to create a software interface. He noted it was a two year build out to build a thorough web services interface to exchange the IEPDs.
- He noted that Rick and Eduardo created a toolkit based on the software validation library that will be used for CISS to test with the vendors. He noted that they will extend this to the vendors as a toolkit to speed up development.
- John also noted that the vendors are expressing that the toolkit will accelerate build out time by 500% or 600%.

A – Hunt noted that without the API (toolkit) it wouldn't make sense to work on the project in terms of costs associated with development.

- John noted the next steps for the RMS Certification Program are to review the business guidelines – targeted for a working group on April 30th.

- He also emphasized that key stakeholders from the business teams are needed to help review the specifications which will be used as a baseline discussion throughout the remainder of the project.
- He noted that if you haven't received an invitation for the working group on April 30th to contact him.

Waves 1 – 3 Workflow Updates – presented by John Cook, Senior Project Manager

- John noted sign-off of many of the Wave 2 and Wave 3 business requirements.
- John noted the next steps are to take the business requirements and pass them off to the technical team to detail how the information will be passed to state agencies for consumption.
- John also noted that change requests were submitted for processing disposition and pardon erasures to Xerox.
- John also noted a change request will be submitted to update the Infractions, Workflow 3, diagram to show the submission of infractions data from the local police department RMS systems.

Q – Nance McCauley mentioned that the change request will be reviewed during the monthly forum on April 23rd.

A – John noted the status will be provided during the forum, however, the technical change request occurs during the CJIS weekly status.

- John also noted that Jeanine Allin met with the Public Administrator and scheduled training sessions to begin in May to review requirements for records retention of information in CISS.
- John noted the next steps are to begin the design of Wave 1 requirements upon Contract amendment.
- He also noted continuation of the Integration Zone documentation for DCJ and DMV.
- Sean noted that DAS/BEST will soon be moving to 55 Farmington Avenue in Hartford.
- Mark Raymond noted that the current target for the move is the week-end of May 16-19th.

Q – Evelyn Godbout asked if the move was for the personnel.

A – Mark noted that the move is for the personnel and the Data Center move is targeted for 2015.

Search Releases 1 – 2 Updates – presented by Jim Harris, Senior Project Manager

- Jim noted that the SR1 technical requirements are ready for Xerox review upon Contract Amendment.
- He also noted that SR2 System Admin requirements are pending feedback from stakeholders by 4/9/14.

Q – Melissa Connery asked if CJIS is looking for feedback or sign off.

A – Nance responded that CJIS is looking for validation of sign off; or, if there are issues or concerns preventing sign off that they be submitted in order to address them.

- Jim noted that OBIS agreement was reached for additional fields and the work is now complete.
- Jim also noted work is complete on the PRAWN requirements.
- Jim noted the next step for OBIS is to begin to update the visitor log daily which is scheduled to begin on 4/10/14.
- He also mentioned that Xerox and CJIS have reached an agreement on how to manage a user interface prototype, noting that the issue was that we didn't want to build one and show to the stakeholders if it was something that would not be possible within the technical architecture or advisable.

- An agreement was reached that CJIS will build the prototype and share it with Xerox before it is shared with the stakeholders. The plan is to build it, share it at a monthly forum, and deliver it at individual agencies to seek feedback and find the one interface that best serves the community.

Q – Evelyn – asked if there was room for modification?

A – Jim assured there will be a chance for modifications prior to design.

- Jim noted that the BA team is working with Judicial on validation of CRMVS business requirements and hope to get agreement in the near future.
- Jim also noted the progress on LMS background research and noted that CJIS met with CT Academy from Charter Oak College. They offered recommendations.
- Jim noted that Xerox also provided recommendations on an LMS implementation.
- Jim also noted the CJIS is looking at the current manual CUAR process in an effort to automate the process.
- Jim noted the next steps for SR2 is to begin working with Judicial on CRMVS replication.

Community Topics

CISS - Stakeholder Concerns

- There were many stakeholder concerns regarding the Release Plan. The concerns were categorized by Phil Conen, Xerox, as follows:
 CISS Overall; Release Plan - Resource Estimates; Overlapping Schedules; Commitment Without Schedule; Uncertainty About Schedule; Stakeholder Involvement – Timing; Infrastructure; Other Concerns & Recommendations

CISS – Release Plan Draft – Presented by Phil Conen and Jim Harris

Action Item:

- Nance to obtain handouts and new Release Plan from Xerox and distribute to community; also, documents will be posted to website.
- It was agreed to create a working group to address the Release Plan – initial group to include John Russotto, DCJ; Terry Walker, Judicial; Jim Harris, CJIS. The group will meet to discuss next steps. Jim will coordinate meetings. Melissa Connery also expressed interest in participating.

Upcoming Meetings

CJIS Monthly Status & Community Meetings	CISS Monthly Forum Meetings
Wednesday, May 14, 2014	Wednesday, May 28, 2014
Wednesday, June 11, 2014	Wednesday, June 25, 2014
Wednesday, July 9, 2014	Wednesday, July 23, 2014
Wednesday, August 13, 2014	Wednesday, August 27, 2014
Wednesday, September 10, 2014	Wednesday, September 24, 2014
Wednesday, October 8, 2014	Wednesday, October 22, 2014
Wednesday, November 12, 2014	Wednesday, November 26, 2014
Wednesday, December 10, 2014	Wednesday, December 24, 2014

Respectfully Submitted, Tammi Harris