

# CISS Information Exchange: Part III: Constructing and Delivering Messages

## Introduction

Last month's article, *Information Exchange: Part II*, examined the structure of messages. The Incident Report was presented as an example to show the relationships of components of a message. Using this same example, we also looked under the covers and revealed the framework of an Incident Report.

This month, we will uncover the underlying composition of messages, including the main activity and its associated elements, and how these messages are packaged for delivery by a CISS Information Exchange.

## Constructing the Incident Report Information Exchange

The Incident Report (Arrest) Information Exchange is based on the Uniform Arrest Report (UAR) JD-CR-21 (see Figure 1) and related data and documentation. The UAR is the primary form for the positive identification of a subject by a biometric reading using fingerprints.

NAME OF ACCUSED (Last, First, Middle)		UNIFORM ARREST REPORT		1775162					
NO., STREET, CITY AND STATE		JD-CR-21 Prev. 204		COMPANION UAR NO.					
SEX	RACE	DATE OF BIRTH	PLACE OF BIRTH	SOCIAL SECURITY NO.	HT	WT	HAIR	EYES	BUCKLE NO.
ALIAS/ALIEN NAME		ALIEN REG. NO.	OPERATOR'S LICENSE NO. (MV/boat)		STATE		DATE AND TIME ARRESTED		
<input type="checkbox"/> SURETY	AMOUNT OF BOND	<input type="checkbox"/> CASH	COMMERCIAL/AZ. MAT.		TOWN OF ARREST		TOWN OF OFFENSE		
<input type="checkbox"/> DETAINED		<input type="checkbox"/> OTHER	<input type="checkbox"/> CDL	<input type="checkbox"/> CV	<input type="checkbox"/> HM				
CHARGES AND STATUTE NO.		DATE/TIME OF OFFENSE		F.V.	ALC.	NAR	COURT DATE		S.P.E.I. NO.
				<input type="checkbox"/> S.A. NO.	<input type="checkbox"/>		DATE FINGERPRINTED		F.B.I. NO.
ARRESTING OFFICER		SIBELD NO.	SIGNATURE OF ACCUSED		SIGNER'S OFFICIAL TAKING PRINTS				
DEPARTMENT OR PROPORTOR		MOT. VEH. YES	BOAT YES	P.D. NO.	P.D. CASE NO.		NOTE AMP		
REF. #									
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE	

Figure 1. Uniform Arrest Report (UAR) from front.

When an officer enters data from the UAR and all associated information and attachments in the booking process into a Record Management System (RMS) or comparable system, the information is stored in the local database. When information is ready to be published, this incident report and other information is extracted



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# RMS Certification and Network

The CJIS Business and Technology teams began software development on the RMS Certification project with the three participating pilot vendors, Hunt Computer Systems, KT International and Tri-Tech Consulting Group. During this time, the CJIS teams reviewed the project scope and validation strategy, conducted interviews and process awareness discussions and presented the approach to the vendors participating in the certification pilot. The initial release of the forthcoming application programming interface (API) was also reviewed. The output of the planning discussions resulted in the development of a draft project charter and work plan containing objectives, milestones and target dates. The recently updated RMS business requirements were also reviewed and approved by the Connecticut Police Chiefs Association (CPCA) and forwarded to the certification workgroup and pilot vendors.

On behalf of the RMS Network, the CJIS team began planning and coordination activities to assist the towns with establishing connectivity to the Police Department's records management systems databases. To help complete the end-to-end network configuration, the CJIS team drafted a scope of work, project charter and work breakdown structure. These planning materials will be distributed to the connected towns for their review, feedback and concurrence.

For July, the CJIS team expects to complete project plans and a schedule to begin software construction activities with the three pilot vendors. An initial software application programming interface kit will be forwarded to assist pilot vendors with starting development activities. Software construction is expected to span several months. During this time, the project team plans to continue additional preparation activities to clarify data, system, transport and security considerations. Findings from this exercise will be used to update detailed designs and software

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from the database and directed to populate the Incident document instance (message). All document instances are constructed using supported definitions, rules, and constraints that are contained in the specified schema according to the partnering agency agreement. The instances are published in the form of Information Exchanges.

The UAR contains information about the subject, some details about the incident and a list of allegations (or charges) as identified by the arresting officer. At the bottom of the UAR, there are fingerprint fields. Fingerprints will not be included or transmitted within information exchanges.

### Publishing and Consuming

As previously noted, a CISS Information Exchange is the delivery service for data submissions or messages. The actions that participating criminal justice agencies take to prepare and validate the submission package for delivery and receipt are known as Publishing and Consuming.

Publishing is making information available to a participating agency in electronic format through an online service. Consuming is receiving, validating, and using information from a participating agency through an online service. Both actions require prior agreement between sending and receiving agencies.

### The Publishing Process

A publisher can be any agency who is providing information to another agency(s). In Figure 2, a Law Enforcement Agency (LEA) officer fills out an Incident Report (1). The Incident Report data is read into the source database (2). Information obtained from

the database is used to construct a document instance that adheres to the partner agency agreement (3). The instance is validated according to business rules. If it passes validation, it is published to the consumer agency, the Court (4).

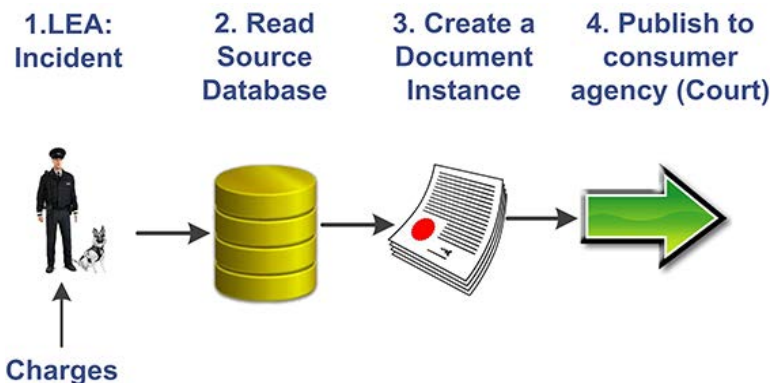


Figure 2. Publishing an Incident Report.

### The Consuming Process

When an agency consumes data, they are receiving for their use information that is related to an incident (Figure 3). In this process, an application receives the publication (document instance) (1) The document instance is validated according to business rules (2). If it passes validation (2a), it is written to the receiver's database and acknowledged (3). If it does not pass validation, it is returned to the sender with a message of Invalid Response (2b). The sender could then edit the instance with correct or additional information and then resubmit it.

This concludes the Roadmap series on Information Exchange. For a complete copy of the Information Exchange series of articles, I-III, go to the [CJIS Website](#). ❖

For more information on CJIS and for additional publications, go to [www.ct.gov/cjis](http://www.ct.gov/cjis)

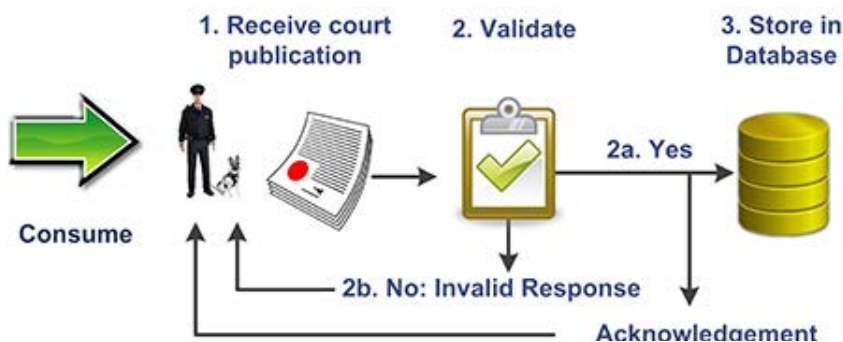


Figure 3. Example of a LEA consuming a Charge Disposition.



# CJIS Academy

## Learning Management System

**C**JIS is exploring options for a Learning Management System (LMS). The LMS System will be an online learning management system that will manage, distribute, and present instructional courseware, including CISS training, OBTS training, and possibly CJIS employee training programs. Stakeholders can log in, reserve a class, take the course, evaluate student performance, and obtain certification. The LMS will manage, collect, and store student information, including a confidentiality form. It would also give a description of the course, the location, dates, and display the number of reserved seats and the number of seats available. For output, it would be able to collect and present system reports and allow users to print certificates and training materials.

Originally, CJIS anticipated hosting a LMS utilizing the state of CT SABA Learning Management System. As requirements were being gathered for this effort, it was determined that the state of CT would not renew its contract

with SABA, instead turning all state employee training over to the Connecticut Distance Learning Consortium (CDLC) (a division of Charter Oak College).

CJIS met with personnel from the CDLC and received a demonstration of the current computer-based training (CBT) provided by the CDLC for state agencies. CJIS learned that the CDLC will implement and use the Blackboard LMS for state of CT employee training. However, the use of the Blackboard LMS by municipal employees is out of scope for the foreseeable future. The CDLC uses the Moodle Learning Management System for municipal training.

After careful consideration, CJIS has two choices when selecting a LMS. CJIS can host and support their own system using Moodle, a free application, or they can contract with CDLC to host and support a system using Moodle.

The benefits of using a LMS include a fast and efficient learning platform for CISS certification. Students will be able to access training materials at any time at their convenience. It will also provide data collection and result in a cost savings, since it requires minimal human maintenance and supervision. ❖

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## OBTS Certification Classes

**C**JIS offers certification classes three times a year for OBTS. The classes will continue to be conducted at 99 East River Drive, 7th floor, East Hartford, CT 06108. For more information about CJIS Academy, contact Jeanine Allin, CJIS Public Safety Liaison:

Phone: 860-622-2169

Email: [jeanine.allin@ct.gov](mailto:jeanine.allin@ct.gov)

CJIS Support Group:

860-622-2000

CJIS Website: [www.cjis.ct.gov](http://www.cjis.ct.gov)

Training Dates

- October 16, 2014, 9 AM to 12 PM

For more information and to sign up, visit the [CJIS Academy Webpage](#).

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## OBTS and CISS Overview

CJIS is offering presentations on OBTS and CISS as part of the CJIS community education initiative.

- July 22, 2014, Recruit Training, New Britain Police Academy
- September 16, 2014, Recruit Training, New Haven Police Academy



# CISS Project Management Updates

## Search Releases

### User search of criminal justice agency data systems

Working with Xerox, the CJIS Business team has reviewed CISS detailed requirements from the more than three hundred contract requirements to ensure that both teams agree on the requirements that will be appointed to Search Release 1. This will establish a structure for testing and for training content.

CJIS completed the layout of fields for Paperless Re-Arrest Warrant Network (PRAWN), Offender Based Information System (OBIS) and Offender Based Tracking System (OBTS) for

the user interface.

The CJIS team also worked on the Portal Taxonomy document for the UI, which defines the flow and navigation of the user interface.

In July, CJIS will refine the business and technical requirements for the user interface.

With discussions underway, the Judicial Branch Information Technology Division and the CJIS Technical team will prepare both the written documents and the technical structures

to replicate Criminal Motor Vehicle System (CRMVS) data.

In the coming weeks, CJIS will decide on a [learning management system \(LMS\)](#) and hosting site and, working with Xerox, prepare a project plan to implement the LMS. The LMS will accommodate the computer based training (the content prepared by Xerox) for CISS as well as other training modules. The goal is to have a LMS in place to train new users once SR2 is implemented.❖

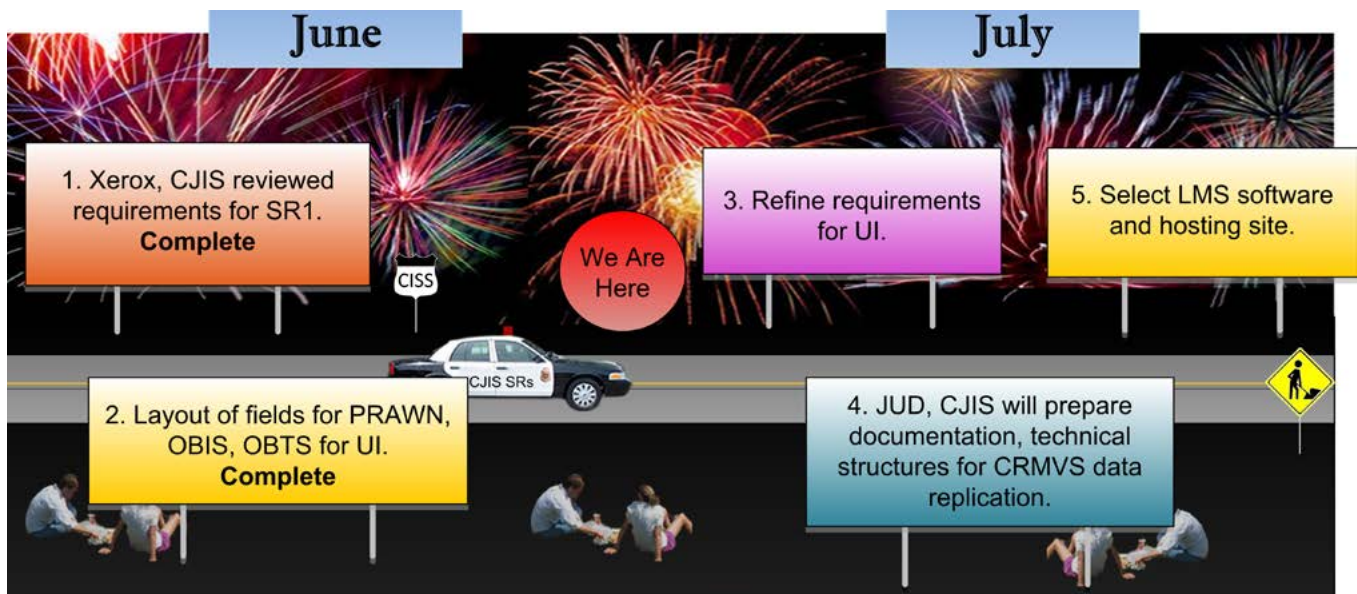
*PM Updates, continued on Page-6*

### Accomplishments

1. Xerox and CJIS Business team reviewed requirements for SR1.
2. Completed the layout of fields for PRAWN, OBIS, and OBTS for the user interface.

### Next Month

3. Refine the business and technical requirements for the user interface.
4. Both JUD and CJIS Technical team will prepare written documentation and technical structures for CRMVS data replication.
5. Select a LMS software and hosting site.



CISS Project Management Updates, continued from Page 5

Waves 1-3

Automatic electronic Information Exchanges

During June, CJIS continued requirements gathering on the CISS Information Exchange workflows. Using an updated technology template, the CJIS Business and Technology teams performed a review of the system components needed to support the submission and receipt of the Uniform Arrest Report (UAR) and Misdemeanor Summons charging documents. The findings by the technology group will be used to review with stakeholders and clarify the conceptual and logical features in preparation of starting design activities with Xerox.

For the infractions workflow, the Business team completed requirements

for collecting submission of infractions paperwork from law enforcement records management systems for the Information Exchanges. The requirements were reviewed by the Technology team and forwarded to the Connecticut Police Chief's Association (CPCA) for their review and approval.

CJIS reviewed the agency user interface with Judicial (JUD). Additional project planning efforts to develop the agency portal and integration (I-Zone) components have also begun. Draft project charters outlining the scope of work and high-level processes necessary to guide the design

and development were documented and reviewed by CJIS Business and Technology teams. CJIS will complete the project charter for the Agency Portal buildout. Preliminary work will include the Department of Criminal Justice (DCJ) and Superior Court Operations (SCO). CJIS will then work with the Division of Public Defender Services (DPDS) and the Department of Motor Vehicles (DMV). An initial work breakdown structure for the agency interface build-out was also developed and reviewed with JUD Technology team members. To help promote project planning and participation, CJIS will complete the project plans and kick-off weekly project meetings with participating agencies.

Accomplishments

- 1. CJIS Business, Technology teams reviewed system that will support UAR and Misdemeanor Summons documents.
- 2. Completed requirements for LEA

- RMS submission of infractions.
- 3. Draft project charters documented and reviewed by CJIS.
- 4. Created and reviewed a work breakdown structure for the agency UI with JUD.

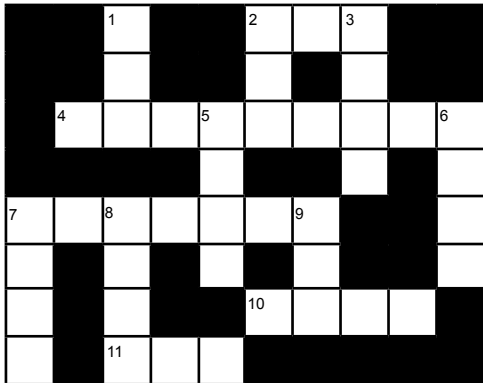
Next Month

- 5. Complete project charter for agency portal buildout.
- 6. Weekly project meetings are being planned with participating agencies.



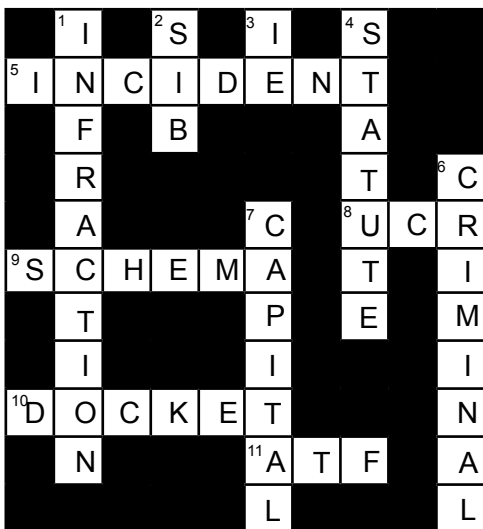
# CJIS Crossword Puzzle

Test Your Knowledge and Skill on Criminal Justice Vocabulary!



Answers will appear in the August issue of CJIS Roadmap.

Answers to the June CJIS crossword puzzle.



**Across**

- 2. Group that enforces the controlled substances laws and regulations of the US.
- 4. A period of time that a person who has committed a crime is allowed to stay out of prison if that person behaves well.
- 7. A crime or punishable violation of law of any type or magnitude.
- 10. A special group of police trained to deal with unusually dangerous or violent situations, and having special weapons.
- 11. A set of protocols used by programmers to interface between the different modules of an application.

**Down**

- 1. A standard document that captures biographical data and the charges associated with an incident arrest.
- 2. Agency that is the main foreign military espionage organization of the United States, operating under the jurisdiction of DoD.
- 3. The process of automatically matching fingerprints against a database of known fingerprints.
- 5. Insurance given to court for a temporary release of a defendent.
- 6. The part of a CISS IEPD that uses records to connect data on people, places, and things that may seem unrelated.
- 7. An integrated, information systems plan, developed with the CT criminal justice agencies.
- 8. A law that keeps citizens informed about the government.
- 9. A device that uses an electronic impulse or current to immobilize a person temporarily.

*RMS Certification, Continued from Page-7*

construction activities. The CJIS team also plans to review the certification project, including business and technical requirements with the stakeholder and vendor community at large. ❖

**~ Meetings ~**

**CISS Monthly Status Meeting followed by CJIS Community Meeting**  
 July 9, 2014, 1:00 pm Room 4214 A & B  
 101 East River Drive, East Hartford, CT 06108

**CJIS Governing Board Quarterly Meeting**  
 July 16, 2014 at 1:30 pm  
 Office of the Chief State's Attorney  
 300 Corporate Place in Rocky Hill

**CISS Community Forum**  
**Electronic Content Management**  
 July 23, 2014, 10:00 am Room 4214 A & B  
 101 East River Drive, East Hartford, CT 06108