

Focusing on Information Exchange

In April, CJIS and Xerox hosted Focus Group Sessions on Uniform Arrest Report (UAR) Misdemeanor Summons Workflows at 99 East River Drive, East Hartford. The audience included more than twenty-five representatives from the criminal justice community, including Court Support Services Division (CSSD), Department of Correction (DOC), Division of Criminal Justice (DCJ), the Department of Motor Vehicles (DMV), the Department of Emergency Services and Public Protection (DESPP), Office of the Victim Advocate (OVA) and Connecticut Police Chiefs Association (CPCA) (representing local law enforcement).

In This Issue

Focusing on Information Exchange.....	Page-1
Leveraging Technology for Officer Safety	Page-2
Introducing CJIS' New Project Managers	Page-3
April Governing Board Meeting Wrapup	Page-4
CJIS Project Management Updates	Page-5
RMS Network Update	Page-6
CJIS Academy	Page-7

The purpose of this group of sessions was to go over the Electronic Content Management (ECM) Document Requirements Specification report that was prepared by Xerox as it applies to UAR/Misdemeanor Summons processes. This document defines the business requirements for the management of electronic content that is processed and stored within the CISS ECM system. More specifically, it addresses the security rules that control access to the content.

Colin Evans, Xerox Business Analyst, directed three six-hour sessions that included reviewing fifty-seven business documents and forms used by Connecticut criminal justice and other state agencies to report information on arrests and other criminal justice processes. A majority of the discussion at the Focus Group Sessions centered on determining which agencies should be allowed access to specific documents. These discussions are necessary to determine the requirements (including authorized agency access) needed for successful CISS Information Exchanges.

Additional sessions are scheduled in May to address any remaining documents and details. On completion of the Uniform Arrest Report (UAR) Misdemeanor Summons Workflow Focus Group Sessions, the agencies will have agreed on the description and agency assignment of the initial document attachments by local law enforcement to the court system. Other supporting documents that are generated farther

Continued on Page-7



Leveraging Technology for Officer Safety

Budgets have always been tight with local law enforcement and with the governor's across the board budget cuts, the phrase "doing more with less" carries more weight than ever before. However, citizens' needs remain, posing a challenging situation for officer and public safety. As budgets are forced to become even tighter, law enforcement officials are forced to think innovatively and creatively.

The need to innovate to solve budgetary and safety challenges is quite familiar to Chief James Cetran, a forty-year veteran of the Wethersfield Police Department. Born and raised in Connecticut, Chief Cetran graduated from the University of Connecticut with a degree in Political Science and entered the Wethersfield Police Department the following year. He rose through the ranks to become the Chief of Police in January 2003. At that time, the Wethersfield Police Department was going through some major transitions. They moved into a new building and installed a new 800 frequency radio system and a new RMS/CAD system. They were also preparing for CALEA re-accreditation. CALEA is a body of standards developed by public safety practitioners that cover a wide range of up-to-date public safety initiatives with the goal to improve the delivery of public safety services. Along with all of the changes in the operations of the department, all three police employee unions' contracts were up for new contract negotiations.



Figure 1. Chief James Cetran

The challenges put before Chief Cetran when he became the Chief of Police in Wethersfield were great. Faced with the need to replace aging and outdated equipment with no available budget funds to support the purchase, he had to look for alternative capital. A strong proponent of using technology to improve officer safety and protect the citizens of Wethersfield, Chief Cetran searched for and found alternative capital that raised asset forfeiture funds from 30K when he began to \$1.2 million today. He also applied for and received additional grant money. With this funding, he was able to buy much needed new equipment and to upgrade existing technology for his department. Some of the funding went to Data911 mobile computer systems, replacing cruiser laptops. More user friendly

Continued on Page-3

CJIS Governing Board

Revolutionary Technology Linking
Connecticut's Criminal Justice &
Law Enforcement Community
May 2015 Vol. 4 No. 5
www.ct.gov/cjis

Co-Chairs

Mike Lawlor, Under Secretary,
Office of Policy & Management

Judge Patrick L. Carroll, III,
Chief Court Administrator

MEMBERS

James Cetran, *Chief,*

CT Police Chiefs Association

Eric Coleman, *Senator,*

Co-Chair, Joint Comm. on Judiciary

Andres Ayala Jr., *Commissioner,*

Dept. of Motor Vehicles

Melody Currey, *Commissioner,*

Dept. of Admin. Services

Carleton Giles, *Chairperson*

Board of Pardons and Paroles

Kevin Kane, Esq.,

Chief State's Attorney,

Office of Chief State's Attorney

John A. Kissel, *Senator,*

Ranking Member, Joint Comm. on Judiciary

Natasha Pierre, *Victim Advocate,*

Office of Victim Advocate

Rosa C. Rebimbas, *Representative,*

Ranking Member, Joint Comm. on Judiciary

Scott Semple, *Commissioner,*

Dept. of Correction

Dr. Dora Schriro, *Commissioner,*

Dept. of Emerg. Services & Public Protection

Susan O. Storey, Esq.,

Chief Public Defender,

Division of Public Defender Services

William Tong, *Representative,*

Co-Chair, Joint Comm. on Judiciary

Comments, corrections, and inquiries
about this newsletter should be directed to:

Patty Meglio, *Technical Writer,*

Patricia.Meglio@ct.gov

Introducing CJIS' New Project Managers

As work ramps up on the CISS project, the number of meetings with stakeholders and Xerox representatives have increased and the workload for managing the project has quickly grown. Three new professionals with extensive experience in project management have recently joined the project management team with Mark Morin to manage the most critical areas of the project.

Maria Caviglia is the new Senior Project Manager for the Information Exchange segment of CISS. As a project manager, Maria has extensive experience in the private and public sectors. She worked in the health insurance field for several enterprise companies, including United Health, Cigna, and Medco. Maria earned a PMP (Project Manager Professional) certification during this time. She also managed application development for the Department of Transportation in New York (NYSDOT) where she was conferred the Award of Excellence for Outstanding Application Development. Following her career as a project manager, Maria lived and worked in Asia and several European countries before settling in the United States. Maria will be working with Xerox and the CJIS Business team on the Information Exchange releases.

Christopher Lovell is a new Senior Project Manager who

will be concentrating on CISS' Search feature. Chris worked for NASA as a communication contractor before beginning his extensive career as a project manager with a concentration on mergers and acquisitions for The Hartford. He also worked as a project manager for data center consolidation and in data center expansion and migration. Chris' knowledge

of the criminal justice system and his concern for public safety stems from being the son of a police captain. Chris will be working with Xerox and the CJIS Business team on the Search Releases.

Michael Mamuszka is the new Senior Project Manager for the CJIS Technical team. Michael began his career in software development before going on to a career in technology management and delivery for both software and insurance companies. In the past, he managed technology for international businesses of Metlife and CitiGroup, traveling the globe

and working in the Americas, Asia, Europe, and Australia. He is PMP certified and currently manages his own consulting firm specializing in Senior Program Delivery. Michael will be managing the part of the CJIS Technical team that supports the delivery of data to and from criminal justice agencies to CISS. ❖



Figure 2. Christopher Lovell, Maria Caviglia, and Michael Mamuszka.

Leveraging, continued from Page-2

than traditional laptops, the Data911 employs a touchscreen that is connected to a storage unit like a desktop, in the trunk. The touch screen is mounted near the driver but away from air bags and has a wireless keyboard that officers can put in their lap so they are not twisted in their seats. He was also able to fit the cruisers with GPS equipment and spotlight thermal cameras that facilitate suspect or missing persons

searches by body heat. All the marked line cars now have digital high definition cameras that wirelessly upload to a server when driven into the police parking lot.

Another innovation that Chief Cetran adopted was social media. The Wethersfield Police Department Facebook page posts current information on the latest crime sprees

Continued on Page-6

April Governing Board Meeting Wrap-up

The CJIS Governing Board Quarterly Meeting took place at the Office of the Attorney General on April 16, 2015.

Board Members attending represented Office of the Victim Advocate (OVA), Board of Pardons and Parole (BOPP), Department of Correction (DOC), Department of Emergency Services and Public Protection (DESPP), Judicial (JUD), Department of Motor Vehicles (DMV), Division of Public Defender Services (DPDS), Division of Criminal Justice (DCJ) and Department of Administrative Services (DAS).

It was decided that before they search for a new Executive Director, the Board would rethink the way CJIS would fit into state government. Proposals are being considered though no decision has yet been made. Meanwhile, the Board will be forming a subcommittee to come up with a search process for the new CJIS Executive Director.

Mark Raymond will work with CJIS management until a new Executive Director is hired.

The Governing Board also voted to accept an addition to the CISS Overview document, the Statement of Understanding. Dr. Schriro said that after conversing with the FBI, she made a suggestion that the Governance Committee produce a list of core principles – those fundamental roles, responsibilities and relationships – that the agencies have with one another. Since the Governance Committee members have changed over time, it's a concise way to introduce the rules of engagement to new members. Dr. Schriro said the revised documentation would be sent to the FBI for their review.

Mark Morin, Senior Project Manager of CJIS gave a presentation on some updates to the CISS project. He thanked the Governing Board Members and agency representatives for their commitment and leadership as the project moved forward after the contract was signed and acknowledged that cooperation with the agencies has improved. Meeting notices are being sent out with a minimum of two weeks to up to five weeks notice to help everyone plan their time. Everything is moving smoothly and work has begun on the second workflow. He reviewed the list of working sessions that were completed in the last two months and those scheduled for the coming weeks.

Phil Conen of Xerox said that they are on schedule and in some cases ahead of schedule, after eight weeks into the project. He also announced that the PRAWN Design is complete. Mark Raymond added that the primary place where things go off the rails for projects like this is in the Requirements and Design phase. The fact that we are completing the PRAWN Design on time is a good indicator that things are on track.

Morin mentioned that Focus Group Sessions began for UAR and Misdemeanor Summons. He said that any issues not immediately resolved would be placed in a parking lot for later review. Brian Carlow said that he has confidence that parking lot issues will be resolved though he is concerned about how they will be resolved. He was most concerned about the Probable

Continued on Page-5



Figure 3. Christopher Duryea and Terry Walker



Figure 4. Bob Cosgrove, Terry Walker, Phil Conen, Sue Brown, Celia Seifert, Terry Schnure, David Wright, and Mark Morin.

CJIS Project Management Updates

The CJIS Project Management team has been busy setting up meetings with stakeholders and managing the upcoming Releases.

Meetings were held with Judicial, Department of Motor Vehicles (DMV), Board of Pardons and Paroles (BOPP), and Department of Correction (DOC) to assess their connectivity capabilities in preparation for connecting to CISS. Considerations include gauging the level of work for the tiger team, if needed, and determining their workflow needs.

The CJIS Project Management and Xerox teams have successfully completed some major milestones and are on schedule with the planned release dates. Requirements and Design are complete for PRAWN and OBIS for Release 1. Require-

ments are complete for Search Release 3 Protective Order Registry (POR) and work began on the Design phase. The CJIS Project Management team is also managing the replication of source systems to Releases 1, 3, and 5.

Progress has been made on the CISS Information Exchange interface and on the audit feature of Search. The requirements are complete and design work has begun. The Project Management team and Xerox completed requirements gathering for Notices and are currently working on the Design phase.

Internally, the CJIS Technical team is working on the application interfaces to the local and state police RMS systems. Considerations currently center on the flow of data out of agencies to CISS and the RMS Certification process. ❖



Governing Board, continued from Page-4

Cause document, and when and who will have access to it. He emphasized that it is important to avoid bottlenecks that would slow down the exchange of information and impact all agencies.

He was also concerned about the redaction of documentation. It is important to know if the document received in an exchange is an original or if it was redacted. So far, there is no agreement on how redactions will be managed.

Morin went on to describe the Community Portal and the SharePoint sites for each agency. This will provide finalized project level documentation to the community. Agency sites will give each agency the ability to track their own resources and tasks. Also, the group will continue to track concerns in the CISS Monthly Status Meetings.

Craig Holt from Qualis gave his Health Check Services report on the CISS project, which was based on feedback from ten agencies, the PMO, the vendor and from answers to fifty-five survey questions. The report covered the period before the Xerox Contract Amendment was signed, the figures reflecting only activities and feedback up to February 15, 2015.

Holt said that the differences between this report and the last were almost inconclusive and that there were no large drops across the board. The few lower figures were directly related to the project start time. He said it is noteworthy how good the numbers are considering the contract was not signed.

Continued on Page-7

Leveraging, continued from Page-3

and police activity, special police sponsored events, and announcements. The page provides a vehicle for, and encourages conversation between, the department and the community, helping it to establish a closer rapport with citizens at no cost.

In January, Chief Cetran was appointed by the Connecticut Police Chiefs Association (CPCA) to sit on CJIS Governing Board as a representative of the CPCA. Since becoming a member of CPCA, Chief Cetran realized that the Wethersfield Police Department shares some of the same concerns as other police departments in the state. He acknowledges the need to have a state-wide information system to share information between police departments and state agencies. Information sharing is vital for keeping police officers and the public safe. He cited the Peter Lavery shooting in Newington and the Cheshire home invasion as examples of the need to have a reliable and fast information sharing system.

Chief Cetran feels that CISS can help him accomplish the goals of keeping police officers and citizens safe. Using data from criminal justice databases, authorized law enforcement and criminal justice officials can obtain the correct and comprehensive information that they need quickly in order to make important decisions. Frustrated that the development of CISS has taken longer than expected, Cetran is anticipating that work on the project will pick up now that the contract with Xerox is signed.

Chief Cetran lives in Wethersfield with his wife. He has one daughter and two granddaughters. ❖



RMS Network Update

CJIS and the Department of Administrative Services (DAS) are working on the final details of contracts with CAD/RMS vendors Capitol Region Council of Governments (CRCOG) and Hunt that would provide connectivity with CISS.

The CJIS Technical and Business teams are moving forward in good faith with both vendors on gathering requirements and preparations to build, test, and implement the connections. ❖

Honoring Our Nation's Heroes on Memorial Day

Eulogy for a Veteran

Do not stand at my grave and weep.

I am not there, I do not sleep.

I am a thousand winds that blow.

I am the diamond glints on snow.

I am the sunlight on ripened grain.

I am the gentle autumn rain.

When you awaken in the mornings hush,

*I am the swift uplifting rush
of quiet birds in circled flight,*

I am the soft stars that shine at night.

Do not stand at my grave and cry,

I am not there, I DID NOT DIE.

..... Author unknown.

Governing Board, continued from Page-5

He urged the subcommittee to address the hiring of state positions. He conceded that it is going to be difficult to find money to fund this and included in the report some alternative ideas for funding.

Holt said that looking forward, the Board should expect numbers to improve in the next quarter and then to drop. It is important, he said, to minimize the drop. He said that there is good communication between all parties and that the PMO is responding well to the agency concerns. ❖



CJIS Academy

OBTS Classes

CJIS offers certification classes three times a year for the Offender Based Tracking System (OBTS). The classes will be conducted at 99 East River Drive, 7th floor, East Hartford, CT 06108. For more information and to sign up, visit the [CJIS Academy Webpage](#).

CJIS Support Group:
860-622-2000
CJIS Website: www.ct.gov/cjis

OBTS Certification Class Schedule

- Tuesday, June 16, 2015
- Thursday, October 15, 2015

Information Exchange, continued from Page-1

on in the process will come up for consideration at a later time. Once the requirements are agreed upon by all parties, the Design phase will begin. Initially, this workflow will support UAR and Misdemeanor Summons processes. Workflows for additional processes are scheduled to be built for later releases. ❖

~ Meetings ~

CJIS Governing Board Quarterly Meeting

July 17, 2015 at 1:30 pm
Office of the Chief State's Attorney
300 Corporate Place in Rocky Hill

CISS Status Meeting

July 22, 2015, 1:00 - 3:00 pm
99 East River Drive, 7th floor, Room 707
East Hartford

For more information on CJIS and CJIS publications, go to www.ct.gov/cjis