DCJ Model Office

Mapping CISS integration into Division of Criminal Justice processes

Since taking office, Governor Ned Lamont has declared his intention to make Connecticut "one of the nation's most cost-efficient, data-informed, results-driven states" in the nation.

The Connecticut Criminal Justice Information System is on the front line in the state's efforts to create a data-driven, cross-agency, user-friendly, and cost-effective e-government solution. Later this month, CJIS will deploy Releases 5 and 9 of the Connecticut Information Sharing System (CISS). This will allow the state's criminal justice agencies to integrate system workflows into their daily operations.

As part of this effort, CJIS staff recently met with representatives from the Judicial Branch and the Division of Criminal Justice (DCJ) to begin creation of

Figure 1: Woman drawing a process map. Source: Adobe Stock

the Model Office for DCJ. The Model Office will map the workflow of documents and processes between CISS and the case management systems (CMS) for DCJ.

Identifying DCJ and Judicial workflows, and the role of CISS in these processes is a critical step to integration. CISS will feed law enforcement documents and data electronically to DCJ and Judicial. In turn, those agencies will transmit information to CISS that can be accessed by downstream agencies.

Middletown GA 9 was identified as the first geographic area to integrate CISS into the operations of DCJ, Judicial, and local law enforcement. GA 9's central location and size made it the ideal court system to integrate. The fact that the Middletown Police Department and State Police resident troopers are the only law enforcement agencies associated with the court also improve the potential success of the project.

Being able to move police, prosecutors, and the court from paper processes to an electronic process will create efficiencies for all parties involved. Additionally, by eliminating the frequency of hand-delivered paper documents from police departments to the courts will enable officers to spend more time policing.

Judicial previously mapped the majority of its processes to CISS.

CJIS Governing Board

Revolutionary Technology Linking
Connecticut's Criminal Justice &
Law Enforcement Community
May 2019 Vol. 8 No. 2
www.ct.gov/cjis

~

Co-Chairs
Mark Pelka, Under Secretary,
Office of Policy & Management

Judge Patrick L. Carroll, III,
Chief Court Administrator

~

MEMBERS
James Cetran, *Chief,*
CT Police Chiefs Association
Rollin Cook, *Commissioner,*
Dept. of Correction
Josh Geballe, *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
Sibongile Magubane, *Commissioner,*
Dept. of Motor Vehicles
Don Melanson, *Chief,*
CT Police Chiefs Association
Natasha Pierre Esq., *Victim Advocate*
Office of Victim Advocate
Christine Rapillo, Esq.,
Chief Public Defender,
Division of Public Defender Services
Rosa C. Rebimbas, *Representative,*
Ranking Member, Joint Comm. on Judiciary
James C. Rovella, *Commissioner,*
Dept. of Emerg. Services & Public Protection
Steven Stafstrom, *Representative*
Co-Chair, Joint Comm. on Judiciary
Gary A. Winfield, *Senator,*
Co-Chair, Joint Comm. on Judiciary
CJIS SENIOR MANAGEMENT
Humayun Beg, *Executive Director*
Mark Tezaris, *Program Manager*

~

Comments, corrections, and inquiries
about CJIS Roadmap and CISS should be
directed to:
CJIS.HelpDesk@ct.gov
for documentation by the CJIS Help Desk
Sarah Kaufman, *Technical Writer*

In This Issue

~ Meetings ~

CJIS Quarterly Governing Board Meeting
July 25, 2019 at 1:30 pm
Office of the Chief State's Attorney
Division of Criminal Justice
300 Corporate Place in Rocky Hill

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

CJIS Roadmap

Model Office: Mapping CISS into Division of Criminal Justice Processes

(Continued from Page 1)

DCJ undertakes the mapping now as it works with a vendor to complete an electronic CMS for the division.

Because of similarities between the two agencies, Judicial's mapping was used as a starting point for DCJ processes. This helped DCJ and participants identify nine key areas to be addressed during weekly, in-depth working sessions. Those are:

- Staging Area
  - Trigger Decision
- Statute Tables for DCJ
- RMS Versioning

- Police Department Case and Booking Numbers Consistency
- Publication of instructions for Insert/Update/ Delete
- Separate Transmittal to Court Operations for Cash/ Person
- New disclosure rules that impact redaction rules
- Release and Redaction rules to DCJ
- Request release of document process

While some of the action items identified during the meeting are specific to DCJ, some will impact other CISS users. Important for the success of the overall project is the need for all criminal justice organizations to use the same source for the Connecticut General Statutes.

CJIS maintains an electronic database of the statutes that is updated by Judicial. The various criminal justice and law enforcement RMS vendors access the statutes through the CJIS database. This ensures that all parties are using the most up-to-date versions of the statutes. Additionally, all information submitted to CISS is validated and incorrect statute submissions are returned to the submitting entity.

In addition to using a single statute source, developing reporting standards for information is necessary. Judicial requested that police departments only use forms approved by the Judicial Branch when submitting documents to the court. It also wants law enforcement to keep up-to-date with the most recent versions of the forms.

Standardized data reporting is another important action item identified during the meeting. In addition to improving users understanding of information in CISS, unified reporting standards will be key to successful data mining. Proposed legislation calls for the collection and analysis of criminal justice data to track trends and improve policy-making decisions.

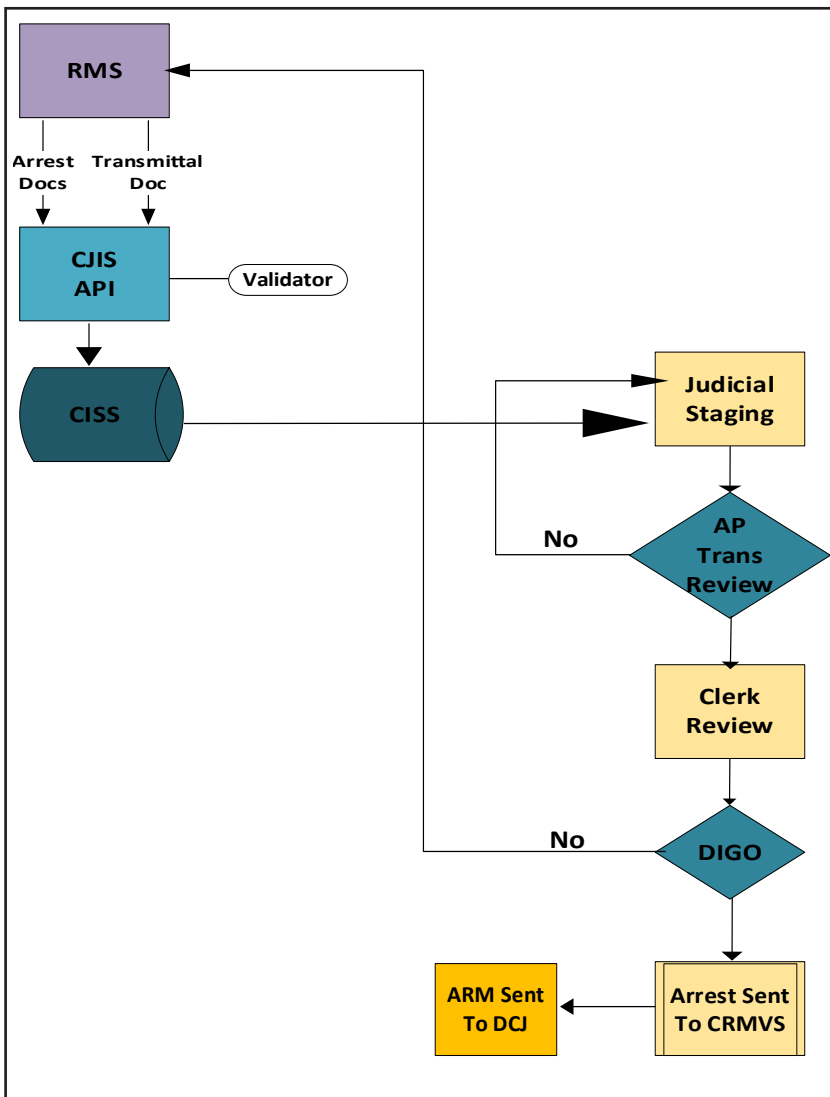Full integration of CISS into DCJ operations is projected to be completed by the end of the year.

Figure 2: Process flow of informtion from police departments into CISS then to Superior Court Operations. A smilir process flow is being mapped for DCJ.

Comagine Quarterly Project Health Check Report

Comagine Health, formerly Qualis Health, released the first 2019 Connecticut Information Sharing System (CISS) Quarterly Project Health Check Services Report. The report was presented at the April Criminal Justice Information Sharing System (CJIS) Quarterly Governing Board meeting.

Comagine compiled the report after conducting a survey and interviews with subject matter experts from the 10 CJIS stakeholder agencies.

With all but Releases 5 and 9 of CISS in production, Comagine found agency involvement with CISS to be greatly varied. Of those that are currently using CISS, feedback has been extremely positive. These agencies noted the ease of use and the efficiency gains from accessing data from many systems in one search.

However, many agencies are waiting until the final releases are implemented, or for the full rollout of a court system before engaging their end users. The report said both users and potential users showed noticeable excitement about the possibilities of the project when fully implemented.

Participants reported two areas of concern that present risks for the project. These are operational support and access to data.

Operational Support

As CISS transitions from development to operational support, concern was expressed about the lack of an operational support plan. Comagine recommended that the Governance Committee and Governing Board work with the project management office to finalize a plan and secure funding.
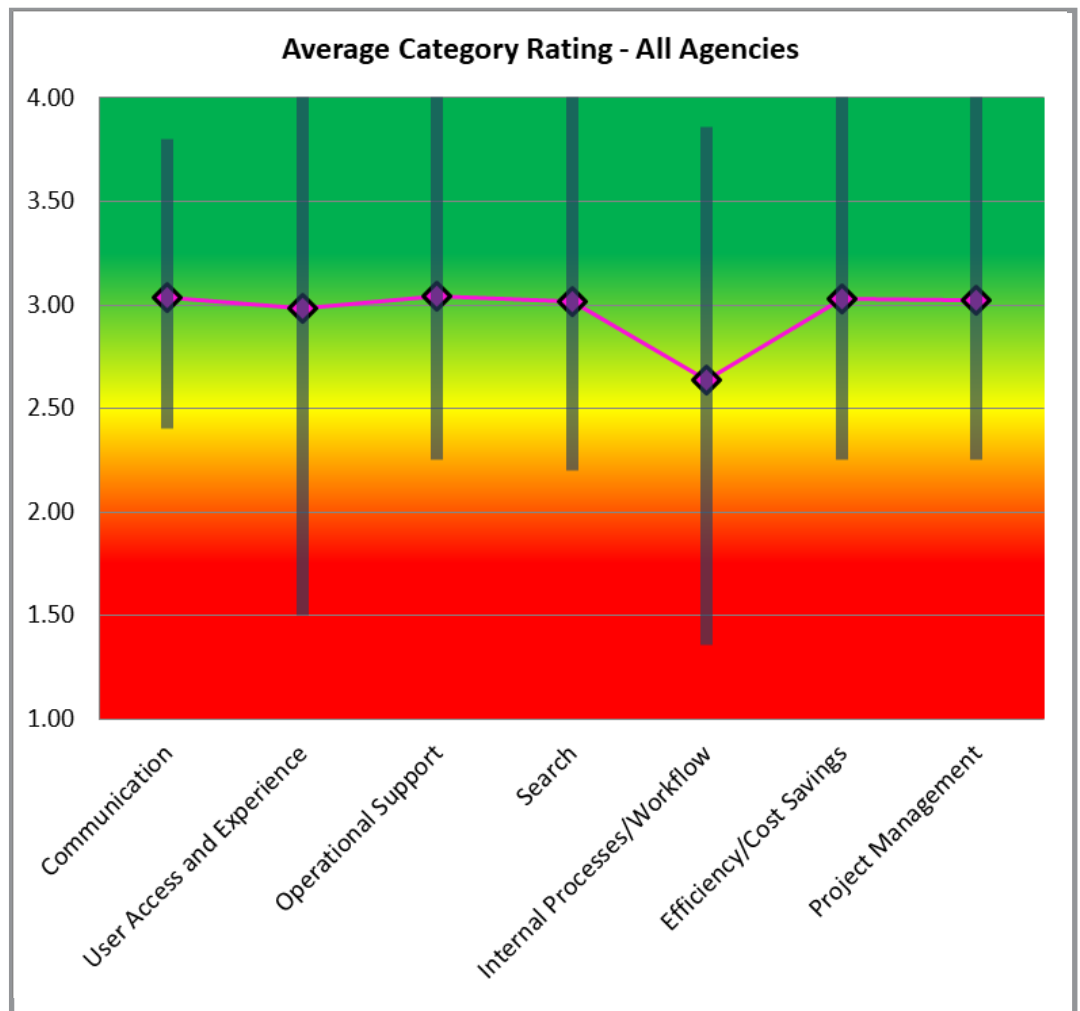
Figure 3: Average rating for aspects of CISS from Comagine Health report. Agencies are generally satisfied with most aspects of the project. The category with the lowest score is Internal Processes/Workflow, which has not been implemented and rolled out, yet. Many agencies selected N/A for many of the Workflow and Efficiency/Cost Savings survey questions. As the workflow pieces are rolled out, many stakeholders will get more clarity as to whether the workflow processes improve their efficiency.

Legislative Update: Bills That Could Impact CJIS

The following is a summation on the status of legislative bills before the General Assembly that would impact the Criminal Justice Information System (CJIS) if they become law.

Senate Bill 880: An Act Increasing Fairness And Transparency In The Criminal Justice System, was approved by the legislature's Committee on the Judiciary and referred to the State Senate with a favorable recommendation.

The bill would require the CJIS to collect data about arrests, diversionary programs, demographics, plea agreements, and more. The data would be presented to the legislature annually.

As of this writing, SB 880 is number 437 on the Senate Calendar.

SB 876: An Act Authorizing And Adjusting Bonds Of The State For Capital Improvements, Transportation, And Other Purposes, relates directly to SB 880. It provides the funding mechanism for completion of the Connecticut Information Sharing System (CISS), which will be used to collect the information required by SB 880.

Figure 4: Connecticut State Capitol. Source: Capitol Picture Book

SB 876 was approved by the Finance, Revenue, & Bonding Committee with a favorable recommendation to the Senate. It awaits a calendar number and review by the Office of Fiscal Analysis and Office of Legislative Research.

SB 691, An Act Concerning Erasure of Certain Misdemeanor Criminal Records and Expedited Pardons Review For Certain Felonies, would require CJIS to add erasure of this inforamtion as a component of CISS. The bill establishes a process to automatically erase certain misdemeanor criminal records, as well as convictions for decriminalized offenses.

Under the bill, misdemeanor criminal convictions must be erased automatically from an individual's criminal history record three (3) years after the individual completes their most recent sentence. For decriminalized offenses, the bill requires the

Comagine Quarterly Health Check Report

Access to Data

CISS has not become the "one stop shop" for data, yet. Agencies are concerned about having more access to some data in source systems than in CISS. The ability of CISS to easily provide all of the information users need is vital to the project's success.

Qualis will use the findings of this report as a baseline for future quarterly reports. The next report will be released at the July Quarterly CJIS Governing Board meeting.

CISS Project Management Update

The Connecticut Information Sharing System (CISS) Releases 5 and 9 (R5 & R9) are in the final phase of testing and projected to go live the week of May 17. This, along with the launch of MultiView, will complete the major Phase I deliverables for the project.

R5 and R9 will bring workflow components into production and will bring the remaining source systems into CISS.

Source systems in the release include:
- DMV Vehicles
- DMV Drivers
- Sex Offender Registry
- Wanted File – individuals wanted in Connecticut and the National Crime Information Center
- LEA Records Management System - Arrest/Summons
- Electronic Content Management (ECM)

Access to DMV drivers and vehicle information has been eagerly anticipated by law enforcement agencies. Being able to populate the property index with DMV data gives police officers more complete data when conducting CISS searches.

R5 and R9 also include search and retrieval capability for ECM and Record Management System (RMS) data.

After the releases migrate into production, testing will begin on the MultiView Indexes. Testing is expected to take about four weeks with MultiView deployment projected for the end of June.

MultiView indexes include person, place, location, and event. This feature will make the full potential of the CISS available to users.

Figure 5: Clipboard graphic

With the core of CISS completed, the next major focus of the project is integration with participating criminal justice entities. Work is currently underway for CISS to interface with law enforcement, Division of Criminal Justice, and Court Operations entities for GA9 in Middletown.

The CISS interface for Judicial has been completed, and DCJ is in the process of completing the creation of its cMS with its vendor. Contact is being made with the district's law enforcement agencies to make the transition to CISS seamless for officers.

Creating the DCJ interface will bring information into CISS that is used by credentialed downstream agencies like the Division of Public Defender Services.

The size and centralized location of GA9 makes it an ideal pilot site. Best practices discovered during the rollout will be used in approaches to the rest of the state's judicial districts.

The CJIS Project Manager projects integration of GA9 to be completed by the end of June.
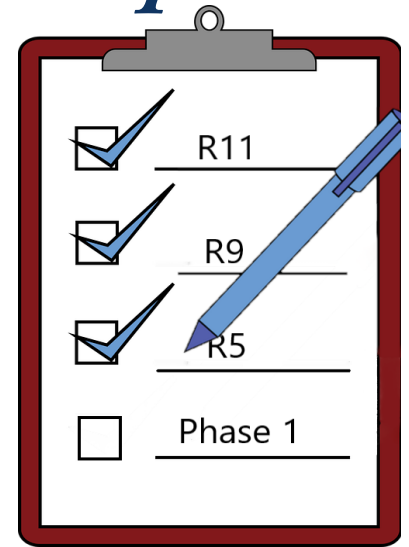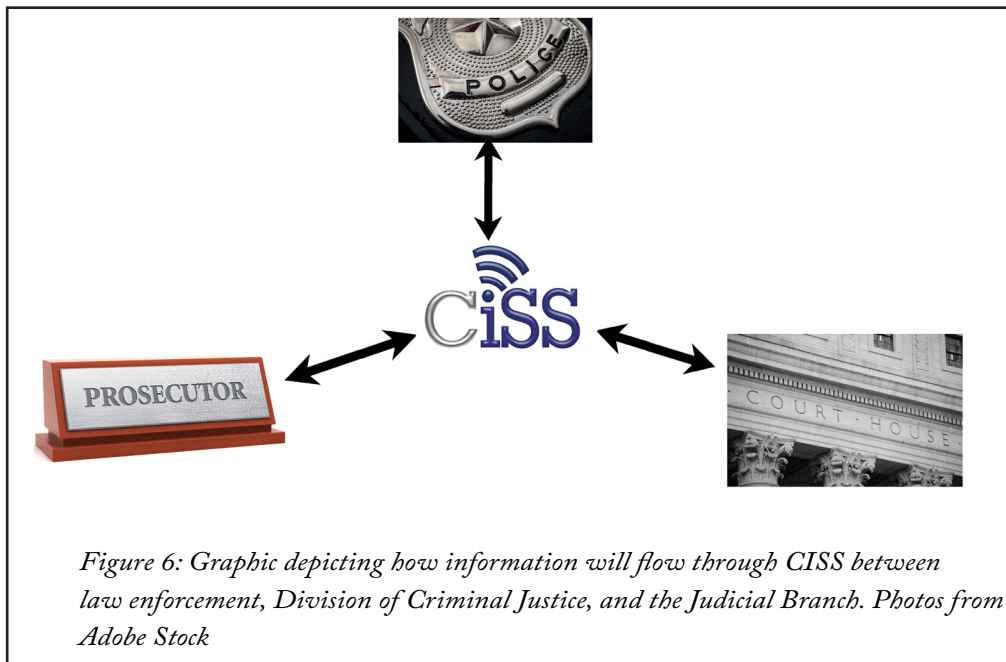

Figure 6: Graphic depicting how information will flow through CISS between law enforcement, Division of Criminal Justice, and the Judicial Branch. Photos from Adobe Stock

April 25th CJIS Governing Board Quarterly Meeting

The April 25, 2019 meeting of the Criminal Justice Information System (CJIS) Governing Board took place at 1:30 p.m. at the Superior Court Operations Unit in Wethersfield.

Board members, designees, and guests attended representing the Office of the Chief Court Administrator, Office of Policy and Management, Department of Administrative Services (Bureau of Enterprise Technology), Connecticut Police Chiefs' Association, Department of Corrections, Division of Criminal Justice, Department of Emergency Services and Public Protection, Department of Motor Vehicles, Board of Pardons and Paroles, Division of Public Defender Services, and Office of the Victim Advocate. Also in attendance were CJIS staff, representatives of CJIS contractor Analysis International Corporation, and a representative of the project health check vendor Comagine Health.

CJIS Executive Director Humayun Beg called the meeting to order.

CJIS Co-chair Judge Patrick Carroll, III, announced that Governor Lamont nominated Judge Robert J. Devlin to serve on the Connecticut Appellate Court.

CJIS Co-chair Marc Pelka talked about testifying before the legislature on behalf of the proposed capital budget for CJIS. He also said he has been getting to know more about CJIS and the possibilities it represents.

Figure 7: Opening slide of CJIS Governing Board Presentation

Director Beg said the Connecticut Information Sharing System (CISS) is nearing the end of the development phase of the project. The next system releases will bring together the data from all of the source systems identified for Phase I of the project.

CJIS will begin the transition from a development organization to an operational support organizations, Director Beg said, which will result in changes for the agency. One of CJIS's roles will change to directing questions about data to the source agencies that generate the data.

CJIS Project Manager Christopher Lovell said CISS Releases 5 and 9 are nearing completion. He anticipates that the releases will go into production the week of May 17. This will include the source systems of DMV Drivers and Vehicles, which is data that makes CISS a powerful criminal justice tool.

Lovell said that once source system work is complete, CJIS staff will begin testing MultiView. He expects MultiView to be migrated into production by the end of June, which will complete Phase I of the project.

Lovell said the project is at an important juncture where CJIS is working with the Judicial Branch and the Division of Criminal Justice (DCJ) on the high-level case initiation workflow. This will integrate CISS into Judicial and DCJ's case management systems.

1st Quarter Achievements

- Release 9 & 5 Regression Testing Final Stages
- Completed Initial MultiVue testing for all Releases
- Data exchanges between Judicial and CISS up and running in the UAT Environment
- Initial BOPP Data Mapping complete
- NEXGEN Level I Development complete
  - Farmington
  - Trumbull
  - Danbury
- Backward compatibility for CT Chief and Accucom complete

Figure 8: CISS first quarter achievements slide

April 25th CJIS Governing Board Quarterly Meeting

(Continued from Page 7)

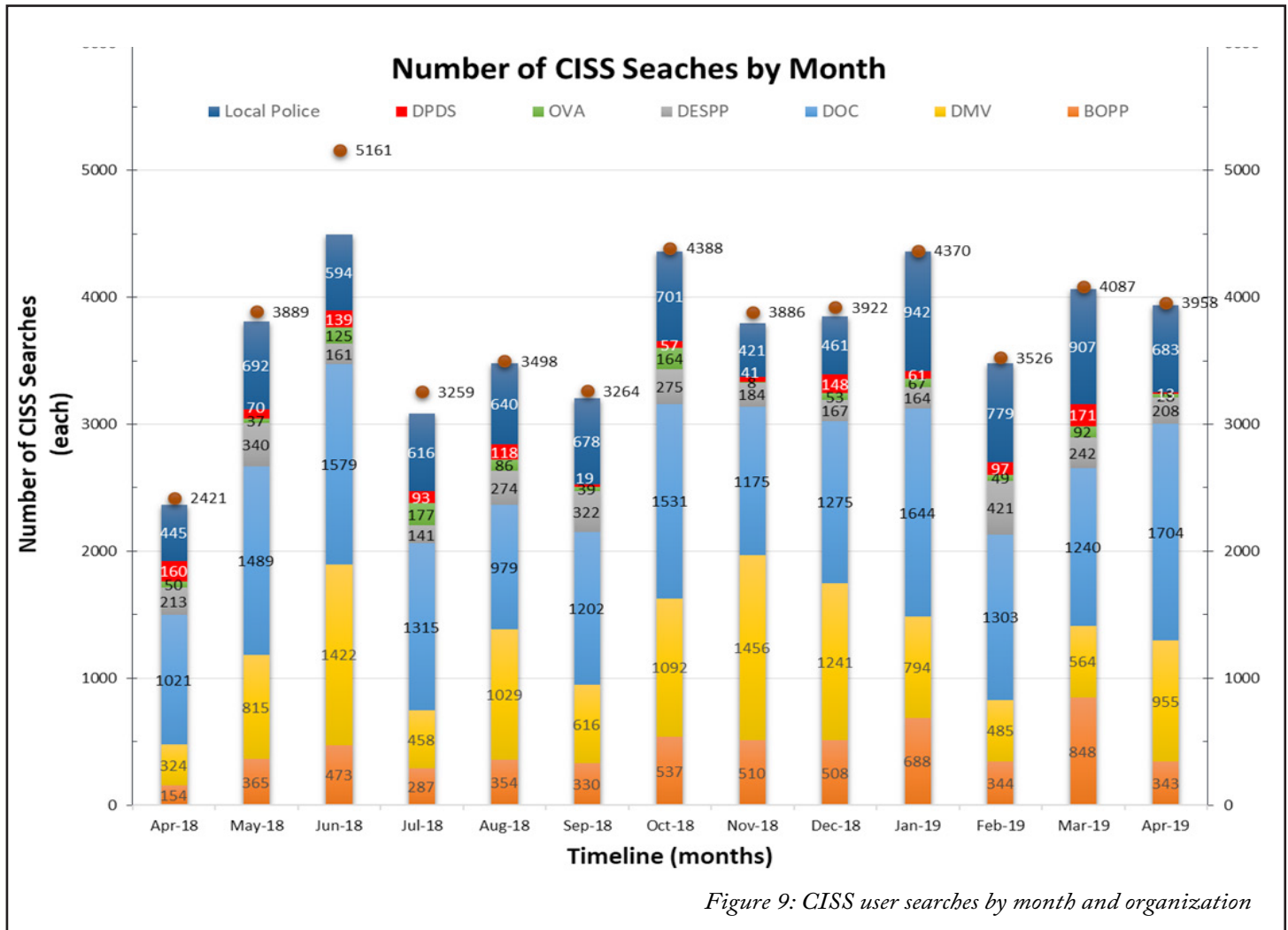
Number of CISS Seaches by Month

Figure 9: CISS user searches by month and organization

GA 9 in Middletown was chosen as the pilot location to fully integrate CISS search and workflows into Judicial, DCJ, and local law enforcement operations. Once the integration to GA 9 is completed, CJIS will take the lessons learned to continue CISS integration into other court districts.

CJIS Project Manager Sean Bucher said police departments responded positively to firewall vendor SonicWall lowering its price by $100. The preconfigured device makes it easier for local law enforcement to connect routers to the Public Safety Data Network and CISS.

Bucher also reported that NexGen, the record management system (RMS) servicing the majority of Connecticut police agencies, began transmitting early arrest reports from Farmington. NexGen has a nearly 100% success rate for transmissions. In planning with NexGen, Wethersfield, Trumbull and Danbury PDs are next to come online.

Bucher said after receiving feedback from police departments and reassessing the CISS training model, CJIS staff developed a new training model. The training involves a shortened presentation to give users access to CISS. Then trainers spend time embedded in the police department showing detectives, dispatchers, and others the system capabilities and how it can help with their work.

April 25th CJIS Governing Board Quarterly Meeting

(Continued from Page 8)

Bucher said that with more funding, CJIS could hire additional trainers that would increase the number of police departments and users that could be trained each month. With funding for four training teams, he believes all 13,000 potential CISS users could receive access and training by the end of 2020.

For agencies with employees already using CISS, Bucher said the number of searches being used increases steadily each month. When the first users began conducting searches in CISS in April of 2018, just under 2,500 searches were made. Nearly a year later, that number nearly doubled.

Bucher said that as training teams are able to bring more police departments online, he expects the number of searches to increase exponentially.

Figure 10: Board meeting graphic

CJIS Program Manager Mark Tezaris said CJIS has accomplished a lot and needs to keep momentum going to complete the project. Two key success factors for the project are funding, including passage of a proposed $8.9 million in bond funds supporting criminal justice legislation, and hiring and maintaining operational support for CISS.

Tezaris said one of the issues CJIS is facing as it prepares to transition from development to operational support is the ability to hire state employees and contractors with the necessary experience. A tight job market, low starting salaries compared to the private sector, and the durational nature of the positions make them difficult to fill. This is something CJIS will continue to work with human resources to address.
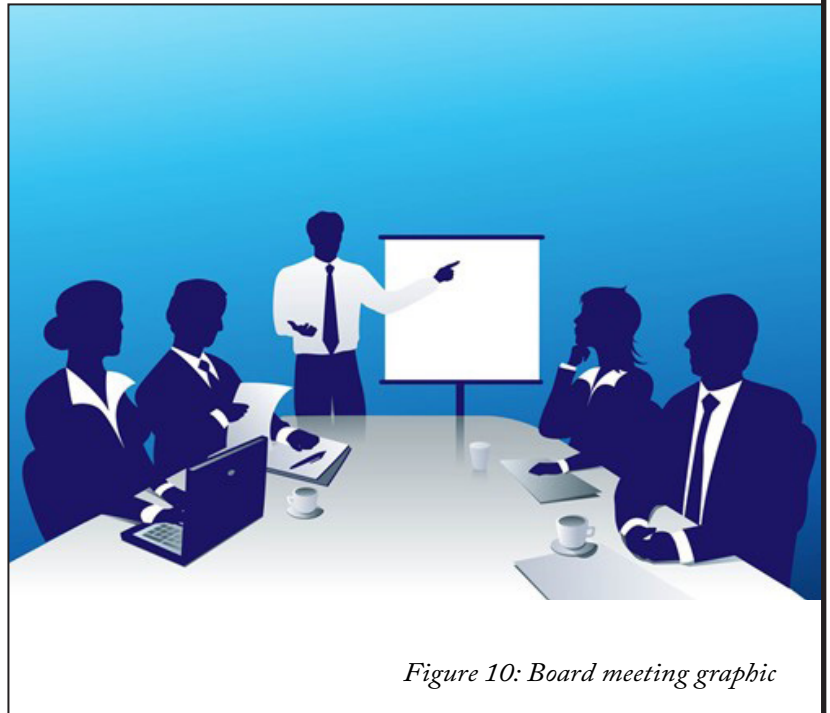
Regarding CISS enterprise architecture, Tezaris said the system was created to meet national standards that will allow CISS to communicate with any state or federal law enforcement agency and meets national security standards. The system is reliable, secure, and scalable to be able to meet future needs.

Tezaris said once funding is secured for the project, CJIS will be on track to complete Phase I of the project.

Todd Priest of Comagine Health (formerly Qualis Health) presented the CISS Quarterly Project Health Check Report to the board. He said agencies currently using CISS are very positive about the project. Even agencies not using CISS at this time are excited about the possibilities of the project.

Priest said the lowest category score on the questionnaire was for Internal Processes/Workflow, which has not been implemented yet. Operational support and users' ability to access the data they need from a single source (CISS) are key to the future success of the project.

The next CJIS Governing Board Quarterly Meeting is scheduled for July 25, 2019 at the Office of the Chief State's Attorney. Division of Criminal Justice, 300 Corporate Place, Rocky Hill.

New Agencies Have Requested Access to CISS

As development of the Connecticut Information Sharing System (CISS) progresses and entities outside of the traditional criminal justice community learn about its potential, some of those organizations are expressing interest in what CISS can do for their processes.

Most recently, the Connecticut (DSS) requested CISS access for its Office of Child Support Services. The Office is staffed by four special police officers and a supervisor tasked with tracking down parents who owe child support.

Connecticut General Statutes define the positions as having all the police powers and protections given to officers of the State Police. DSS officers also are required to meet the same standards as Connecticut State Police Officers.

The Commissioner of DSS requested Child Support Services officer have access to CISS to help in their efforts tracking down parents delinquent on their child support payments. CISS would provide the officers with a new set of resources not currently available to them.

Two additional State agencies that sought access to CISS are the Connecticut Sentencing Commission and the Department of Consumer Protection.

The Connecticut Sentencing Commission was established by state statute in 2011 to conduct criminal justice policy and research. It is comprised of a board of senior criminal justice system leaders that seek to coordinate systemic responses to criminal justice problems.

The Commission reviews the state's existing criminal sentencing structure. It assesses proposed criminal justice legislation, as well as proposed changes to existing statutes and sentencing policies and practices.

Legislative Update: Bills That Could Impact CJIS

Figure 11: Genius of Connecticut at the State Capitol. Source: Capitol Picture Book

court or judicial department records center (depending on the conviction) to immediately direct the physical destruction of police, court, and prosecutor records of the case.

If passed, the erased records become non-disclosable by any entity that had access to the records prior to erasure.

SB 691 was approved by the Judiciary Committee with a favorable recommendation to the Senate. It sits at calendar number 434 on the Senate Calendar.

Similar to SB 691, is SB 1085: An Act Concerning The Legalization Of The Retail Sale And Possession Of Cannabis And Concerning Erasure Of Criminal Records In The Case Of Convictions Based On The Possession Of A Small Amount Of Cannabis.

This bill does not specifically refer to CJIS, but also calls for the erasure of past convictions for possession of less than 1.5 ounces of marijuana. However, this bill requires the convicted individual to petition the court for an erasure. It is not automatic like SB 691.

The legislative session ends at midnight on June 5, 2019. To become law, legislation must be approved by both the State House of Representatives and the Senate before the session ends. After passage, the Governor can veto the measures if he chooses. The chambers would then have the option of voting to override the veto. Favorable votes by two-thirds of the members of the House and Senate are required for a veto override.

New Agencies Have Requested Access to CISS

(Continued from Page 11)

It also makes recommendations to the Governor, General Assembly, and appropriate criminal justice agencies.

The Sentencing Commission asked to access CISS's analytics function to collect aggregate, de-identified data that it needs to make decisions about state criminal justice policies and programs, so that those decisions will be in the best interest of Connecticut citizens. The division also wants to conduct its own analysis of CISS data, and it wants defined data reports produced by CISS on a regular basis.

The Commission indicated that it does not need login access to CISS to see specific records. Instead, it works primarily in bulk statistics to get a picture of how equitably the state's criminal justice system treats individuals from various walks of life. The Commission reviews data from randomly-selected individuals who complete the criminal justice process from arrest through conviction, sentencing, release, and parole.

The Department of Consumer Protection (DCP) Drug Control Division sought CISS access to learn about the arrests of individuals authorized to write and fill prescriptions. Previously, DCP officers had access to the Offender-Based Tracking System to access this information before it was discontinued.

CJIS Training Academy

CISS Search User

2018–2019 Instructor Led Training Schedule

*Live Classroom Instructor Led CISS Search Training is for P.O.S.T. (Police Officer Standards & Training) Certification Credit Hours Only. Online Computer Based Training is available for all other CISS Search Users. More dates and locations for CISS Search Training to be announced.

Check the CJIS Training Academy Page on the CJIS website for schedule updates:

https://portal.ct.gov/CJIS/Content/CJIS-Training-Academy/Schedule

Date	Rotation	Time	Address	Classroom
5/15/2019	3rd Wednesday	8:00 AM - 12:00 PM	55 Farmington Ave. Hartford, CT 06105	1st Floor Conference Room #1005
6/12/2019	2rd Wednesday	8:00 AM - 12:00 PM	99 East River Drive E. Hartford, CT 06108	Conference Room #702
6/19/2019	3rd Wednesday	8:00 AM - 12:00 PM	55 Farmington Ave. Hartford, CT 06105	1st Floor Conference Room #1005
7/10/2019	2nd Wednesday	8:00 AM - 12:00 PM	99 East River Dr. East Hartford, CT 06108	Conference Room #702

CJIS Training Academy

CISS Search User

2018-2019 Instructor Led Training Schedule

Live Classroom Instructor Led CISS Search Training is for P.O.S.T. (Police Officer Standards & Training) Certification Credit Hours Only. Online Computer Based Training is available for all other CISS Search Users. More dates and locations for CISS Search Training to be announced.

Check the CJIS Training Academy Page on the CJIS website for schedule updates:

https://portal.ct.gov/CJIS/Content/CJIS-Training-Academy/Schedule

Date	Rotation	Time	Address	Classroom
7/17/2019	3rd Wednesday	8:00 AM - 12:00 PM	55 Farmington Ave. Hartford, CT 06105	1st Floor Conference Room #1005
8/14/2019	2nd Wednesday	8:00 AM - 12:00 PM	99 East River Drive E. Hartford, CT 06108	Conference Room #702
8/21/2019	3rd Wednesday	8:00 AM - 12:00 PM	55 Farmington Ave. Hartford, CT 06105	1st Floor Conference Room #1005
9/10/2019	2nd Wednesday	8:00 AM - 12:00 PM	99 East River Drive E. Hartford, CT 06108	Conference Room #702
9/18/2019	3rd Wednesday	8:00 AM - 12:00 PM	55 Farmington Ave. Hartford, CT 06105	1st Floor Conference Room #1005
11/13/2019	2nd Wednesday	8:00 AM - 12:00 PM	99 East River Drive E. Hartford, CT 06108	Conference Room #702
10/16/2019	3rd Wednesday	8:00 AM - 12:00 PM	55 Farmington Ave. Hartford, CT 06105	1st Floor Conference Room #1005
12/11/2019	2nd Wednesday	8:00 AM - 12:00 PM	99 East River Drive E. Hartford, CT 06108	Conference Room #702
11/20/2019	3rd Wednesday	8:00 AM - 12:00 PM	55 Farmington Ave. Hartford, CT 06105	1st Floor Conference Room #1005
12/11/2019	2nd Wednesday	8:00 AM - 12:00 PM	99 East River Drive E. Hartford, CT 06108	Conference Room #702
12/18/2019	3rd Wednesday	8:00 AM - 12:00 PM	55 Farmington Ave. Hartford, CT 06105	1st Floor Conference Room #1005

CISS SEARCH TRAINING OPTIONS

CJIS Academy offers monthly Instructor Led Training Classes, Computer-Based Training online and On-Site Training options for CISS Search User Certification. For more information contact the CJIS Help Desk!

EMAIL: cjis.helpdesk@ct.gov   **PHONE:** (860) 622-2000

Live phone support* is currently available on weekdays, Monday through Friday, 8:00 am to 4:30 pm.

For all non-urgent support issues, request assistance through the CJIS Help Desk email.