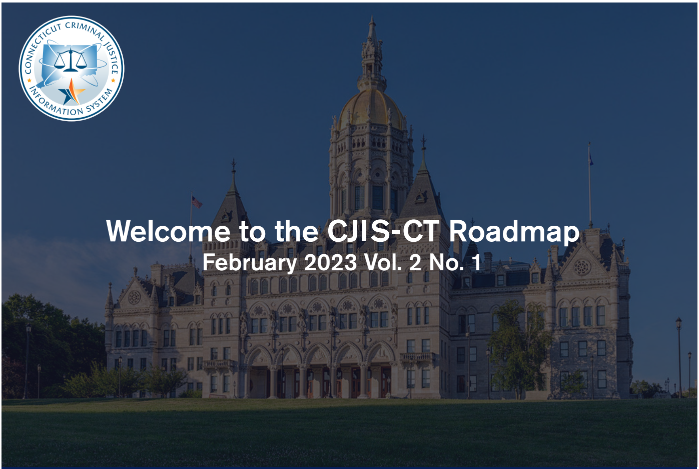

Welcome to the CJIS-CT Roadmap

February 2023 Vol. 2 No. 1

In this Issue

A Word from the Director

Executive Director McGennis shares his goals for key CJIS-CT initiatives and highlights project accomplishments.

CJIS-CT Spotlight

Ken Barone expresses the value CJIS-CT has provided to the CT Racial Profiling Project.

- Upcoming Dates
- CISS Overview
- Partner Agency Updates
- CISS Workflow Deployment Update
- CISS Connectivity & Training Schedule
- Clean Slate IT Initiatives
- Cannabis Erasures Updates
- CJIS Governing Board Meeting Highlights
- Contact Information
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CJIS-CT Governing Board Members

Office of Policy and Management
Marc Pelka, Undersecretary of Criminal Justice Policy and Planning; Co-Chair, (Designee)

Office of the Chief Court Administrator
Judge Patrick L. Carroll, III, Chief Court Administrator, Co-Chair, Member
Judge Elizabeth Bozzuto, Deputy Chief Court Administrator; (Designee)

Department of Administrative Services / Bureau of Enterprise Systems and Technology
Mark Raymond, Chief Information Officer; (Designee)

Board of Pardons and Paroles
Carleton Giles, Chairperson; Member
Richard Sparaco; Executive Director; (Designee)

Office of the Chief State's Attorney
Patrick J. Griffin , Esq., Chief State's Attorney; Member
John J. Russotto., Esq., Assistant Chief State's Attorney (Designee)

Connecticut Police Chiefs Association
Chief Neil Dryfe, President; Member
Chief Donald Melanson, Director; (Designee)

Department of Correction
Angel Quiros, Interim Commissioner; Member
Sharonda Carlos, Deputy Commissioner; (Designee)

Department of Emergency Services and Public Protection
James Rovella, Commissioner; Member

Department of Motor Vehicles
Tony Guerrera, Commissioner; Member
Christopher Smith, Division Chief; (Designee)
Deb Notarino, Division Manager; (Designee)

Division of Public Defender Services
TaShun Bowden-Lewis Esq., Chief Public Defender; Member

Office of Victim Advocate
Natasha Pierre, Esq.,Victim Advocate; Member
Hakima Bey-Coon, Esq., Staff Attorney; (Designee)

Chairpersons and Ranking Members of the Joint Standing Committee of the General Assembly on Judiciary

CJIS Committee Chairs
Gary A. Winfield, Senator, Co-Chair, Member
Steven J. Stafstrom, Representative, Co-Chair, Member
John A. Kissel, Senator, Co-Chair, Member
Craig Fishbein, Representative, Ranking Member

CJIS Senior Management
James McGennis, Executive Director
Mark Tezaris, CJIS -CT Program Manager

Upcoming Dates

2023 Monthly Meeting Schedule
Governance Committee

Next Meeting Date:
Friday, March 10, 2023
10AM to 11AM

2023 Quarterly Meeting Schedule
Governing Board Meeting

Next Meeting Date:
Thursday, April 27, 2023
1:30PM to 3:00PM

Connecticut Information Sharing System (CISS)

Digital Workflows Overview

The Connecticut Information Sharing System (CISS) is a comprehensive, state-wide criminal justice information technology system that provides the ability to electronically share offender information within Connecticut's criminal justice community. This information includes data capture of offender violations, as well as the retrieval of judicial, criminal offender, and DMV information. Workflows are sequences of operations that automatically send specific information (for example, arrest details) directly to authorized users based on predefined business rules and security requirements. From the time an officer makes an arrest, a notice will go out to all of the individuals in the criminal justice systems that are authorized to receive this information. As new information from affected agencies is introduced into the system, authorized users can follow a case from beginning to end, from arrest, incarceration, and court appearances, to prisoner release.

Tangible CISS Benefits:

- Facilitates immediate, seamless information sharing between criminal justice agencies by reducing data entry errors, processing time, and material costs for manually exchanging documents.
- Improves the efficiency of criminal justice agencies as they carry out their daily data sharing processes, by reducing transportation costs for manually exchanging documents.

Work on CISS is progressing with Clinton Police Department going completely paperless with Workflow. Cromwell PD went live effectively on January 26, 2023. CJIS-CT Project Manager, Chris Lovell, shared that the next PDs from GA9 will be Portland PD and East Hampton PD going live with early arrent notifications being turned on. After GA 9 being completely live, the next focus will be on GA 4 in Waterbury. Naugatuck PD will be first, then Middlebury PD, Watertown PD, Wolcott PD, and then lastly Waterbury PD to conclude GA 4.

Improvements have already been achieved as the Clinton PD turnaround time for arrest/misdemeanor package development has improved to less than 24 hours. Clinton Chief of Police Vincent DeMaio, who has been an early adopter of CISS, recognized the benefits of going completely paperless stating, "The ability to have the electronic transfer of paperwork up to GA9 it is a huge force multiplier for my agency. It allows me the ability to keep my sworn personnel out doing their patrol duties, answering calls and in the myriad of other things that need to be done by a sworn patrol officers."

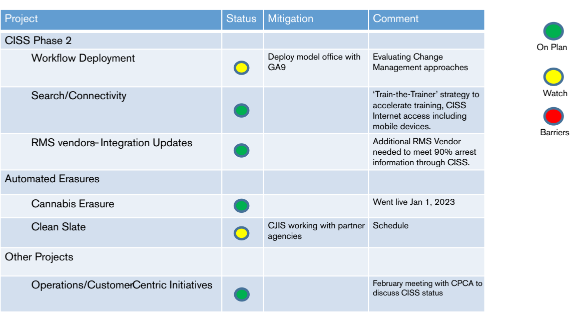
A word from the Executive Director

> "In July 2022 I started work as the new Executive Director of CJIS-CT Governing Board.
> My focus in the near term will be on listening and getting a sense of project progress, risks/issues, and stakeholder feedback. I look forward to connecting with as many of you as possible over time.
> I am a lifelong Connecticut resident and live in Tolland with my family.
> I consider myself a servant leader, with engineering, project management, lean and business process management skills to deliver on projects which yield strong benefits for stakeholders.

Performance Update

The CJIS-CT Governing Board staff continues to work on multiple key initiatives for the State, including continuing with CISS deployment, both Search and Workflow, Cannabis Erasure and the Clean Slate Record Clearance project. Since the initial development of CISS has been completed, the deployment of Search capability and Workflow (electronic data exchange of documents) continues to be the priority. A total of 11 criminal justice partner agencies and 95 municipal police departments have been trained on CISS Search. The electronic document exchange (called Workflow) is in use at 18 police departments, with full capability for transmittal of 'L2' arrest packages starting to roll out. Over 5000 searches and 4000 document exchanges occur monthly. Figure 1 presents our current project scorecard.

Figure 1-CJIS-CT Project Scorecard



Project	Status	Mitigation	Comment
CISS Phase 2			
Workflow Deployment	🟡	Deploy model office with GA9	Evaluating Change Management approaches
Search/Connectivity	🟢		'Train-the-Trainer' strategy to accelerate training, CISS Internet access including mobile devices.
RMS vendors- Integration Updates	🟢		Additional RMS Vendor needed to meet 90% arrest information through CISS.
Automated Erasures			
Cannabis Erasure	🟢		Went live Jan 1, 2023
Clean Slate	🟡	CJIS working with partner agencies	Schedule
Other Projects			
Operations/CustomerCentric Initiatives	🟢		February meeting with CPCA to discuss CISS status

🟢 On Plan

🟡 Watch

🔴 Barriers

In Conclusion

Finally, I'd like to thank the members of the CJIS-CT governing board, our partner agencies and extended stakeholder network in making CISS the success it is today and to help further build on this platform for full deployment of Workflow and leverage the framework for large inter-branch and inter-agency projects such as Clean Slate.

CJIS Spotlight

10th Anniversary of the Alvin W. Penn Act and CJIS-CT's Influence on the Connecticut Racial Profiling Prohibition Project

December 16, 2022
(by Tamika Potts, CJIS-CT Technical Writer)

> "CT is the first to lead in creating a digital workflow solution and is at the center for other states to observe and follow," Ken Barone,Associate Director, IMRP.

On September 15, 2022, CJIS-CT representatives attended the 10-Year celebration event at UCONN Hartford campus to recognize the passage of the Alvin W. Penn Act reforms and the creation of the Connecticut Racial Profiling Prohibition Project advisory board. Speakers included legislators, police chiefs and other leaders who spoke about the importance of this work and thanked all who participated in the implementation and ongoing support activities. The Connecticut Racial Profiling Project (CTRP3) was developed as a result of the Alvin W. Penn Act. Since the enactment of The Alvin W. Penn Act, CT law enforcement has been prohibited from stopping, detaining, or searching motorists if the stop was motivated due to race, color, ethnicity, age, gender, or sexual orientation of that individual. The Alvin W. Penn Act requires law enforcement agencies to collect information on traffic stops and report that information to the Institute for Municipal and Regional Policy (IMRP). Ken Barone, Associate Director, IMRP, UConn Department of Public Policy (previously the Project Manager for CTRP3), is responsible for coordinating data collection and submission from law enforcement agencies.

In 2011-2012 CTRP3 received data from 27 police departments in paper form which lead to the question of how to get these law enforcement agencies to submit information? Ken complimented CJIS-CT's ongoing and diligent efforts of writing all the technical specifications and giving those details to the vendors to input electronically in order to resolve this problem. In October 2013, CTRP3 started to use the CJIS-CT data framework. This led to there no longer being paper delivery, increasing data submission.

To highlight the increase of data submission, Ken stated, "Over time we worked with CJIS-CT to move from paper delivery to electronic delivery. Otherwise, we wouldn't be doing anything. We were able to login to CISS Search and received real and quality data at any time. It was better than waiting for a department to send information via paper or floppy disk and takes less than a minute to access information. CISS Search and Digital Workflow is a sustainable model."

Ken also noted that the main struggle with other states is that they do not have a similar system in place. He stated that, "Connecticut is the first to lead in creating a digital workflow solution and is at the center for other states to observe and follow. Only four states collect good data but do not have a system in place. What is unique about Connecticut is that you can funnel data in real time while simultaneously collect more information." CJIS-CT will continue its efforts in transitioning the remaining police departments municipals to a digital workflow because as Ken expressed "it is important to use data to improve the relationship of law enforcement and the communities they serve, and that data is no longer weaponized."

Reference:
https://www.ctrp3.org/team/ken-barone

Partner Agency Updates

As a unified IT organization, collaboration with partner agencies is of paramount importance. The CISS team is working closely with the Judicial testing team and Division of Criminal Justice (DCJ) who will review all documentation from arresting agencies. This critical review and thorough multi-agency integration testing is now complete with the NexGen RMS.

In Development

- Continue RMS development of enhancements to drive ability, quality and efficiency
- CISS replacement of the CRMVS Friday File processi including CIB Dispositions
- NexGen RMS is building the DCJ Supplemental Transmittal
- CSP are in the process of enabling Early Arrest Notifications (Level 1 CISS Submissions) statewide
- DESPP – Reverse communication from LiveScan to the RMS is in progress

In Production (complete)

- Combo CR/MV Clerk Queue Notifications
- NexGen completed all first round Customer requested RMS enhancements for usability
- CISS Replacement of the DMV Extracts
- CISS/DCJ Release v11.4.1 (DCJ Downstream Messaging)
- New workflow functionality of DCJ Review/Release/Hold/Redaction of critical arrest documentation to downstream agencies
- DPDS – CISS Search Internet Access is in Production
- Business pilot process has been implemented at G.A. 9 with evaluation of new process ongoing.
- DOC – CISS Delivery of Dispositions using MVP Portal
- DMV – CISS Delivery of Early Arrest Notifications and Dispositions using MVP Portal
- DMV - Integration - CISS Search for Driver Services

Business Team Status

- Continued positive feedback from all end users;
- CJIS continues to successfully utilize the change management process to evaluate, prioritize and process all changes/enhancements to the electronic

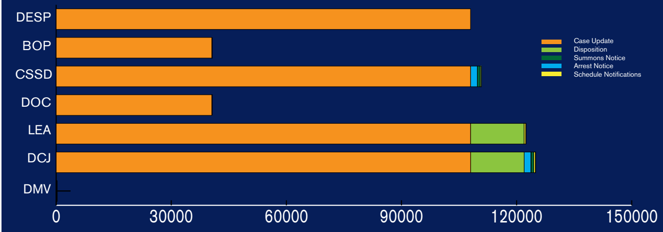
process

- CSSD is very interested in utilizing the DCJ/CISS workflow process to eliminate the requirement for DCJ to print out documents.

Arrest Package documents

- CSSD is working with CJIS-CT to utilize the Early Arrest Notice Portal (MVP) for Bond Commissioners to actively monitor arrest activity statewide

CISS Workflow Deployment Update



Early Arrest Notifications (EAN) RMS Level 1

- 18 PDs are online
- 5 other PDs are planning to come online in February 2023

Electronic Arrest Package RMS Level 2

- Clinton PD is in full production
- Cromwell PD is in production (certification phase)
- East Hampton PD, Portland PD, and Middletown PD are expected to come online into production in February 2023
- CSP will be restarting the Pseudo-Prod Pilot in February 2023
- CSP Troop F will have the lead for Pilot Testing along with the HQ Team

Electronic Arrest Workflow

- Courts Clerks Office and Prosecutors Office in GA-9 are fully trained to process electronic arrests.
- CSSD is working to move from paper process to the new electronic workflows.

RMS Vendor:

Development and Programming Activities

- NexGen RMS is Certified for Level 2
    - o Post Production development cycles are ongoing

- Accucom RMS is in final stages of Level 2 Certification
    - Level 2 Pilot PD is coming online in February 2023
- Central Square: IMC RMS - is in final stages of Level 2 Certification
    - Level 2 Pilot PD is coming online in April 2023

CISS Connectivity & Training Schedule

IMPORTANT ANNOUNCEMENT

Comparative Compliance Certifications

CJIS-CT's CISS Search Training Team is available to offer free CISS Search comparative training and certifications to police officers hired by a CT Law Enforcement Agency (LEA) from another state. If the agency would like to receive free CISS Search Comparative Training, they can contact CJIS-CT. The CJIS-CT Help Desk can be reached by email at CJIS.HelpDesk@ct.gov.

After submitting your Help Desk request and awaiting a response, please be prepared to provide a roster of incoming lateral officers and review the registration requirements. The CJIS-CT Onboarding Team will assist you with completing the CISS User Authorization Request Form.

2023 is the Service Excellence Initiative Season for CISS Search Onboarding!

In four years, from the inception of CISS Search training until the year 2020, CJIS-CT began the onboarding of 80 criminal justice and law enforcement agencies (LEAs). By the middle of 2020, CJIS-CT hired Project Manager Sazara Johnson to focus on the efforts of training and router connectivity to CISS Search.

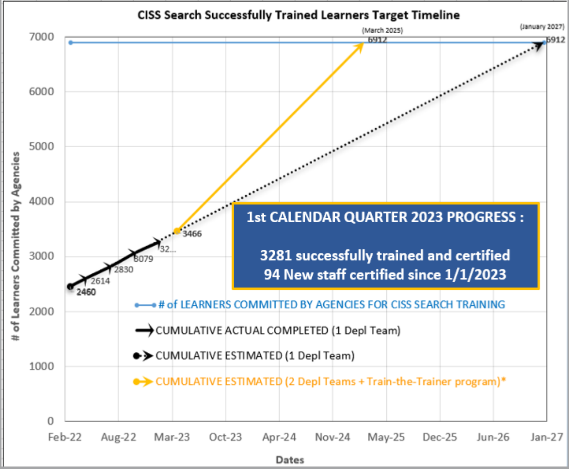
Based upon the customer focus of Information Technology Service Management, Johnson developed the Customer Service Excellence Initiative to improve service and communication between the CJIS-CT and its customers. The goal is to complete CISS Search training and router connectivity, while ensuring that no agency feels left behind.

Between 2021 and 2022's Customer Service Excellence Initiative Season, CJIS-CT has assisted 70 law enforcement and criminal justice agency locations (e.g. 911 Dispatch Centers and Police satellite locations) with CISS Search onboarding (i.e. training, certification, and usage).

In 2023, CJIS-CT is currently assisting and onboarding an additional 12 agencies.

This initiative includes:

- Conducting internal CJIS-CT audits of previously onboarded agencies to determine how we can service them best.
- Conducting internal CJIS-CT audits of previously onboarded agencies and future onboarded agencies to assist them with the State's CJIS-CT compliance requirements.
- Previously onboaded agencies to check the health of the router connectivity to CISS Search.
- Training more staff (new or current non-CISS certified) that an agency desires to certify.



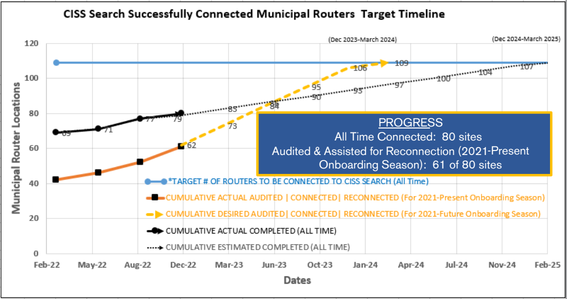
1st CALENDAR QUARTER 2023 PROGRESS :

3281 successfully trained and certified
94 New staff certified since 1/1/2023

Due to retirements, resignations, and reassignments of staff, the new agency goal of staff successfully trained and certified in CISS decreased from 13,000 to 6,912 around early 2022. CJIS-CT notes a pattern of many Agency leaders designating key agency staff as CISS Search Superusers conducting searches for their entire agency or agency divisions. As a result, in 2023, the 6,912 goal of staff successfully trained and certified in CISS may decrease.

Connectivity Highlights:

As of January 2023, 80 of 95 municipal locations have been connected to CISS Search. In a Phase 2 deployment plan, another 14 municipal locations have been targeted for CISS Search connectivity in the latter part of 2023 and early 2024.



PROGRESS
All Time Connected: 80 sites
Audited & Assisted for Reconnection (2021-Present Onboarding Season): 61 of 80 sites

This chart does not include criminal justice agencies and CSP that do not require a CJIS router. After validating, CJIS will include those agencies on a chart showing all locations connected to CISS Search.

The targeted focus is the gold line for municipal router successful connectivity completion.

Clean Slate IT Initiative

Clean Slate IT Initiative was developed as a result of the passing of P.A. 21-32 (known as the Clean Slate law) by the Connecticut General Assembly during the 2021 legislative session. The legislation, which goes into effect January 1, 2023 creates a process to erase records of certain criminal convictions after a specified period following a person's most recent conviction. The focus of the Clean Slate Information Technology initiative is automatic records erasure based on the statute criteria. To meet Clean Slate criteria for offense sentence completion, CJIS-CT will develop and host a sentence discharge database. Clean Slate processing will leverage Judicial Branch database and messaging sources to identify eligible case records and for matching offense and wait-period criteria specified in the legislation.

The DESPP/CCH system is the data source of record for criminal offense management and reporting. Managing Clean Slate record eligibility and inter-agency Clean Slate erasure requires extending the CCH system. Beginning with the offender docket matching process, project development for CCH is underway.

DOC is integrating with the (new) CISS/Sentence Discharge Database application to indicate agency discharges for incarceration and parole sentences. Discharge records will be aggregated and shared with DESPP/CCH to indicate sentence completion criteria for Clean Slate.

OPM is instrumental in spearheading and facilitating the Clean Slate Automation Project in terms of stakeholder leadership, budget management, inter-agency priority setting, and legal and policy review.

The BITS organization provides technical and related specialty resources to augment the Clean Slate Project team and agency partners.

It's time to wipe the slate clean. Social justice, equity, and a fair shot at building a future matter in Connecticut. For more information about the Clean Slate eligibility and process for petition, click here.

Cannabis Erasure Update

On December 30, 2022, CJIS-CT Senior Project Manager, Sean Bucher, sent a letter to the Law Enforcement Agencies (LEAs)in response to Public Act No. 21-1 concerning Cannabis Erasures stating, “On 1/1/23, CT Judicial Branch will automatically send Cannabis Erasure Notification Messages through the CT Information Sharing System (CISS) to the other State Agencies including DESPP who will immediately apply those erasures to the CCH Criminal Histories and Rap Sheets.” A recent press release noted, “Records in approximately 44,000 cases will be fully or partially erased. The policy is an integral part of the 2021 legislation Governor Lamont signed into law to safely regulate the adult use of cannabis.” Bucher further addessed in the letter that, “Any LEA using the DESPP Systems will not be shown the newly erased charges and convictions. This activity does not resolve the responsibilities of the LEAs for proper internal departmental record keeping and handling. Any agency that maintains arrest records and receives erasure messages will be required to use the Judicial PRAWN system to download and incorporate the Cannabis Erasures directed to each LEA Agency. The LEA Records Department should incorporate these erasures into all current activities. The LEA agencies will be responsible for proper handling of these notifications and the resulting proper release of information as of 1/1/23.” Additional information about Cannabis Erasures can also be found on the Clean Slate website. Municipal police departments that have additional questions may contact CJIS-CT Senior Project Manager, Sean Bucher by emailing him directly; Sean.Bucher@ct.gov.

CJIS-CT Governing Board Meeting January 2023 Highlights

CJIS-CT
Governing
Board

Connecticut

Quarterly CJIS-CT Governing Board Meeting

January 26, 2023

Clinton PD reached a milestone of going completely paperless. Chief DeMaio was invited to share his perspective and experience on the electronic work flow initiative for Clinton PD highlighting, “most importantly, it's set up in the background. So it’s a technology that helps keep my mind on the law enforcement end of it. For staff, as is, technology needs to be a force multiplier for us to help improve things. And unfortunately, a lot of times we find that technology really bogs things down and it slows things down, makes them more cumbersome. This does not do that. It's very easy and again my hats off to CISS team.”

In addressing Workflow, Executive Director noted that CJIS-CT is working in GA9 and targeting GA4 Waterbury afterwards. There is still the request for additional funding for one more RMS vendor to OPM, which CJIS-CT needs to attain targets for the percentage of arrest data, which is 90% of statewide arrest data to be available in CISS.

CJIS-CT Business

Executive Director McGennis briefly discussed the preexisting General Assembly authorization that was submitted to OPM for bond funding to support the study of centralized data storage for recordings from body-worn recording equipment and dashboard cameras. Undersecretary Marc Pelka recognized McGennis’s efforts in creating a detailed White Paper elaborating the plan of the study and how it would benefit all agencies that are seeking to adapt in the management of the digital information. Currently, the February agenda has not been posted, but Pelka looks forward to providing briefings when the meeting takes place and keeping the Governing Board informed. In the interim, Chief State’s Attorney , John Rosutto, recently made progress with a temporary solution to storing cloud based digital evidence with vendor Axon until a more permanent solution has been identified.

Additional information on the January Governing Board Presentation can be found on the CJIS-CT website.

October 2022 Meeting Minutes are now available on the CJIS-CT website. The Meeting Minutes for January await review and will be available at the next Governing Board Meeting in April 2023.

Questions
Comments
Concerns

For any questions, comments, or concerns about anything covered in this newsletter, please contact CJIS-CT Help Desk

Phone: (860) 622-2000

Email: CJIS.HelpDesk@ct.gov

Support Hours of Availability: Mon - Fri, 8:00 am - 4:30 pm

If you would like to recommend topics to discuss in the next quarterly newsletter, please contact CJIS-CT Technical Writer/Communications Specialist, Tamika Potts, at tamika.potts@ct.gov.

Acronyms Reference

AFIS =Automated Fingerprint Identification System
AST = Application Support System
BEST = Bureau of Enterprise Systems and Technology
BICE = Bureau of Immigration and Customs Enforcement
BOPP= Board of Pardons and Paroles
CAA = Community Agency Administrator
CAD = Computer Aided Dispatch
CBT = Computer Based Training
CCH= Computerized Criminal History (DESPP)
CIB = Centralized Infraction Bureau (Judicial)
CIDRIS = CT Impaired Driver Records Information System
C-ISO = CJIS Information Officer
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 (Judicial - CSSD)
COLLECT = CT On-Line Law Enforcement Communications Teleprocessing Network (DESPP)
CPCA = CT Police Chiefs Association
CRCOG = Capital Region of Council of Governments
CRMVS = Criminal Motor Vehicle System (Judicial)
CSO = CT Information Security Officer
CSSD = Court Support Services Division (Judicial)
CUAR = CISS User Authorization Request
DCJ = Division of Criminal Justice
DAS = Dept. of Administrative Services
DESPP = Dept. of Emergency Services and Public Protection
DEMHS = Dept. of Emergency Management and Homeland Security
DMV = Dept. of Motor Vehicles
DMV LOBS = Dept. of Motor Vehicles / Line of Business
DOC = Department of Correction
DOIT = Dept. of Information Technology
DPDS = Div. of Public Defender Services
Enhanced CBT = Instructor Led CBT (POST)
FOIA = Freedom of Information Act
GFIPM = Global Federated Identity and Privilege Management (security standard used by FBI)
JMI = Jail Management System
JUD = Judicial Branch
LASO = Local Agency Security Officer
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 (DESPP)
POSTC = Police Officers Standards and Training Council
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)
TAC = Terminal Access Coordinator
UAR = Uniform Arrest Report

Technology Related
ADFS = Active Directory Federated Services
API = Application Program Interface
COTS = Computer Off the Shelf (e.g., software)
DNS = Domain Name System
ECM = Electronic Content Management
ETL = Extraction, Transformation, and Load
FIM = Forefront Identity Manager (Microsoft)
GUI = Graphical User Interface
HAC = High Availability Clusters
IAFIS = Integrated Automated Identification System
IEPD = Information Exchange Package Document
IExUI = Information Exchange User Interface
IST = Infrastructure Support Team
I-SIM = IBM Secure Identity Manager
IST = Infrastructure Support Team
LAN = Local Area Network
LMS = Learning Management System
MFA = Multi-Factor Authentication
NAT = Network Address Translation
ORI = Originating Agency Identification
PCDN = Private Content Delivery Network
POC = Proof of Concept
RDB = Relational Database
SAN = Storage Area Network
SCOM = Systems Center Operations Manager
SDLC = Software Development Life Cycle
SDM = Software Development Model
SME = Subject Matter Expert
SOA = Service Oriented Architecture
SQL = Structured Query Language