

State of Connecticut



CJIS Roadmap

Criminal Justice Information System

November 2019 Vol. 8 No.7

CISS Releases 5 & 9 in Production

The Criminal Justice Information System (CJIS) completed the rollout of Releases 5 & 9 of the Connecticut Information Sharing System (CISS) the week of November 17th. Since that week, CISS users have been able to search for information from most of the source systems.

As a result, CISS users now have access to information from the Sex Offender Registry, the Judicial Case Management System, and the Department of Motor Vehicles Driver's License and Vehicle Registration information based on their security access. At this time, searches will pull information from source systems individually. Code that creates the aggregated record that shows information available from all source systems in a single screen currently is being deployed.

This means that Board of Pardons and Paroles CISS users who want to know if an individual applying for parole has an active arrest warrant, they must search in the Paperless Arrest Warrant Network (PRAWN). If they wish to check on a parolee's criminal history, they must search in the Master Name Index/ Computerized Criminal History (MNI/CCH) database.

That will change in December when the rollout of MultiVue capabilities is completed. With MultiVue, users will be able to conduct a single search to receive information from all of the systems they are credentialed to access. This will create the "Golden Record," which will show information from each of the source systems containing records related to the individual, location, event, or place being searched.

For instance, the Golden Record search of a car registration can show if an individual authorized to drive that car is a sex offender, the subject of a protective order, is on probation, or has an outstanding arrest warrant.

As more law enforcement agencies come online with CISS, more information will be available. This is especially true as record management services vendors add Level 2 transmission capabilities. This will enable law enforcement to send the Uniform Arrest Report (UAR) package.

Adding UAR records into CISS will enable individual police departments to search if an individual of interest has been arrested in another Connecticut community. This is in addition to eliminating the need to physically transport copies of the UAR to courthouses scattered throughout the state. It also enhances the integrity of the information in CISS by ensuring that information is entered only once, not by multiple people in multiple agencies.

The rollout of Releases 5 & 9, along with the final launch of MultiVue brings Phase I of the CISS project to a close. This comes as efforts to connect state-wide law enforcement, the Division of Criminal Justice, and each courthouse ramp up Phase II.

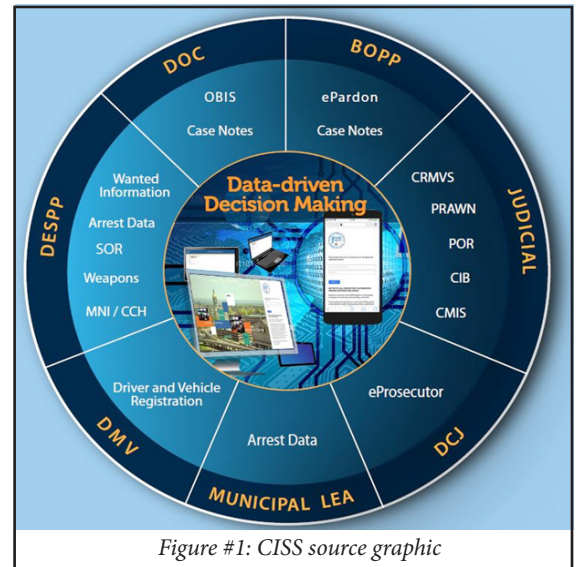


Figure #1: CISS source graphic

CJIS Governing Board

Revolutionary Technology Linking
Connecticut's Criminal Justice &
Law Enforcement Community
November 2019 Vol. 8 No. 7

www.ct.gov/cjis



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Comments, corrections, and inquiries
about CJIS Roadmap and CISS should be
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CJIS.HelpDesk@ct.gov

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~ Meetings ~

CJIS Quarterly Governing Board Meeting

January 23, 2020 at 1:30 pm
Superior Court Operations Unit
225 Spring Street in Wethersfield

*For More information about CISS and CJIS
publications, got to www.ct.gov/cjis*

CISS Project Update: GA 9 Integration

The Criminal Justice Information System (CJIS) announced a major development to the Connecticut Information Sharing System (CISS) process. The Department of Emergency Services and Public Protection (DESPP) will provide information from its Livescan technology processes to police department record management systems (RMS) before the information is passed to CISS.

CJIS Project Manager Christopher Lovell said that when police officers send arrest information to their RMS, it will be compared to the information in the Livescan system. The Livescan process includes the Master Name Index, and Connecticut Criminal History. It also interacts with the Federal Bureau of Investigation NCIC database.

If the information submitted by the officer matches that of someone with a criminal record, Livescan will return a positive identification of the individual including any pictures, fingerprints, and State Police Bureau of Identification/State Identification (SPBI/SID) number.



Figure #2: Department of Emergency Services & Public Protection seal

Lovell said that including Livescan adds another level of identity verification previously unavailable to local law enforcement.

CJIS is working with DESPP as part of the project to deploy and integrate CISS and its process into Court Geographic Area (GA) 9. The project completes the loop of transmitting CISS information and workflows to the Division of Criminal Justice and the Judicial Branch. The Clinton Police Department

has also been included as the first local police department that will be brought online to fully transmit and receive documents and notifications through CISS.

CJIS Project Manager Christopher Lovell said that including Livescan adds another level of identity verification previously unavailable to local law enforcement.

The work of creating CISS has, in essence, been completed. The search sources in Releases 5 & 9 were brought into production in late November and the workflows are being rolled out now. The next step is connecting each of the court GAs and each of the state's law enforcement agencies.

Lovell said part of the process is helping to build and connect the staging areas where CISS information will be stored before it is accepted into Judicial's and DCJ's case management systems. Another part of the integration is identifying how the new electronic process will impact or replace existing process.

For Judicial, the information comes into its system, is processed, and notifications are sent back to CISS to send to other agencies. These can include court dates, case updates, and the final disposition of the case.

DCJ's process is more involved. The division receives the full arrest package from police, which could include up to 50 types of forms and attachments, such as photos. In general, after DCJ take the documents into its system the probable cause documents are released for the consumption of downstream agencies, such as the Office of the Public Defender. With each full arrest package it receives, DCJ can place the documents on hold, redact information, or release it back into CISS for downstream agencies.

Clinton Police Department will be the first to have the ability to send the Uniform Arrest Report through CISS to Judicial and DCJ. Clinton Police

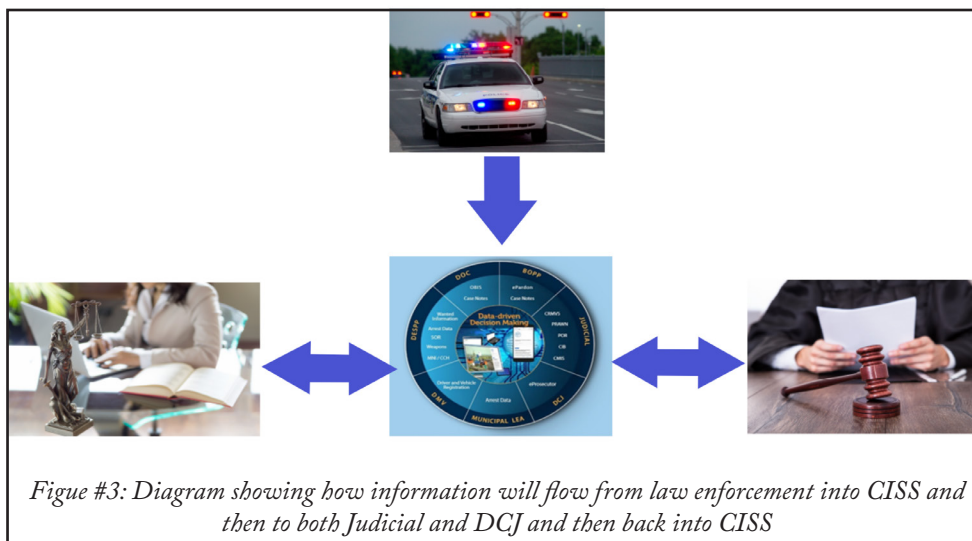
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CISS Project Update: GA 9 Integration

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Chief Vincent DeMaio said the ability to send all arrest materials through CISS electronically would likely save his department as many as 25 man-hours of windshield time a week since no one will be needed to drive reports to Middletown.

As mentioned earlier, part of integrating CISS into DCJ and Judicial is determining how workflow will impact each agency. Lovell said one function that will no longer be needed is for someone at DCJ and Judicial to re-enter the full arrest package into case management systems. This, in addition to data validations done by CISS, improves data integrity.



For DCJ, the agency is in the process of building its first electronic records management system. In addition to electronically receiving files, other manual processes currently being used by employees will be replaced. In addition to connecting DCJ to CISS, it is helping the division identify those processes and what procedures will need to be developed for new processes. Connecting to CISS requires a collaborative, holistic approach.

CJIS, DCJ, Judicial, DESPP, and the Clinton Police Department meet every Wednesday afternoon on the project. Testing is projected to begin by the end of 2019. It will continue until it is determined that the system and workflows are working as expected. The remaining police departments will be brought online then. Because GA 9 is the first court system being integrated, it is being used to develop best practices for integrating the remaining court GA. Each court GA will have unique properties that will impact integration, but this pilot integration will be used as a roadmap for future success.

CJIS Public Safety Liaisons Keep the Process Moving

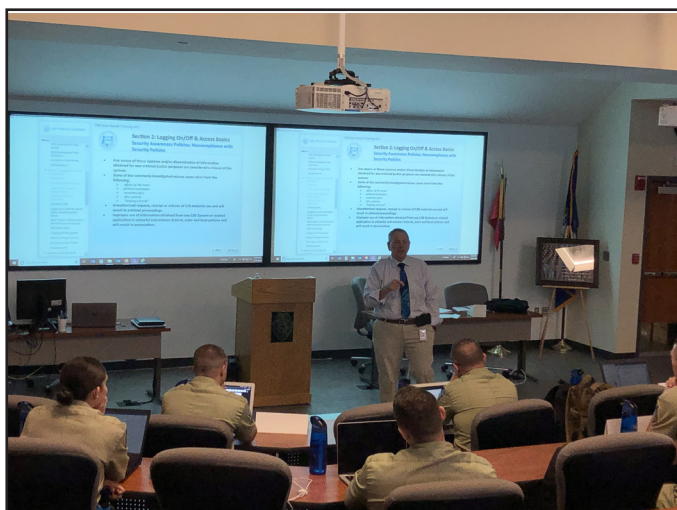


Figure #4: CJIS public safety liaison Hank Lindgren conducts CISS training for new recruits at the New Britain Police Academy.

Criminal Justice Information System (CJIS) Public Safety Liaisons have been keeping busy as more police departments seek opportunities to learn about the Connecticut Information Sharing System (CISS).

CJIS liaisons Hank Lindgren and Patrick Farrell said Fairfield County has been a hotbed of activity with numerous police departments asking for presentation of CISS and training for officers and staff. Lindgren and Farrell have been in contact with or visited police departments in Danbury, Easton, Fairfield, Ridgefield, Weston, Westport, Stamford, and Norwalk.

“We’re glad to see the interest picking up, especially as the remaining source systems go online giving law enforcement more robust search capabilities,”

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CJIS Public Safety Liaisons Keep the Process Moving

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Lindgren said. "Once departments get an idea of what CISS can do for them, they're eager to get started."

In fact, after a CISS demonstration, Fairfield Police Chief Chris Lyddy wrote an email to Lindgren stating, "Thanks again for your time today. We were all truly blown away by this. This is a game changer in regards to solving crime, and the very best thing I have seen since the introduction of computers in LE (law enforcement)...perhaps copy machines added. We are all in---please keep us focused."

Several steps need to take place before Lindgren and Farrell conduct training classes.

"We do the presentations for command staff first so they get a better understanding of what CISS is and it helps us sell them on how valuable it can be for their department, Farrell said.

During these presentations, Farrell said CJIS covers a number of areas police departments need to consider, in addition to seeing how CISS works.

"Thanks again for your time today. We were all truly blown away by this. This is a game changer in regards to solving crime, and the very best thing I have seen since the introduction of computers in LE (law enforcement)...perhaps copy machines added. We are all in---please keep us focused." - Fairfield Police Chief Chris Lyddy

A technical portion goes over what the police department needs to do in order to connect to CISS. This includes both the router connection accessing CISS through the Public Safety Data Network and configuration of their record management system software so that documents can be transmitted to CISS.

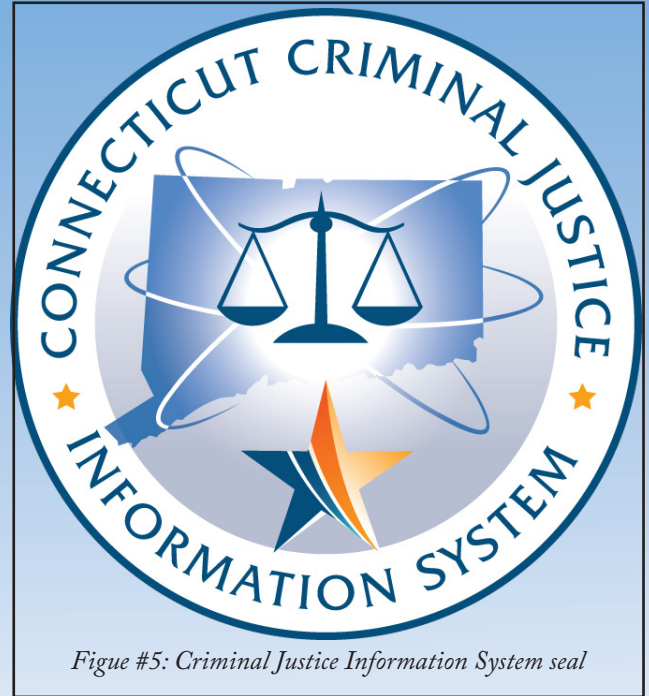


Figure #5: Criminal Justice Information System seal

Farrell said a section of the presentation goes over the positions the department needs to assign within its staff for individual access and overview of the system. The Agency Approver Designee is appointed by the chief to approve, modify, or terminate an individual user's access to CISS. The Terminal Agency Coordinator ensures the department's compliance with CJIS system policies.

The CISS Community Agency Administrator is responsible for performing the department's administrative functions in CISS. Finally, the Local Agency Security Officer ensures no unauthorized use or access of CISS is taking place within the department. This individual is to perform periodic audits of department usage of CISS and is responsible for reporting any security incidents.

Farrell said he and Lindgren also work with each police department to develop a customized training program. This includes days and times for training trying to make the most efficient use of the department's time and resources.

"We know time spent in training is time that officers are not out on the street," Farrell said. "We want to make the process as cost effective as possible."

Lindgren and Farrell can do more than one training session per day. They also conduct classroom training sessions each month at CJIS headquarters in Hartford and at a facility in East Hartford.

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CJIS Public Safety Liaisons Keep the Process Moving

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Prior to training, users must fill out a CISS User Authorization Request (CUAR) form. The form affirms that the user agrees to the CISS Confidentiality Acknowledgement. It also is used by Agency Approvers to designate what security access levels the user will have.

CJIS employees use the information on the forms to create the initial user profile, username, and password. With this, users can be trained in one of the Hartford or East Hartford classroom instructions, during onsite training at the police department, or through the recently redesigned CJIS Online Learning Portal.

Once training has been certified, users have access to CISS for two years. Recertification training is required after that time.

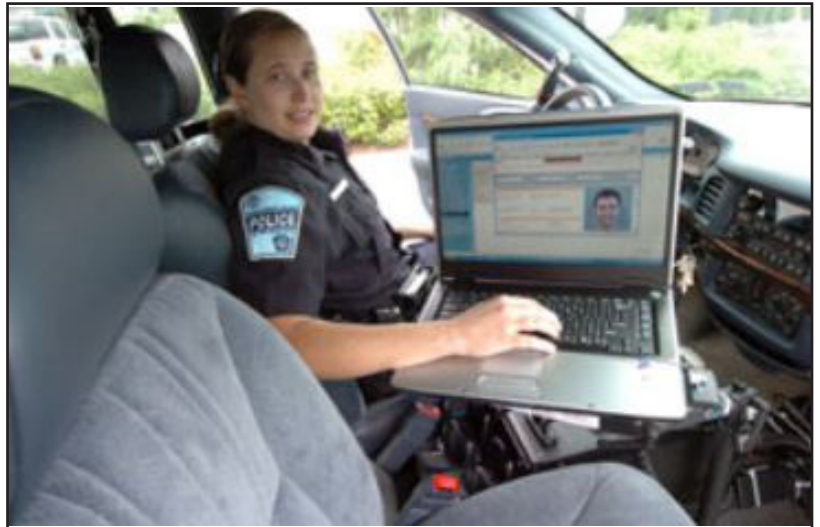


Figure #6: Image of a police officer in a cruiser with a laptop.

Lindgren said it is best if police departments have CISS access before or shortly after training takes place.

“This helps ensure that what they’ve learned is fresh in their minds when they actually use the system,” Lindgren said. “If too much time goes by, users can forget important things they learned.”

With departments already connected for CISS search, Lindgren said one of the benefits of onsite training is his and Farrell’s ability to actually spend some time with users directly in the work environment.

*“Our goal is to provide the best training possible, as quickly and to as many users as possible, so they can take advantage of CISS. We believe CISS will make an incredibly positive impact on policing and criminal justice in the state of Connecticut” -
CJIS Public Safety Liaison
Patrick Farrell*

“We can be right there when dispatch is working on a call or detectives are working a case,” he said. “Having the real world experience shows not only what a great tool CISS is, it also increases their comfort with using the system.”

Farrell said one of the benefits of training, wherever users receive it, is that they leave class certified and with a user ID. They can return to work and immediately begin using what they learned.

“Our goal is to provide the best training possible, as quickly and to as many users as possible, so they can take advantage of CISS,” Farrell said. “We believe CISS will make an incredibly positive impact on policing and criminal justice in the state of Connecticut.”

To learn more about training, sign up for a class in Hartford or East Hartford, or schedule a presentation, contact Farrell and Lindgren at CJIS.HelpDesk@ct.gov.

CISS Onboarding Update

As the integration of the Connecticut Information Sharing System (CISS) into the Judicial Branch and the Division of Criminal Justice (DCJ) moves forward, the transmittal of information into CISS by police departments becomes more important. To that end, various record management services vendors are working on connecting police departments to CISS and programming code to enable the transmission of the full Uniform Arrest Report.

The Criminal Justice Information System (CJIS) tracks police departments' onboarding progress through three levels:

- Connectivity
- CISS Search
- RMS Transmission

To date, 42 police departments are connected to CISS. These departments have a specific CJIS router connected to the Public Safety Data Network. Frequently, connecting the router to CISS involves the installation of a firewall. These can be purchased or built by the police department.

When the routers purchased through the JAG grant are distributed, CJIS will require the police departments to connect to CISS either by configuring an internal firewall or purchasing one in order to receive the router.

Of those, 21 have completed training for **all** department staff chosen to receive CISS search training. An additional 18 police departments have users conducting CISS searches, but not all department staff slated for training completed it.



Figure #7: Source systems flowing into and out of CISS.

Departments are only counted for CISS search purposes if 100% of training has taken place.

CJIS Project Manager Sean Bucher said the onboarding process involves training from CJIS and from the police department's RMS vendor. CJIS trains users to conduct searches in CISS. The RMS must teach its users how the revised records management software works for filing and submitting arrest information.

Sixteen police departments have their RMS software configured to transmit arrest information to CISS and have been trained by the vendors. Another nine police departments have their RMS software configured for transmission and will be able to transmit early arrest notifications once electronic dispositions are enabled for workflow in December.

As of now, 11 police departments are considered to have completed all steps of the CISS onboarding process.

Earlier in the life of the project, some police department RMS vendors did their software configuration prior to training. However, the standard now is to connect police departments to CISS, provide staff training for search, and then work with the RMS vendor on software configuration.

To this end, more than 50 police departments are in contact with CJIS staff about connecting to and training for CISS search. CJIS identified 93 police departments and law enforcement agencies for its first phase of connectivity.



Figure #8: Image of an police badge.

Record Management Systems Development Update

Even as Criminal Justice Information System (CJIS) works with police departments and record management system (RMS) vendors to do the initial connection to CISS, They also are working on the development of “Level 2” code.

With Level 1 RMS code development, police departments are able to send early arrest notifications to CISS.

Once arrest notifications are transmitted to CISS, notifications then go to agencies that have signed up to receive them based on certain rules. For instance, the Department of Motor Vehicles receives a notification if a driver licensed to transport others is arrested for a serious driving infraction, such as driving under the influence. Board of Pardons and Paroles is notified if someone on parole is arrested.

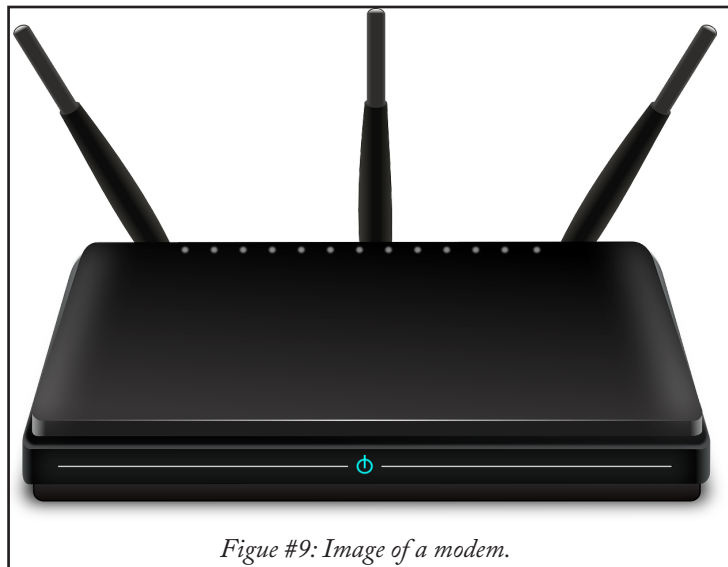


Figure #9: Image of a modem.

CJIS Project Manager Sean Bucher said that with Level 2, police departments will be able to transmit the full arrest package, which could include multiple documents and pictures. That information is sent to the DCJ and the Judicial Branch for processing.

Once DCJ determines what information can be released, it is sent back to CISS where notifications are sent to agencies signed up to receive them. The information is also available in CISS search. A police department investigation an individual case can see if that person was arrested by another police department in the state.

NexGen Public Safety Solutions is the largest RMS vendor in Connecticut. Its RMS is used by 56 police departments in the state. It has three police departments that completed all of the steps of the CISS onboarding process..

As NexGen works with its police departments to configure its software for Level 1 transmissions. It also is programming for Level 2.

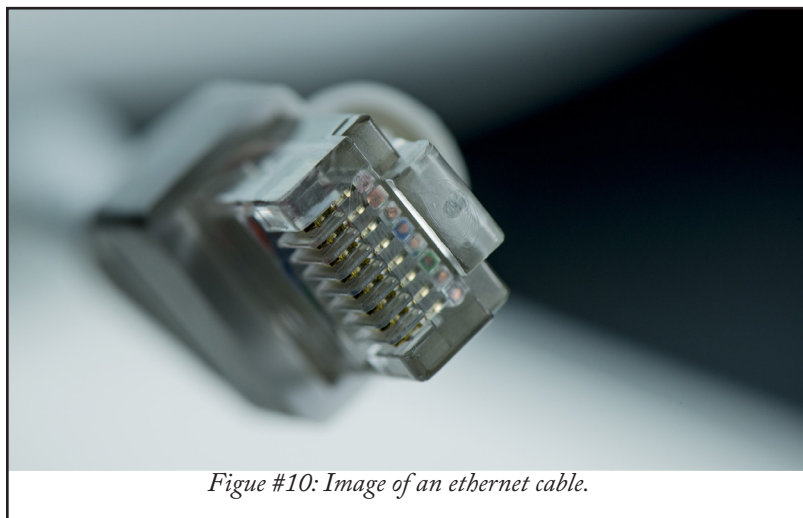


Figure #10: Image of an ethernet cable.

The first police department to send the full arrest package will be Clinton. It was chosen as part of the deployment of CISS to court Geographic Area (GA) 9.

Bucher reports that CJIS is in the process of testing Level 2 with NexGen. The RMS vendor successfully sent an initial test arrest document and a document with an attachment.

Bucher said the next test will be for NexGen to send a test with all of the reports data fields filled. CJIS will then use that data to send notifications back to NexGen. The vendor already has received dummy-data notifications successfully.

Bucher said testing is going well and he fully expects th Clinton Police Department to begin sending Level 2 arrest information to CISS by the end of the year.

At a recent meeting for the GA 9 deployment, Clinton Police Chief Vincent DeMaio remarked that the ability to electronically transmit arrest packets will make a big difference for his police department. He said he expects to save between 23 and 25 man-hours a week since police officers will no longer have to drive the files 25 miles to the Middletown courthouse.

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Record Management Systems Development Update

(Continued from Page 8)

The electronic transmission of files is also expected to improve data integrity. It eliminates the need for information to be typed into the system of each agency that will be using it.

NexGen is the RMS vendor used by most police departments in court Geographic Area (GA) 9, but it isn't the only vendor working on Level 2 code development.

Accucom Consulting, Inc. software is used by 14 police departments in the state and has begun is working Level 2 code development.

Clinton Police Chief Vincent DeMaio remarked that (with) the ability to electronically transmit arrest packets . . . He expects to save between 23 and 25 man-hours a week . . .

Telepartner International has two departments with Level 1. Level 2 code development is the next step.

CJIS is currently working toward Level 1 programming with Central Square RMS company IMC. It will soon begin working with another Central Square company, Inform. Collaboration also is being sought with the remaining Central Square companies TriTech and SunGuard.

CJIS is committed to working with all state law enforcement agencies to connect them to CISS. As we continue connecting CISS to the court GAs and their associated police departments, we believe users will see the tremendous benefits this system was designed to provide. The newsletter will keep you updated on the success of this project.

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
12/11/2019	2rd 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](#).