

Kansas Criminal Justice Information System (KCJIS) Committee
December 9, 2013 1:30pm-3:30pm
Judicial Center, Room 269
APPROVED MINUTES

Committee Members in Attendance:

Jim Clark, Department of Administration; Gordon Lansford, KCJIS Director; Steve Montgomery (KBI), Kansas Bureau of Investigation (KBI); Lance Royer, Sheriff's Association; Mary Chambers, Juvenile Justice Authority (JJA); Harold Sass, (KDOC) Kansas Department of Corrections; Ed Klumpp, Police Chief's Association; Kelly O'Brien, Office of Judicial Administration; Brad Gilges, 911 Providers and Amber Norris, Kansas County & District Attorney Association via teleconference.

Others in Attendance:

Denise Wheeler, KBI; Chris Bortz, KDOT; Zandra Myrick, KDOT; Leslie Moore, KBI; Javier Barajas, KBI; Kirk Thompson, KBI; Joe Mandala, KBI; Don Cathey, KHP; Don Langford, Wichita PD, Dr. Diana DeBacker, Department of Education, Scott Gordon, Dept. of Ed, Adrienne Foster, KGGP

Welcome and Announcements:

Steve Montgomery, KCJIS vice Chair; called the meeting to order at 1:30pm.

Additions/Corrections to Minutes

November minutes were reviewed and Lance Royer made a motion to approve the Minutes and Ed Klumpp 2nd the motion. Motion carried.

Project/Activity Discussions

1) Kansas Department of Education

- a) Discussion regarding Department of Education getting access to CCH data for licensing purposes. Since 2002 the state has required all teachers to be fingerprinted for their certification. Those that were certified prior to 2002 are not required to be fingerprinted when they renew their licenses. The Department of Ed believes the other 20,000 teachers hired prior to 2002 should also be in the fingerprint database but that decision must be made by the State Board.
- b) Department of Ed currently has access to rapback but this is a manual process performed by one staff member who matches the list of rapback fingerprints with the teacher certification list.
- c) Scott Gordon has to contact the appropriate Prosecutor to figure out what the charges are on the applicant. Sometimes a conversation is all that is needed but there are times when it takes a subpoena to get the information.
- d) Leslie Moore explained the rapback process and asked what information was missing that makes Scott have to call the Prosecutor on. It could be that KBI could capture this information for them. Scott needs to figure out who the victim was in the arrest.
- e) The solution of batch processing with a name check was suggested and Dr. DeBacker will work with Leslie to ensure they can get it set up to receive a local record check on all applicants.

2) KCJIS Treasurers Report

- a) August checking account statement handed out and there were no changes to the account. Lance stated the bank still has not credited the analysis fee as they said they would and calls are not being returned.
- b) Lance Royer suggested moving to another bank since this one is closing at UMB on SE 29th location. Lance will look into finding another bank account without the additional fees.

3) KCJIS Policy & Procedure Version 5.2 Approval

- a) Ed Klumpp believes Part II 4.4.2 is too broad on restrictions of KDOR data. Incident and arrest data are allowable to law enforcement but not to the public. Ed would like the Committee to review this section again and make it less restrictive.
- b) Steve Montgomery referred to the personnel screening section regarding Interpol name based checks; it was found Interpol does not allow these checks for general employment. Interpol checks can be run for law enforcement employment checks that will have direct contact with the public or prisoners. It was decided to remove the Interpol checks from the policy
- c) Brad Gilges made a motion to remove the requirement of Interpol checks for employment from the policy, Lance Royer 2nd the motion and it carried.
- d) The requirement for name based checks for all 50 states will also be removed from the policy.
- e) KCJIS Policy and Procedure Committee consist of Chairman, Steve Montgomery, Mary Chambers, Don Cathey, Al Sneller, Chris Mechler, and Denise Wheeler.
- f) The KCJIS policy manual has been desensitized and can be made available electronically to whomever needs to read it.

4) 2014 KCJIS Conference Update

- a) The Committee will decide on the topics to be presented at the conference and the final agenda will be put together by Denise Wheeler.
- b) The current vendor list will be shared with KCJIS Committee and reviewed for accuracy prior to vendor notifications being sent.
- c) Save the date notice to be sent out over the KCJIS network and a flyer will be created by Denise Wheeler. The flyer will be posted on the KCJIS web portal and shared with the KCJIS Committee.
- d) Ed Klumpp made a motion to authorize Gordon Lansford to sign the contract with the Ramada Inn in Hutchinson, Lance Royer 2nd the motion.
- e) Ed Klumpp will bring numbers to the next meeting so the Committee can determine if they can meet Conference obligations with the current \$45 registration fee. The Committee needs to consider raising the fee to support the increase in hotel costs next year.

5) KCJIS Project Summary Review

- a) Gordon Lansford handed out a working draft of KCJIS projects for review and asking for input from Committee members to update and make the list more accurate. It was suggested to add a secure and encrypted email system to the list.
- b) Gordon will make contact with Committee members by email and needs updated information to the list by the end of the year.
- c) Members discussed current changes required for the list
- d) Steve Montgomery suggested a separate list be created for “wish list” items or place them below the active projects.

6) Approval of Recommended KCJIS Statute Changes

- a) Brad Gilges asked for clarification of who determines the rules and regulations in statute 7457-02 which reads “The Committee shall approve substantive changes... as defined by rules and regulations”. It was determined that the Executive Branch is responsible for the rules and regulations.
- b) Brad Gilges wanted a word change in statute 7457-03 to read “authorized to” instead of “must” accept funds for the operation of criminal justice information systems.
- c) Lance Royer discussed statute 7457-02 regarding the KCJIS Director works for and reports to the KCJIS Committee. The Committee will hire, supervise and set job duties for the KCJIS Director position.
- d) Adrienne Foster reported there is still some “to do” list items that need to be completed for the Director position.

- e) Adrienne reported there is a KCJCC meeting on December 10, 2013 at 1:30pm in room 142 South at the Capital for anyone that would like to attend.
- f) Lance made a motion to approve the statues with corrections, Steve 2nd and the motion carried.

7) Letter from KBI Director Kirk Thompson

- a) Kirk Thompson, KBI Director is appointing Leslie Moore as the new KBI representative for the KCJIS Committee.

8) Election of Officers was moved to the January KCJIS meeting

9) Next Steps in Funding was moved to the January KCJIS meeting

10) Presentation of Plaque

- a) The KCJIS Committee presented a plaque to Steve Montgomery for his 8 years of service and commitment to the KCJIS Committee.

11) Adjourn and Next Meeting

- a) **Motion to adjourn by Lance Royer, it was 2nd by Brad Gilges and the motion passed. The next KCJIS Committee meeting will be held on January 13, 2014; 1:30pm-3:30pm; Judicial Center, Room 269.**