

**Kansas Criminal Justice Information System (KCJIS) Committee**  
**December 8, 2014 1:30pm-3:30pm**  
**Room 269, Judicial Center**  
**APPROVED**

**Committee Members in Attendance:**

Secretary Jim Clark, Ks Department of Administration, Vice Chair; Ed Klumpp, Chair, Kansas Association of Chiefs of Police; Capt. Lance Royer, Kansas Sheriff's Association (late arrival, via teleconference); Amber Norris, Kansas County & District Attorney Association (via teleconference), Harold Sass, CIO, Kansas Department of Corrections; Capt. Brad Gilges, Franklin County SO, 911 Director, APCO; Capt. Randy Moon, Kansas Highway Patrol; Leslie Moore, Kansas Bureau of Investigation.

**Others in Attendance:**

Gordon Lansford, KCJIS Director; Brad Burke, Counsel, KDOL; Kevin Reiser, Wichita PD; Don Cathey, KHP; Nicole Hamm, KBI; Mary Chambers, KDOC, Juvenile Services; Capt. Chris Kostelac, OPPD; Mark Thurman, CIO, KHP; Jana Best, Wichita PD; Carla Boesker, KHP; Chris Bortz, KDOT/TRCC.

**Welcome, Approval of the Agenda, Approval of the Minutes:**

Ed Klumpp, Chair, called the meeting to order. There were no changes to the agenda.

**Approval of the Minutes:**

There was no suggested changes to the November meeting minutes. Brad Gilges moved to approve the minutes; seconded by Harold Sass. There was discussion about what constituted a quorum and how many we had in attendance. It was noted that we had six in attendance, later corrected to seven, and five was a quorum. There was no further discussion. The motion carried.

**TRCC Status Report:**

Chris Bortz, KDOT, reported that there is a GIS Mapping Tool and he is submitting a grant, to do crash reports, within the next two weeks and doesn't expect any issues will arise and therefore expects approval of the grant. He also noted that at the last TRCC (Traffic Records Coordinating Committee) meeting that we are having a Traffic Records Assessment, which is required every 5 years, to continue to receive NHTSA (National Highway Traffic Safety Administration) funding. He noted that the format of the assessment will be changing from a face to face interview process to an "online" assessment. Information will be provided to those participating on how the online process will work. There are three rounds of questions followed by discussions. More details will be out soon. He also noted that Sheila Robles joined his office about six weeks ago and is learning traffic records types of projects. Mary Chambers asked who might be asked from KDOC, since so many folks have retired. Chris said he would make sure that whoever was needed would be notified. They are just now preparing to work with the email "bounce-backs" to make sure all the bases are covered.

**Discussion of By-Laws for approval:**

Ed Klumpp noted that the proposed by-laws are in your packet and were also emailed out to committee members for review. These are basically the same as was distributed at the last meeting. He also noted the current version includes suggestions that were made at the last meeting. Brad Burke reported that he had not received any suggestions or comments via email. Ed asked for comments. Brad Gilges commented regarding page 5, section

d, regarding members attending meetings and voting “electronically”. After discussion it was concluded that it was correct as presented and that members may attend and vote electronically as if they were attending in person.

Gordon Lansford asked a question to clarify the intent of the section requiring a member not attending to notify the Chair or Co-Chair in writing and to designate who would be attending in their absence. It was noted that email was satisfactory. Brad Burke noted that the communications could occur via other methods, which would include notification by phone to the Chair or Co-Chair. The person sitting in for the member could also bring the letter or other authorization with them to the meeting.

Asking for other comments, questions, or discussion, and receiving none the Chair asked for a motion to approve the by-laws as presented. Capt. Randy Moon moved to approve; the motion was seconded by Leslie Moore. The motion carried without dissent.

### **Status Report on Jail Inventory and Victims Notification:**

Brad Burke, reported that he has a proposal from Kansas.gov to do the assessment of the different jail and state systems that would be involved. There is no contract yet but purchasing has approved it as an interagency agreement so they don't have to do an RFP on the assessment. When the contract is signed they will begin meeting with user groups including victim's representatives, attorney general's office, jails, and sheriff's. He met with representatives of Appriss recently and commented they have good offerings but they are expensive. He said he learned that they would be able to provide the jail inventories on a single “feed” to KCJIS and a separate feed to other users and that Kansas.gov had said they could do the same thing so he expects that will be a requirement when the RFP is released, which he expects to be early summer 2015, or before that if possible, with a contract being signed in the fall. He noted that Appriss said it could take approximately two years to get all the jails online, but commented that his interest would be to get the larger jails online more quickly so we get a higher percentage of the total jail inventory as quickly as possible. The assessment portion of the project should be less than \$100K. Ed Klumpp asked who would be involved in the assessment process and Brad noted that it would be the county jails and the state systems. Ed commented that he hoped the assessment would include the Kansas Sheriff's Association in setting up the assessment and getting everyone involved in the process. Brad noted that the KSA had already been included in the agreement with Kansas.gov. Brad noted he would get a copy of the agreement to Sandy Horton, Director of the KSA and to the KCJIS Chair. Gordon noted that the local prosecutors should also be included because they have the responsibility for local victim notification. Ed noted that was a different type of notification which was primarily court related, not “release” notifications. Brad noted that they are currently using a “low-tech” solution currently with a couple of counties and they are already getting “hits” that are beneficial to the end users.

### **KCJIS Training Conference:**

#### **2015 Conference:**

Gordon said that he would like to review the 2015 conference to insure that we have the duties distributed and discuss the “content” that the committee would like to see at the conference. The conference will be June 7 – 9, 2015(as corrected later in the meeting). Team members thus far include Ed, working with the hotel, Denise Wheeler and Gordon will work with vendors, registration will probably be done by Denise Wheeler. The contents need to be discussed and decisions made on the format. Examples of content could be “new” information, probably tied to the FBI, such as Next Generation Identification. We hope to have a draft agenda by Feb/March. Brad Gilges asked if we held a meeting or reviewed the evaluations from last year to look for recommendations. Denise probably has the evaluations from last year. Randy asked if an “owner” had been identified. Gordon said he had made an assumption that based on previous instructions from the committee

that he should manage the conference. Randy said the KHP would be happy to help. Chris Kostelac offered two suggestions, 1) Consult with the KCJIS Working Group, and 2) E-ticketing and the discussions related to that. Denise Wheeler is in charge of the KCJIS Working group that is normally composed of TACS and others from local agencies who would actually be attending the conference. Secretary Clark asked Gordon to contact Denise and gather feedback at her next meeting regarding content. Brad suggested that the agenda for the previous conference could be distributed as a reminder of last years content. Gordon will distribute last year's agenda to the committee. Ed asked about the process used last year? Randy said normally a committee member was appointed to be in charge but the KHP had the FBI audit last year. Ed said he liked having the director coordinate the conference. Randy said he thought it was useful to have a broad-based committee to spread the workload and bring in recommendations from all user groups. Ed asked if anyone was interested in chairing the KCJIS Conference Committee. Randy said he would be willing to do that; Ed appointed Randy as Chair. Gordon suggested that he would like to try and bring in new and/or emerging technologies such as the current discussion about the states having a single point of entry for both N-Dex and NIBRS as opposed to two separate submission processes. Leslie noted that Kansas already does that, but that KDOC also submits their own data. Randy noted that there was a lot going on at the Federal level and it would be useful to educate ourselves regarding new federal offerings. Ed noted that in discussions with Wichita PD there was interest in more education on "capabilities" of KCJIS tools that are available, or becoming available, particularly as it pertains to law enforcement and dispatchers, especially motor vehicles. Jana Best, WPD, asked about the dates noted in last month's minutes for the 2015 Conference, and it was verified that the dates for the conference will be June 7 – 9, 2015 beginning with the reception on Sunday evening, June 7<sup>th</sup>, correcting the wrong dates discussed earlier in the meeting. It was confirmed that the 2015 Conference will be held at the Ramada Inn in Topeka. (Capt. Royer has joined the meeting via conference call).

### **2016 Conference:**

Chairman Klumpp noted that previously the committee had asked him to look at Wichita venues vs. Hutchinson for the 2016 Conference. He commented that last week he and Gordon had visited the Broadview in Wichita and looked over the remodeled facility and that he was comfortable they could handle our needs. He noted that it "might" even be financially possible. He noted that we know the airport venue but they are expensive. Capt. Royer said they had held the APCO conference at the Holiday Inn at Kellogg and Rock and it worked well for them. Ed noted that the Broadview (now a Drury property) had also added a parking garage which makes the venue more feasible that it was in the past. Ed noted that he would be getting the RFP's out for the 2016 conference and report back to the committee on the results. It was noted that the first Sunday, Monday, and Tuesday in June 2016 would be June, 5 – 7, 2016. Ed noted that the process required us to specify preferences on dates so it could vary depending on the responses to the RFP's. Secretary Clark asked about the dates of the River Festival and there was discussion regarding potential conflict. Ed will gather all the information and bring it back to the committee.

### **Subcommittee Reports:**

- **KCJIS Circuits Subcommittee** reported by Chair Leslie Moore:

Leslie Moore offered a draft of a proposed statute that funds the KCJIS circuits based on the committee's assessment of the current shortfall in funding and noted that the "draft" included an increase from 2.91% to 4.9%, but there was a possibility that the actual percentage needed might be closer to 4.5% plus or minus. There was substantial discussion regarding the amount of funding required. Ed noted that we should be using 2.91% of the current court fines in order to be asking for an increase based on current activity as opposed to the numbers that were used when the funding source was created originally. Leslie will re-figure the funding required based on current fines and circuit funding needed. Ed noted that the "balance" of the "fines" goes into the General Fund and

asking for an increase will decrease the amount remaining that goes into the General Fund. (Chris Bortz noted that currently 2.28% of district court fines is now generating \$440K for KDOT, but it has been decreasing each year). Brad Burke asked if we had looked for Federal Grants that might be used for funding the circuits, noting that we need to be able to say that we had looked and hadn't found grants available, if indeed that is true. Leslie will re-work the numbers and Ed noted that he estimated that the requested increase could be approximately 4.4%. Ed asked if this was the will of the subcommittee and Leslie said it was. Ed accepted that as a motion, given that the actual percentage have yet to be calculated; Lance Royer seconded the motion. Hearing no further discussion the vote was called and the motion carried. Leslie Moore asked if that bill would be introduced on behalf of the KCJIS Committee and stated that it was the Director's preference that it be presented that way. Ed said it would be presented as a request from the KCJIS Committee.

Leslie Moore brought to the attention of the committee that KBI Director Kirk Thompson said he had found some additional funding that could be used "temporarily" to pay the circuit costs for the balance of the fiscal year and avoid going into the negative in that fund.

- **e-Statute Subcommittee** reported by Chair Ed Klumpp:

Ed reported that the data elements from all the user groups are nearing completion and the system requirements are being finalized. He said that we are close to giving the go ahead to proceed to the next phase of the project, which would be actual "coding" of the solution. Brad Gilges asked what effect this system would have on RMS vendors and Ed noted that it should not have any effect because each of the users will be extracting data for their needs as they do now. Leslie noted that there are "legacy" fields in the system so RMS users do not need to change their system. Ed noted that he has just received the third version of the proposed database and it should be close to final.

- **e-Citations System** reported by Project Manager (PM) Gordon Lansford:

Gordon noted that we are at the beginning of the "rollout" of the system (Phase III of the project) to end user agencies. He said the system has been "built" and tested, but there are no agencies actually using the system and in his opinion a new system is never actually "tested" until it is put into operation in a live environment. He said they are looking for agencies to be "partners" during the rollout that fall into categories of small, medium, and large agency categories. That search began last week with the visit to Wichita PD, and they have agreed to be one of the first agencies to implement the system, and they would fall into the "large agency" category. There need to be some technical discussions between WPD technical staff and the KBI technical staff to work out the details but they have given their go ahead to the project. We have also met with Capt. Kostelac of the Overland Park PD and he will be working with their staff internally to make a determination but both sides are optimistic that they will become the second "large" agency to participate. It was noted that these two large agencies are the "hub" agencies of the state's two largest metro areas, Wichita and Kansas City, and being lead agencies could help facilitate surrounding agencies when the time comes. He also noted that two small agencies have indicated to Ed Klumpp they are interested. Ed said he had also talked to Riley County PD which would fall into the middle sized agency category. Gordon expects that over the next six months we will be able to go live with these "early adopters". Ed noted that, as always, it depends on the local agencies' current workload and how they prioritize their projects as well as the workload at the KBI. Wichita is heavily engaged right now in "disposition" reporting for RAPID and had asked which was a higher priority; Ed said that disposition reporting was definitely the highest priority right now. Gordon noted that for KITO reporting the project will be "complete" when we have 9 agencies, of varying sizes, operational.

- **KCJIS Policy and Procedures Subcommittee** reported by Capt. Randy Moon, Chair:

Capt. Moon stated that he has a “team” together with the first meeting planned for, Thursday, Dec. 11, 2015. The members of the committee are himself, Leslie Moore, and Harold Sass, representing the KCJIS Committee. In addition, others members will be Chief Bob Sage of Rose Hill, who is also the “local” representative for Kansas Law Enforcement at the FBI Advisory Policy Board level. In addition he has Amy Lears, Director of the 911 Center in Nemaha County Sheriff’s Office to represent the communications side of the business. Capt. Moon expects to have, perhaps, only two meetings, because Kansas cannot change the FBI portion of the Policy. There have been several requests for changes to the KCJIS part of the policy. He would expect to bring a revised KCJIS Policy to the committee for approval in the next couple of months.

- Leslie Moore announced that she will be setting up a meeting of the **Project and Planning Subcommittee** for some time in January.

### **State/Local Agency Reports:**

Capt. Moon reported that Col. Ernie Garcia will be retiring from the KHP effective January 5, 2015 and that the number 2 position (Lt. Col.) in the agency is also vacant. This will cause significant change within the agency. Capt. Moon said he was very pleased to be back from his medical leave and apologized for being behind on several projects. He noted that the Microsoft CJIS Security Amendment has been on hold and that Microsoft has revised the amendment. He said that Michigan has already signed the amendment becoming the first state to sign the agreement with Kansas planning to be the second state to participate if everything works out well. He is expecting contact from Microsoft very soon. Capt. Moon is also working on the MOA on funding with the Department of Administration, which is a high priority.

Secretary Clark reported his office had reached agreement with Microsoft last Friday regarding the wording of the contract with the State of Kansas, with the exception of a few items, which he expects to be worked out.

### **Report from the Chair:**

- Ed Klumpp asked to discuss KOMA as it relates to KCJIS Subcommittees to make sure we are all in agreement. He noted that KOMA includes subcommittees; therefore, subcommittee chairs should notify the Chair, Co-Chair, and Director, via email when you are planning a meeting and where it will be held, and an agenda if you have one; if not, a general idea of what will be discussed. Under our by-laws we need minutes or meeting notes to include decisions that you have made. Be aware that they are open meetings and therefore it is possible, if needed, to go into executive session. If you choose to do so be sure that you state the reason for the executive session (i.e., Security, Legal, Personnel), when you will come out of executive session, and be sure that you do not discuss matters that do not pertain to the purpose of the executive session. If you have any questions about the rules governing executive session please consult with Brad Burke.
- Brad Burke noted that the statute specifically explains the purposes permitted for executive sessions and he will be happy to go over those with subcommittee chairs if necessary. Ed noted that he also has had

numerous conversations with Brad regarding the do's and do not's of executive sessions. Brad said in addition to the specific reasons for executive sessions the other items that will cause problems if not handled properly is "notification". Gordon maintains the list of all individuals that have requested to be notified regarding KCJIS Committee information. He will need to know the time and place for subcommittee meetings and will in turn send out emails notifying those who have requested to be notified.

- Ed noted that in addition to the Policy and Procedure Subcommittee this Thursday (for which notification has already been sent), there are two other meetings planned this week; those being the Executive Committee, tomorrow morning at 9am in the Secretary's office, and Project and Planning will need notification sent out when the time and place is confirmed.
- Brad Burke indicated that the executive session only pertains to "voting" members of the committee and there are penalties involved if you do not adhere to the KOMA laws. Ed noted that you have to have a meeting room identified for your meeting. He also suggested even if there is no one else attending the meeting that IF you get into areas that are identified in KOMA that as a matter of practice you should go into executive session, with a stated purpose and time to return from executive session. When that time is reached you must come out of executive session, even if it is only to go back into executive session. The Chair wants to insure that we do NOT encounter or create any situations where we could even be perceived as violating KOMA rules. He asked all to be vigilant in that regard. Again he noted that either he or Brad Burke were available if you have questions regarding KOMA. Brad notes that there has to be a motion, second, and vote, as always, and those should be recorded in the minutes. Ed noted that no formal action can be taken in executive session. Capt. Moon noted, as a reminder, that we do NOT want to "reply all" to emails.
- Ed Klumpp noted that everyone should be consistent and go into executive session when required. He also noted that all documents distributed in a public meeting are public documents and available to anyone who requests them. He said that the **Rules and Regulations Subcommittee** will be meeting shortly. It is co-chaired by Lance Royer and Kelly O'Brien.
- Chairman Ed Klumpp reported that Gordon and he were in Wichita last Friday for the retirement reception of Don Langford, WPD. Don has been a longtime attendee with the KCJIS Committee and helped "shape" many of the solutions in operation today. Leslie Moore and Joe Mandala also attended. Leslie presented Don with a Certificate of Appreciation from the KBI on behalf of the Director to recognize his long-term support of KBI initiatives. He was always the "go to guy" when they had a question or needed help on behalf of local law enforcement. Gordon Lansford presented Don with the KCJIS Directors' Award in recognition of his valuable contributions to KCJIS and for his continued support of KCJIS projects on behalf of Wichita PD.
- Ed announced that Adrienne Foster is no longer the Administrator in the Governors Grants Office (GGO), but will continue as Executive Director of the Kansas Hispanic & Latino American Affairs Commission. Brad Burke noted that she will also be picking up other duties as assigned by the Governor's office. Shawn Cowing is her replacement in the GGO.
- Ed also reported that Gordon participated in the audit of last year's KCJIS grant and that is complete.

Brad Gilges, asked about the Visual Analytics presentation last Friday by SAS. Ed noted that it is a very good and efficient system that had been looked at previously. It allows users to bring in any data to be analyzed and combine that with other data to be analyzed. Users can drill down as needed and is currently in use by other agencies in the state. Gordon noted as was announced previously by Secretary Clark that the state has an “enterprise” license with SAS; the difference is dollars. The current offer is for an entry level system that would allow an agency to try out the system to see if it would be of value to them for a nominal price. The offer includes, 1) Licenses, 2) Installation, and 3) Training; everything an agency would need to learn and test the capabilities of the “visual” analytics system. Visual meaning that most of the results are displayed in charts, graphs, and pictures making it easier to understand and more meaningful to the end user. Ed noted that the question was asked if there was a “test environment” where we could try it out. Secretary Clark said we have a “test environment” set up for anyone who would like to use it. The thrust of the demo on Friday was “crash” data from KDOT. Secretary Clark noted that other agencies have expertise within the state if needed. Ed said that the data used on Friday was actually “crime” data.

Capt. Randy Moon reported that the KHP has received the results of the audit and that local law enforcement should be commended because the results of the audit were very, very good. State and local agencies, who all participate in creating the results, should be proud of the outstanding results for the State of Kansas.

### **Adjournment:**

The meeting was adjourned on a motion by Capt. Brad Gilges, seconded by Capt. Lance Royer. Motion carried and the meeting adjourned 20 minutes “early”. The group collectively stated their appreciation at the return of Capt. Moon to active duty!

**Next KCJIS Committee Meeting: Monday, January 12, 2014,** at the Judicial Center in Room 269.