

Kansas Criminal Justice Information System (KCJIS) Committee

April 13, 2015, 1:30pm-3:30pm

Room 269, Judicial Center

APPROVED

Committee Members in Attendance:

Ed Klumpp, Chair, Kansas Association of Chiefs of Police; Capt. Justin Bramlett, KHP; Harold Sass, CIO, Kansas Department of Corrections; Capt. Brad Gilges, Franklin County SO, 911 Director, APCO; Leslie Moore, Kansas Bureau of Investigation; Pam Moses, Reno County District Court (by phone); Kelly O'Brien, CITO, OJA; Secretary Jim Clark, Vice-Chair (arrived after the start of the meeting); Capt. Lance Royer, Kansas Sheriff's Association, KCJIS Treasurer (arrived after the start of the meeting via conference call) .

Others in Attendance:

Gordon Lansford, KCJIS Director; Brad Burke, Chief Counsel, KDOL; Amy Johnson, KHP; Denise Wheeler, KBI; Nicole Hamm, KBI; Don Kayser, REGIS; Don Cathey, KHP; Lt. John Ostenson, SNCO SO; Capt. Chris Kostelac, OPPD; Mary Chambers, KDOC; Carla Boesker, KHP; Capt. Darrell Atteberry, Chief, Belaire PD; Kevin Reiser, WPD (by phone).

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

Ed Klumpp, Chair, called the meeting to order. Chairman Klumpp introduced Capt. Justin Bramlett, KHP, Commander, Troop M, as the newly appointed representative to the KCJIS Committee representing the KHP. He also welcomed Chief Darrell Atteberry, Belaire PD.

The agenda was approved without objection or change. There were no suggested changes to the March meeting minutes. Brad Gilges moved to approve the minutes; seconded by Leslie Moore. The motion carried and the minutes were approved. There were no subcommittee reports to be received/approved.

Financial Report:

Capt. Royer, Treasurer was not in attendance at this point in the meeting. Gordon reported that the bank statements end on the 13th of each month (today) so the most recent is last months and it is attached. He reported that the only change "may" have been a payment for the lanyards.

KCJIS Training Conference:

Amy Johnson presented an updated draft of the 2015 KCJIS Conference and reported that Monday evening dinner will be sponsored by Analysts International. She still needs some bios and NGI is still undecided as to who will attend. She noted that the Statehouse tour will be at the end of Monday, entering through the north door via security. Lt. Col. Randy Moon will be our Keynote speaker! CPI and AIC will work directly with the hotel for the billing of their sponsored events. All else will be billed to KCJIS from the hotel. Discussion was help regarding the agenda and prizes. The site is open and available for registration. We will do the giveaways at the end of the day on Tuesday; must be present to win. The agenda is virtually complete so draft can be taken off and it can be published as far as content goes. Leslie Moore moved to approve the KCJIS Conference Agenda regarding content, seconded by Capt. Bramlett. Motion carried. Denise Wheeler had paper registration forms for KCJIS committee members and associates working on the conference. Anyone needing a form should contact Gordon.

Status Report on Statewide Jail Inventory and Victims Notification Project:

Brad Burke reported that the project is moving along nicely and the team is nearing the time to work on the RFP and that the funding needed to be used by the end of September. Ed noted that he has been attending the meetings and that the team has been reviewing the requirements document in preparation for the RFP. Gordon asked about the timing of the grant funds and Brad noted that the RFP needed to be completed, opened for bids, and awarded by the end of September to meet the requirements of the grant.

Subcommittee Reports:

- **KCJIS Policy and Procedures Subcommittee** reported by Don Cathey, KHP:

Don Cathey reported that he believes the updated KCJIS Policy is almost ready to be approved. Ed Klumpp had several questions regarding the draft as presented. After significant discussion minor clarifications and changes were made, primarily to the “change summary” document. There was discussion regarding “why” the KCJIS Policy was “more” strict than the FBI Policy? There was also discussion about the firewall location and the approval process in Kansas, which included a discussion of rules regarding “wireless” environments. Ed believes that it is important that we review the “differences” between the state and federal policies. Chris Kostelac noted that it might be the “time lag” that occurs between the release of the Federal rules and the State approval. He noted it would be easier if the Kansas rules mirrored the Federal rules. Don noted that part of the delay was due to spreading the meetings out over time as opposed to a heads down work effort in updating the KCJIS Policy. The policy committee was asked to identify where differences existed and why, in order to assist local agencies in easily meeting the requirements. Capt. Bramlett moved to not approve the policy until it had been revised according to the discussions held today. There was substantial discussion but no second. Don noted that with a delay in this version there will be a “new” FBI release (version 5.4) soon. Following additional discussion a motion was made to approve the policy as presented (with minor technical changes as discussed, primarily in the summary document) and the section 5.13 in Part II. A motion to approve was made by Harold Sass and seconded by Capt. Bramlett with a condition to review Part II section 5.13. Don asked about the timeline and Ed noted it would certainly be covered in the next FBI release but that he had asked for a presentation to the KCJIS Committee regarding the differences in the two policies and action could be taken earlier if needed. The motion carried unanimously.

Capt. Gilges asked how these changes would affect those agencies being audited. Don noted if an agency is being audited for the first time since a new policy was issued it doesn’t affect the agency but they would be affected at the time of their next audit. In other words the first time is a “warning”.

- **KCJIS Performance Measures** review reported by Gordon Lansford:

Gordon passed out an updated list of potential performance measures for consideration by the committee. He asked that the committee address those with question marks and to look at the list of “owners” to verify if they are correct. In addition he asked the committee to determine if the item is “needed” or not in their collective opinions.

After substantial discussion the list was both expanded and narrowed, based on available data and what would be useful in measuring KCJIS performance. The list was divided into what we have versus what items would be moved to the “wish list”. There will be two separate lists: 1) Performance Measures and 2) Wish List items.

(NOTE: Secretary Clark joined the meeting in person).

In most cases it was determined that most of the measurements would best be measured by the quarter. Since locals operate on a calendar year and the state on a fiscal year, even though it's not perfect for everyone most everyone believes that we should report on a fiscal. Since we will be reporting quarterly it can also be converted to a calendar year when, and if, needed.

In the end, the committee would like to see "samples" of the data we have and will refine those numbers into a meaningful report. It should be noted that some of the data will also be reported by agencies so we should be careful to note the potential overlap of data and reporting.

Leslie, Gordon, and Denise will get together to refine the reports and present a draft at the next meeting. This will also include data from KHP, and other agencies.

KCJIS Directors Report:

Gordon presented a summary of his activities or events where he has been involved since the last KCJIS meeting. He noted that a priority for him would be finding the "top 10" states; what they provide to their users, how they pay for their system, and what applications they have that we don't. The purpose is to help compare KCJIS to other leading integrated justice systems. His research will continue over the next few months until we have a good view of other systems compared to our own. Work will also continue on KCJIS Performance Measures.

Report from the Chair:

Ed reported that on SB 14, which is the KCJIS line fund, was successfully passed through the senate and the house committee and ended up on the house general orders. At this point there is no further progress.

Adjournment:

The meeting was adjourned on a motion by Capt. Bramlett, seconded by Leslie Moore; it carried and the meeting was adjourned 15 minutes early.

Next KCJIS Committee Meeting: Monday, May 11, 2015, at the Judicial Center in Room 269.