

Kansas Criminal Justice Information System (KCJIS) Committee

November 9, 2015, 1:30pm-3:30pm

Room 269, Judicial Center

APPROVED

Committee Members in Attendance:

Secretary of Administration Sarah Shipman, Vice-Chair; Capt. Brad Gilges, Franklin County 911; Mary Chambers, KDOC, representing Harold Sass, CIO, Kansas Department of Corrections; Leslie Moore, Kansas Bureau of Investigation; Capt. Justin Bramlett, KHP; Capt. Lance Royer (by phone), Shawnee County SO, Treasurer; Amber Norris (by phone), Butler County Attorney's Office, KCDAA; Ed Klumpp, Chairman, KACP (by phone); Pam Moses (by phone), Reno County Court Administrator.

Others in Attendance: Gordon Lansford, KCJIS Director; Nicole Hamm, KBI; Don Kayser, REJIS; Amy Johnson, KHP; Carla Boesker, KHP; Scott Schultz (by phone), Exec. Dir. of the Kansas Sentencing Commission; Dan Dunbar, Department of Administration Legal Counsel; Chris Bortz, KDOT, Chair TRCC; Don Cathey, KHP; Shawn Cowing, Director, Governors Grants Office.

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

Secretary Sarah Shipman, Vice-Chair, began the meeting at 1:30pm. She introduced a first time guest, Shawn Cowing, Administrator, Governors Grants Office. Introductions were made. The approval of the agenda was moved by Brad Gilges and seconded by Leslie Moore; the motion carried. The approval of the October minutes was moved by Brad Gilges and seconded by Lance Royer; the motion carried. There were no subcommittee minutes.

It was announced that Capt. Brad Gilges was leaving the KCJIS Committee due to a change in his job assignment in the Franklin County Sheriff's Office and that a replacement would be named later by APCO. He expressed his appreciation for the time he has served on the KCJIS Committee and the friends he has made. In recognition of his service to KCJIS, Secretary Shipman presented an "Appreciation Award" to Brad and expressed the appreciation of the KCJIS Committee and all of its users.

Financial Report:

Capt. Royer reported there were no changes to the financial report since the last report and a copy of the KCJIS Bank Statement was attached.

Status Report on Statewide Jail Inventory and Victims Notification Project:

Brad Burke was not in attendance. Gordon reported there is a working group in place and they are in the process of identifying a project manager. The plan is to make electronic connections to some of the larger jails first because of their technical expertise and the volume of jail records that can be accessed through the first few connections. He noted that he had heard the following counties identified as possibilities: Wyandotte, Johnson, Shawnee, Sedgwick, and Ford Counties. Ed reported that the working group had a conference call last week with the KHP to talk about the security concerns to make sure that all of the KCJIS Security Requirements were being met, particularly as it relates to the Victims Notification capability in the new system; to make sure that no unnecessary information is released to individuals who are not authorized to have that information. It is a work in progress.

2016 and 2017 KCJIS Conference Contract Discussions and Approval:

Ed Klumpp provided a copy of the two venue contracts for 2016 (Hutchinson) and 2017 (Topeka) asking for the authority to sign the contracts on behalf of the KCJIS Committee. The fee for the conference also needs to be decided; last year the registration fee was \$45 per person. Discussion was held regarding the venue in Hutchinson and the need for upgrades to the property. Ed noted that upgrades were in progress. Lance Royer moved to approve both contracts, seconded by Leslie Moore; the motion was approved.

Regarding the registration fee, Ed noted that last year was \$45 and in his comparison that was sufficient to cover the costs, less the Tuesday lunch. Ed noted that we also have support from vendors as well as a balance as carryover from previous years. Ed suggested that we approve, by policy, that there should be no refunds within 7 days of the conference date. Lance suggested 10 days. Lance encouraged a Tuesday lunch, providing a sponsor is available, so we don't lose participants in the afternoon. Capt. Bramlett suggested if we didn't get a sponsor for lunch on Tuesday we could move the KCJIS paid lunch to Tuesday instead of Monday. Capt. Bramlett moved to keep the registration fee at \$45, seconded by Leslie Moore; motion carried. The plan is to tell the hotel to plan on a Tuesday lunch, with Monday being the optional lunch.

Ed asked that we decide on "assignments" for the conference. Gordon will work with sponsors; Ed will work with the venue; Capt. Bramlett and his team will have responsibility for the agenda. Ed asked that everyone provide input on classes and the schedule in general.

Subcommittee Reports:

- **Electronic Journal Entry Subcommittee:**

Ed noted that there was going to be a meeting of a core team including himself, Harold Sass, Gordon Lansford, and Scott Schultz to discuss the timing of this effort in conjunction with the e-Court project.

- **KCJIS Policy and Procedures Subcommittee** reported by Justin Bramlett:

Capt. Bramlett reported that the FBI released CJIS version 5.4 of their Security Policy. The handout included a six page summary of the changes in the new policy. There will be meeting of the KCJIS Policy and Procedure Committee soon, but Justin didn't expect there to be substantial changes to the policy after his first review of the new material.

- **KCJIS e-Statute Subcommittee** reported by Ed Klumpp & Leslie Moore:

Ed reported that the software has been delivered to the KBI and Leslie would be migrating the core data before the other agencies were added. Agencies that do NOT have the "law key" in their data will have the biggest challenge in migrating their data. Agencies have been asking for the status so there will be an email to all users when a schedule and plan is confirmed.

- **KCJIS e-Citation Subcommittee** reported by Ed Klumpp:

Ed noted there is an ongoing review of the data fields and which ones are "required" for submission. It is expected that the database will stay the same but some of the fields will not be "required".

- **KCJIS Executive Committee** reported by Ed Klumpp:
Ed reported there will be a meeting of the Executive Committee this coming Friday.
- **KCJIS Project and Planning Subcommittee** reported by Leslie Moore:
Leslie Moore reported that in the handouts there is a list of the “active” portion of the project list and this is the “final” version of that. Gordon noted that for those projects that are NOT funded we should gather an “estimate” of the requirements so we can prepare the legislative report. Gordon said he would follow up on those not funded and create a list of who should be responsible and funding needs. Ed suggested that we draft a report early in the next session to create an outline of what we think should be in the report. Ed wanted those involved to get together to discuss the outline of the report. Gordon said if the groups meet prior to the next meeting we could prepare a draft for the Dec. 14th meeting.
- **E-Court and E-Filing** reported by Kelly O’Brien:

No report.
- **E-Prosecutor** reported by Gordon Lansford:
Gordon noted that the “prosecutor development committee” will be revived and expanded to work with the E-Court Steering Committee in the development of the joint plans for the combination of the FullCourt and FullCase systems. He noted that we have six counties who use the New Dawn system and 60 counties without an automated case management system.
- **RAPID** reported by Leslie Moore:
Leslie reported that no new agencies are reporting electronically. OJA is still working on their analysis of the system. Leslie reported that about 50 agencies are reporting using the online form that is available for smaller agencies.

Performance Measures Report:

Gordon reported that Leslie Moore has reformatted the report and enhanced the readability (with color). A copy is included in the handouts. It was noted that we still need a “legend” to define the acronyms. There was extensive discussion regarding the intent of the information regarding citations and the courts, as well as KASPER. There was additional discussion on the content of KASPER and whether it is accessed via KCJIS or the Internet.

State or Local Agency Reports:

- Leslie Moore reported that KSORT interface to OffenderWatch is moving to testing with Lyon County and assuming that goes well it will be expanded to other counties.
- Leslie reported that she had a request from Denise Wheeler for consideration by the KCJIS Committee. The request is to either upgrade or replace the laptop workstations that are part of the classroom system used for training conducted by the KBI. To upgrade would cost \$3,016 and to replace all 12 workstations would cost \$6,478 plus a three year warranty at \$1,675. Denise noted that all of the laptops would not have to be purchased at the same time; the replacements could be spread out over time. It was noted that the current workstations are no longer useable. Discussion was held, noting that they were originally purchased with a JAG grant. There was discussion about the possibility of using left over JAG funds because it’s a small amount. Gordon will check with the Governors Grants office and report back.

Directors Report:

Gordon presented a summary of his activities or events where he has been involved since the last KCJIS meeting. He noted that there will be a demonstration next Friday of COBRA and CTAC by Cody Systems that would enable us to query local law enforcement agencies once implemented. Leslie will arrange for the webinar information to be distributed. Gordon noted that it will be very worthwhile. Gordon also reported that he toured the new KBI Lab and if you haven't seen it you should!

Report from the Chair:

Nothing beyond what has already been discussed.

Adjournment:

The meeting was adjourned early by Secretary Shipman.

Next KCJIS Committee Meeting: Monday, December 14, 2015, at the Judicial Center in Room 269.