

**Kansas Criminal Justice Information System (KCJIS) Committee**  
**Minutes for December 14, 2015, 1:30pm-3:30pm**  
**Room 269, Judicial Center**

**APPROVED**

**Committee Members in Attendance:**

Ed Klumpp, Chairman, Kansas Chiefs of Police; Bill Duggan, 911 Directors/Kansas APCO; Dan Dunbar, Kansas Department of Administration Legal Dept. representing Secretary Sarah Shipman, Vice-Chair; Leslie Moore, Kansas Bureau of Investigation; Capt. Justin Bramlett, KHP; Capt. Lance Royer, Shawnee County SO/Kansas Sheriffs Association, KCJIS Treasurer; Amber Norris (by phone), Butler County Attorney's Office, KCDA; Pam Moses, Reno County Court Administrator, Kansas Association of District Court Clerks and Administrators (KADCCA); Kelly O'Brien, CIO, OJA.

**Others in Attendance:** Gordon Lansford, KCJIS Director; Denise Wheeler, KBI; Nicole Hamm, KBI; Don Kayser, REJIS; Vanessa Rine, KBI; Don Cathey, KHP; Shawn Cowing, Director, Governors Grants Office, Mary Chambers, KDOC; Kevin Reiser, Wichita PD (by phone).

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

Chairman Ed Klumpp began the meeting at 1:30pm and introduced a new committee member, Bill Duggan, 911 Center Director from Lyon County representing the Kansas Association of Public Communication Officers (APCO). The agenda was modified by Ed Klumpp, noting that Chris Bortz was not able to be at the meeting to present the TRCC update. The approval of the November 2015 minutes was moved by Capt. Justin Bramlett and seconded by Capt. Lance Royer; the motion carried. The Approved Executive Committee minutes of February 2, 2015 were submitted by Chairman Ed Klumpp for the record. He noted that the committee met last week also.

**Financial Report:**

Capt. Royer, KCJIS Treasurer reported there were no changes to the financial report since the last meeting.

**2016 KCJIS Conference Discussions:**

Capt. Royer moved that we do not allow refunds within 10 calendar days of the start of the KCJIS Conference; Pam Moses seconded; the motion carried.

Capt. Bramlett gave an update on the agenda as it now stands including speakers and subjects committed or requested. Leslie asked if we could do an update on the E-Statute file. There was further discussion of what should be included and whether plenary or breakout. Ed Klumpp asked about SAR's. It was noted that wherever we have a session we need a speaker. Discussion was held regarding lunch speakers or not, as well as lunches and who sponsors which ones. Capt. Bramlett moved that KCJIS pay for the Tuesday lunch (second day of conference); seconded by Pam Moses; motion carried. It was noted that the door prizes were a good incentive to stay to the end. The conference dates are June 5-7, 2015 in Hutchinson. Capt. Bramlett asked how much should be devoted to door prizes. Capt. Royer moved that we commit \$300 to door prizes; seconded by Leslie Moore; motion carried. Discussion was held regarding conference supplies, and laptop computers for the lab; it was suggested that we check with Cytek on the possibilities of leasing computers for the conference. Capt. Royer

made a motion to approve up to \$400 for office supplies; seconded by Leslie Moore; motion carried. Discussion was held about paying for speakers and the consensus was to look for free and bring it forward if there is a need. Discussion as held about the new KBI Lab and that it be considered as a luncheon presentation in the form of a virtual tour. The hotel documents are signed and we are good to go at this point in time. Gordon discussed sponsors and asked that everyone bring forward names of vendors that are currently in use in KCJIS. Denise said CPI will do the Sunday reception. Gordon will work on sponsors and report back at the February meeting. Registration is nearly ready to go and needs the hotel information. It was suggested that we get it online even though the agenda isn't final; we should at least use a list of topics so attendees will know the content. Don Cathey suggested that most conferences don't go with a hard and fast agenda and use a list of content instead, which allows for more flexibility and last minute changes.

**Note for the record:** Gordon will work with sponsors; Ed will work with the venue; Capt. Bramlett and his team will have responsibility for the agenda and setup. Denise will handle registration. Ed asked that everyone provide input on classes and the schedule in general.

### **Subcommittee and Project Reports:**

- **Electronic Journal Entry Subcommittee:**

Ed said that there is no news on that. He noted that he, Harold Sass, and Scott Schultz need to meet before moving forward.

- **Jail Inventory and Victims Notification Project:**

The contract has been signed and they are working with Appriss on that. There are 5 or 6 jails currently being considered. The plan is that it will take 2 to 3 years to get everyone on board. Initially they plan on implementing the larger jails, if possible.

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

Capt. Bramlett reported that the subcommittee has met and reviewed all the changes that the FBI has made. They are working a new "format" that will make it easier to read. There will also be a summary of all the changes made. They are also forming a team of "wireless" experts to address those issues. Gordon suggested including the Johnson County agencies that are moving ahead on wireless, under the leadership of Major Layman at Lenexa PD. The goal is to have material available for review and approved by March. Ed noted that he would continue to advocate for not being more restrictive than is required. He also noted that if there are emails do NOT "reply all"!

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

Leslie reported that Joe Mandala is working with the KHP to get their statute file done. OJA will follow with KSC and KDOC at the end. Melissa Mounts is in charge of the KDOC statute table and they don't use the law key, but need to add it. We don't currently know much about their process.

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

Gordon reported there are some data elements that are "required" in the current system that should not be required. We are working with the vendor to quantify the changes and adjust the plan. It is causing

a delay in the schedule but we don't believe it will cause a problem with the existing budget. We still have several agencies working with us to implement the system and begin submitting citations to the central repository.

- **KCJIS Project and Planning Subcommittee** reported by Leslie Moore:  
Leslie Moore reported there will be a meeting of the committee the second week of January.
- **E-Court and E-Filing** reported by Kelly O'Brien:  
Kelly O'Brien reported that they are gathering the requirements and processes they plan to standardize. In 90 days or so they expect to understand the infrastructure they have within the state and will then begin discussing issues with knowledgeable individuals to gather information and develop a plan. They expect to have an RFP out this year. He noted that the first phase includes "only" the centralized case management system.
- **E-Prosecutor** reported by Gordon Lansford:  
Gordon reported that the team is partially filled and will continue to add members to the committee. Gordon asked Kelly if there had been a discussion about adding the prosecutors to the OJA committee and he has asked but does not have an answer as of today.
- **RAPID** reported by Leslie Moore:  
Leslie reported that are no new agencies are reporting electronically. REJIS is waiting on information so KCK Municipal Court can begin testing. OJA is going live tomorrow on disposition reporting, which is a major positive accomplishment!
- **KSORT** reported by Leslie Moore:  
The interface with Offender Watch is still in process. Lyon County has a few issues when they tested the interface, but it was a good learning experience.
- **E-Filing** reported by Kelly O'Brien:  
As of today there are 80 courts using e-filing. Progress is good and they rollout should be complete. It is not currently "mandated" but that could change next year.

### **Legislative Report with Performance Measures:**

Gordon reported that the draft of the report is still a work in process. You will see that it begins with the questions that he believes a legislator would like to know the answers to. That is followed by a discussion of the KCJIS System. It is intended to be brief and to the point as well as understandable to someone who doesn't understand KCJIS. There is also a list of the types of services provided by KCJIS. Kelly suggested that an FAQ format is very effective format to introduce a new concept. Ed suggested adding the "funding gaps" and what projects does that hold back. Leslie suggested noting that the "line fund" is being provided by the legislature and the other costs are routed through the agencies who are involved in providing data as a part of KCJIS. Ed suggested that we have the "project list" available also, with estimated costs. There was additional discussion regarding the Performance Measures. There were some suggested changes/improvements to some line items; i.e. what benefit is there to the courts when the prosecutors are using an electronic case management system. We need to find out how many prosecutors are filing criminal cases using E-filing. Gordon has some more homework to do regarding the current status of electronic systems in use by the prosecutors. Ed suggested that if we can't get all of the numbers by January then we won't put the information on the report.

## State or Local Agency Reports:

- Leslie noted that the NCHIP grant funds will be providing 10 Criminal Livescans. There are 8 counties that do NOT have at least one Criminal Livescan. The plan is to ask those 8 to start with and then follow-up with counties that have older units and try to maximize the total number of units in use by potentially moving some to other counties. Don Cathey noted that there are some counties who have Livescans that are so old they are no longer supported, which means if they break they are potentially out of business.
- Ed said that some of the money from concealed carry funds were able to be used to help or upgrade agencies with their Livescans.
- There was discussion regarding “complaints” regarding KCJIS Policies and who gets the reports. The KHP said they only address issues as they arise, but that many are handled locally and subsequently reported to the KHP and/or the auditors. Ed believes that the KCJIS Committee should receive a report on “violations” that would be educational to all users. It was agreed that a paper report would be beneficial and instructional to all KCJIS users, noting many times a violation is a learning opportunity to other users. It was agreed to continue the discussion and keep it as a high level reporting possibility.

## Directors Report:

Gordon presented a summary of his activities or events where he has been involved since the last KCJIS meeting. He noted that he was being moved out of the Landon building because the Department of Revenue is moving in. His new office is in the basement of the Curtis building. Ed also asked if the KCJIS records kept by the Director are backed up on the state servers and the answer is yes.

## Report from the Chair:

- Ed reported that the KDOC released a final report on Juvenile Justice regarding information use and sharing. It was recommended that KCJIS be used to provide the capability of electronic data exchanges. There is more information available in the report and that we should be discussing how to be of value in that effort.
- Ed also noted that there has been an effort discussing the ability for DCF to “share” information with other agencies who are authorized to have and use the information. It was noted that DCF has had the ability to access Criminal Histories for a long time, but does not reciprocate. There is a continuing discussion regarding access and sharing of DCF information with other authorized agencies.
- Ed also noted the KDHE is doing a project with CDC regarding violent deaths. KDHE has approached the law enforcement associations regarding sharing of information. Some of the data is available and some is not. They are discussing what KDHE needs and how to provide it. Ed noted that we need to make systems simpler and easier to use, not more complex for the officer on the street. Discussions will continue.

## Adjournment:

The meeting was adjourned by the Chair.

**Next KCJIS Committee Meeting: Monday, January 11, 2016, at the Judicial Center in Room 269.**