Kansas Criminal Justice Information System (KCJIS) Committee
Minutes for January 11, 2016, 1:30pm-3:30pm
Room 269, Judicial Center
APPROVED

Committee Members in Attendance:
Sarah Shipman, Secretary of Administration, Vice-Chair; Bill Duggan, 911 Directors/Kansas APCO; Leslie Moore, Kansas Bureau of Investigation; Capt. Justin Bramlett, KHP; Amber Norris (by phone), Butler County Attorney's Office, KCDAA; Kelly O'Brien, CIO, OJA; Mary Chambers, KDOC, sitting in for Harold Sass, CIO, KDOC; and Ed Klumpp, Chairman, Kansas Chiefs of Police (arriving late from legislative meeting).

Others in Attendance: Gordon Lansford, KCJIS Director; Nicole Hamm, KBI; Don Kayser, REJIS; Don Cathey, KHP; Kevin Reiser, Wichita PD; Joe Mandala, CIO, KBI; Mark Thurman, CIO, KHP; Dan Dunbar, Department of Administration Counsel; Kristi Carter, KBI; Amy Johnson, KHP; Jeanette Clary, Sedgwick County DA Office Manager (on phone); Capt. James Olney, OPPD (on phone).

Welcome, Approval of the Agenda, Approval of the Minutes:
- Vice-Chair Sarah Shipman began the meeting pending the arrival of Chairman Ed Klumpp. Capt. James Olney, Overland Park Police Department, Technical Division, was announced as a new attendee replacing Capt. Chris Kostelac who has a new assignment.
- A motion was made by Capt. Justin Bramlett to approve the agenda, seconded by Leslie Moore, KBI. Motion carried.
- After review of the minutes the spelling of one name was corrected by Mary Chambers. Leslie Moore moved to approve the December 2015 minutes, seconded by Capt. Bramlett. Motion passed.
- There were subcommittee minutes from the Executive Committee presented for review by the committee. There was discussion regarding who approves the subcommittee minutes and it was concluded that each subcommittee approves their own minutes, which are then presented to the KCJIS Committee for acceptance, and inclusion in the records. The Executive Committee minutes for the two previous meetings were accepted.

2016 KCJIS Conference Update:
- Capt. Bramlett presented an update on the agenda as prepared by Amy Johnson. Most of the slots are filled but there is still some flexibility. He reported that T.L. Price, Assistant KBI Lab Director, has committed to be the Tuesday luncheon speaker with a "virtual tour" of the new KBI Forensics Lab recently opened on the Washburn University Campus. It was noted that we still need a Keynote Speaker for Monday. The general overview of the conference will be posted on the KHP Launchpad and will be included in the next KCJIS Newsletter.
- Leslie Moore reported on the status of "laptops" used in the lab at the conference. Denise Wheeler has received a bid from Cytek for rental of laptops and there was a discussion of laptops that could be borrowed for use at the conference. Discussion was held regarding the options and the lead time needed set up new laptops. It was noted that "more" than 10 laptops could be an improvement to the use of the lab. Bill Duggan suggested the Emergency Response (RTC) trailers had laptops and it was suggested the KDHE has laptops, as well as the KHP. Overall, it was concluded that we do not have enough information to make a decision on the laptops at this time.

Recent OITS Outages discussion:

Joe Mandala from the KBI reported on two OITS outages that affected law enforcement; the first on Dec. 16th, which occurred downtown and cut power to KCJIS/OITS. Phones were down as a result. Many of the backup plans in place were "tested" also; some worked, some didn't. There were numerous lessons learned regarding backup systems and agency communications to users. All communications centers had and used their appropriate backup procedures and basic operations were still intact. On Dec. 25th there was another power outage, which was a Westar failure, and KCJIS was affected because the DNS Servers were down. This outage also affected the mainframes in the state, which was a longer outage, and required outside assistance to resolve. Discussion was held regarding the move of OITS to the Defense Building. The Secretary noted that OITS staff will be moving, at some point in time, to the Defense Building but there is no decision at this time regarding the "systems". There was discussion regarding what was learned and what is being implemented to resolve the problems. There are still problems to be determined and handled.

Subcommittee and Project Reports:

- **Joe Mandala Project Updates:**
  Joe Mandala had been asked to report on the status of a couple of his projects. Regarding the Security Architecture and the Identify Access System, Joe noted that we know there are many other agencies and staff that could benefit from KCJIS access were it available. Our current system doesn't allow for other levels of access. The new system will allow other "classes" of access and determine what types of access those users should have. We are in Phase II of the overall project, which is the most complex of the phases. The KCJIS Portal will also be modified during this phase to allow other types of access. Overall the project will conclude the first part of Phase II by the end of the fiscal year. Following that, additional applications will be added to the base infrastructure.

  NOTE: Chairman Ed Klumpp arrived at the meeting from his legislative meeting!

- **KCJIS Policy and Procedures Subcommittee** reported by Justin Bramlett:
  *Capt. Bramlett (working with the handout sample) noted that previously the Policy and Procedure manual had been difficult to use because the FBI rules were in one part and the KCJIS rules were in another part. Using the "sample" format he showed the committee how they are thinking of combining the two segments into one, which will use "notations" added "in-line" so that both the FBI rules and the KCJIS rules can be seen together without the need to flip back and forth between sections. He said that if everyone was ok with the new format the subcommittee would proceed to work through the entire document and bring back to the committee a proposed final document for approval. It was noted that what had been Part III would not become Part II of the policy.
  *The "wireless" task force must complete their work before the subcommittee can complete the new version of the Policy and Procedure Handbook. Don Cathey is heading up the wireless task force with the help of numerous other individuals from several agencies.
  *It is still the intention of the subcommittee to bring back a draft of the new KCJIS Policy in February with final approval in March, if all goes well.
  NOTE: Ed, noted to be careful of the KORA rules and the potential danger of a "reply to all" email.

- **Jail Inventory and Victims Notification Project** reported by Ed Klumpp:
  In Brad Burke's absence Ed reported that Appriss will be in town at the end of January to work with the local agencies who will be the "earlier adopters", which may include Wyandotte, Sedgwick, Ford, and several other county jails. KDOL does not have a Project Manager yet. The "data repository" will reside at Appriss and connect to KDOL in order for them to use the database as they deem necessary. Appriss will provide the "lite" version of a "Jail Management System" (JMS), at no cost, to jails who do not have an automated system currently. All jails will be able to see each other's data, at some point in the future, including other states that use Appriss. Jail Inventory will also be available via KCJIS; in other words, everyone will be able to know "who's in jail in Kansas" (if authorized). The project will cover approximately 3 years.

- **KCJIS e-Statute Subcommittee** reported by Ed Klumpp & Leslie Moore:
  The KBI has their data imported into the new system. They are now working with KHP to get their data imported. The will be followed by OJA, KDOC, and the Sentencing Commission.

- **KCJIS e-Citation Subcommittee** reported by Gordon Lansford and Ed Klumpp:
  Gordon reported that we have a quote from Analysts International to make the changes to data elements that are both "required" and "not required" during citation submission. We have the quote and are waiting for Chris Bortz to approve the request, which will initiate the beginning of work. The work is estimated to take about 5 weeks and then begin testing of the changes. The KITO report was submitted on January 8th. The project ends in early 2017 and is not at risk at this point. The project is in "alert" status but only due to missing some deadlines. The project is still within budget.

- **KCJIS Project and Planning Subcommittee** reported by Leslie Moore:
  *Leslie Moore showed a handout of the "active" projects. There is some missing data on a few projects. She asked if some of the projects should be dropped because of lack of funding and/or completion. OMIS/TOADS could be moved from active due to lack of funding; need to check with KDOC on project. Mark Thurman said "E-Justice" could be moved to "completed". Joe Mandala said RAPID could be moved to "completed" but they need to keep track of agencies that begin using the system.
  *The DCF records available to law enforcement could be added to the "wish list".
  *Leslie added an "estimated cost" column to those items that are not funded. Ed noted that we definitely need to have estimated costs in order to provide a complete report to the legislature.

- **E-Court and E-Prosecutor** reported by Kelly O'Brien and Gordon Lansford:
  *Kelly O'Brien reported that they are gathering the requirements and processes they plan to standardize. At the end of March there will be several vendors invited to discuss the overall concepts in preparation for preparing an RFP. They are also gathering data regarding the infrastructure. Ed asked how we are blending the E-Court project with the E-Prosecutor project to insure we gain maximum benefit. Kelly noted that we haven't done that yet. He noted that prosecutors need to determine what their needs are. Ed noted that even if we don't have the funding we should make sure we understand all of the requirements. Kelly noted that they expect any responding vendor will provide an API, or alternative, to connection to the prosecutors. Kelly noted that the RFP would be complete by the fall, if possible.
  * Gordon noted that in addition to the list of "known requirements", prosecutors are asking for an "interface" to law enforcement to eliminate the need for duplicate data entry into the prosecutor case management system. It was noted that the "Prosecutor Development Committee" has a contingent of FullCase users in addition to representation from the "New Dawn" users. It was asked if those

prosecutors who do NOT have an electronic case management system are represented and the answer is no. However, it was noted that OJA's "e-Filing" system may suffice to serve that community. Research needs to be completed to determine the need of those prosecutors. It is also possible that IF the FullCase users were to move to a "cloud" solution, that by definition it could be made available to the smaller counties and would only require "training" in order for them to use it.

*It was suggested that prosecutors be added to the "requirements" subcommittee of the E-Court committee. Kelly noted there was already one prosecutor on the committee (later determined to be Barry Disney from Riley County, who is on the "Rules" subcommittee).

- **RAPID** reported by Leslie Moore and Joe Mandala:
  Joe suggested the project should be removed because it is complete, which is true. Ed asked about dispositions received from municipal courts and Leslie reported that REJIS will soon begin reporting for KCK Municipal Court. Johnson County District Court will be next. Wichita Municipal Court is currently reporting. Leslie reported that a couple of prosecutors had requested information on how to begin using the system. **The NEED is for agencies (courts and prosecutors) to begin using the system and reporting dispositions electronically**. There was no discussion of how to make that happen.

- **E-Filing** reported by Kelly O'Brien:
  As of January 1st there are 81 courts using e-filing. There are 20+ courts that have "mandated" its use already. Progress is good and the rollout should be complete in April. It is not currently "mandated" across the board, but that could change next year.

Amendments to KCJIS Administrative Policies and Director's Job Description:

Ed Klumpp reported on changes suggested by the Executive Committee to the existing documents. Some were name changes and/or updates; most were minor modifications reflecting how the committee functions are actually being done. Some were modifications to reflect requirements by the Department of Personnel Services. Ed moved acceptance of the modifications on behalf of the Executive Committee, seconded by Kelly O'Brien. There was no discussion. Motion carried.

The modified job description was introduced. Mary asked about the state job description and asked if it should be used? Ed noted that it was reviewed and is the basis job description underlying this job. The job description being modified is a supplement to the state job description for "project manager". Gordon noted that he had reviewed the description with Ed and was in agreement with it. Due to a lack of time to review the document Leslie Moore suggested the committee defer action until the next meeting to allow time for review.

Legislative Report with Performance Measures:

Gordon and Leslie presented both the Performance Measures and the Legislative Report, which would be combined into a single document as a "legislative report". There was significant discussion regarding the content and the description of KCJIS, its purpose and capability. The discussion suggested important and significant details of KCJIS and its accomplishments and goals. The Legislative Report will be reworked and presented at the next meeting for further discussion. Ed suggested that there needs to be a "cover letter" that can change based on the particular needs of the audience. This document will be used as "generic information" regarding KCJIS and the related numerical information. The cover letter will be more specific. The revised report will be reviewed to allow feedback from the committee. Leslie will send Gordon the updated Performance Measures with corrections.

> **AGENDA NOTE:** Ed will skip the Newsletter and KHP Launch Pad agenda item and add it to the agenda for the February meeting.

State or Local Agency Reports:

- Ed asked Mark Thurman if he had received a call from Parks and Wildlife regarding electronic citations. He had not. Ed asked how many agencies were using the RMS. Currently there are 28 per Mark but he expects more.

Directors Report:

Gordon presented a summary of his activities or events where he has been involved since the last KCJIS meeting. He noted he had worked with KITO regarding the "alert" status and since we are good on the budget he believes if we can get the modification completed on schedule by Analysts International we'll be fine.

There was discussion regarding "how" to best tie together the local law enforcement (LLE) systems in order to facilitate a federated query across all LLE's and potentially across numerous state agencies. There was discussion about how best to tie the systems together. There are two parts to the effort; (1) a "standard" solution and (2) "participation" of the local agencies. Without both there is no solution. The key is more "flexible" solutions that are adaptable to local agency systems.

Report from the Chair:

- Ed noted that the meeting he had just come from a committee meeting that was focused on the ability, and willingness, to share information with DCF.
- He also asked to make sure we have a current Tax Exempt Certificate for the KCJIS Conference. KHP needs it also. Gordon will insure we have a current certificate.

Adjournment:

The meeting was adjourned by the Chair.

Next KCJIS Committee Meeting: Monday, February 8, 2016, at the Judicial Center in Room 269.