

CJIS Advisory Board Meeting

August 25, 2015 · 9:30am

Department of Public Safety Standards and Training · Room 234

In Attendance: David Alamein, Jennifer Bjerke, Maj. Mike Bloom, Lauren Bowden, Jim Conlin, Lt. Mark Cotter, Craig Daniels, Chief Janie Schutz, Brian Wallace, Patricia Whitfield, Kristin Wings-Yanez. By phone: Dan Krein, Tanner Wark.

Start Time: 9:30 AM

Agenda

The CJIS Advisory Board meetings are in accordance with statute ORS 181.725. They are designed to be a discussion based forum between Oregon State Police and the members of the CJIS Advisory Board; as it relates to advise Oregon State Police in their operation of a CJIS Standards Program for coordinating information among Criminal Justice Agencies.

Attendance and Agenda Items

Attendance is encouraged and expected. The success of the CJIS Advisory Board is dependent upon active participation from the committee members; with all designated organizations represented. If you are unable to attend a meeting a delegate should be sent in your place.

Agenda items for future meetings should be emailed to Lauren Bowden, lauren.bowden@state.or.us

CRIMEvue Replacement Project Status

Refer to Presentation Handout for project details.

To-date, OSP has initiated the State Gate process in coordination with State CIO office and DAS; conducted an on-site visit with Idaho to see how their equivalent system works; contracted with MTG to write the business case; received conditional approval for Stage Gate 1 on May 7th; developed and initiated an RFP for the Project Manager and Business Analyst in April; began negotiations on August 17th and are currently pending signatures and start date. The QA vendor contracting process was initiated in February 2015; however the first-in-line negotiations were not successful, so we are currently preparing the competitive bid process. The total project costs remain unknown until the process is farther along with the PM and BA on board. OSP has budgeted a total of \$6M in other funds for the 2015-17 biennium, and anticipates the need for general fund in 2017-2019. We expect to have better cost information in the February 2016 time frame. The project completion target date is April 2018.

Brian Wallace asked David Alamein how many TOUs (technical and operational updates) for the FBI are pending that haven't been implemented; per David, there may be 5 or 6, but he will follow up with Jerry Martin to confirm and get back to the group. Chief Schutz expressed concern about the LEDS message switch; it has been down once already this year, and she questioned the risk of it going down again. Having the LEDS message switch down can be a matter of life or death for an officer. Jennifer Bjerke clarified that there is a difference between down time on the switch and an outage and in the case of the referenced down time, this was due to the network housed at the State Data Center. David explained further that OSP relies on ETS for maintenance windows, and we have better commination with change management protocols in place. OSP strives for 99.9% up time, but there will always be potential for downtime. We have controls around the switch to prevent down time as much as possible. When the new LEMS is in place, as part of this project there will be built-in redundancy in place. Chief Schutz asked whether the current switch would make it three years, as she is concerned about the time between now and replacement in 2018. David explained that the switch is much newer than the CRIMEvue software, but the project has accounted for replacing the switch as well. We do not know about hosting at this time, but the criterion for the redundancy for the switch is for real-time.

Brian Wallace compared the NCIC 3rd generation (N3G) upgrade which is very similar in scope to the Oregon CRIMEvue project, but on a much bigger scale. N3G is a huge undertaking, and slated for 2019 completion due to the thousands of suggestions yielded from a nationwide canvas of law enforcement agencies. The group wondered how the NCIC project and timing would affect CRIMEvue replacement and as an example photos on records passing through our new platform. Brian expressed concern over how long the FBI takes to compile that information of what their system will have. If we purchase a system, and they don't know what the FBI is doing then it may be possible we aren't up to speed either. If we can stay on timeline before the FBI's system comes in, it will be less upheaval. We have an aggressive timeline, but it is doable. Major Bloom commented that our system is 19 years old and over time its programming was morphed to best suit Oregon's needs. Going to a COTS system from a vendor enables us to go through an RFP for the best fit from potential vendors having new things to offer how we do business. Vendors must stay up to speed with the upcoming changes to stay competitive. Last year's visit to Idaho gave a view of one potential vendor solution, and Idaho loves their new system. There is also a well-received vendor from Washington state to look at also. Competing vendors should look at all avenues available as they compete for the Oregon bid. Major Bloom explained that the contracts come with maintenance hours, and they are flexible for processor programs and adaptability. We can write in that contract that if FBI does something with their system, we will have the flexibility to adapt. Tricia Whitfield added that the FBI has been good about updating national specification documents such as the EBTS for all vendors and states to use. Using WIN as an example of those standards being well known and used routinely by the vendor community has kept the WIN ABIS (9 western states including Oregon) current with all new updates made at the federal level. We will want to make sure the vendor knows through the Oregon RFP process that they have to meet the most current FBI standard. The Oregon ABIS system through WIN can already collect and store photos. We will be expanding that to search capability locally and up to FBI.

Chief Schutz had reservations a few months ago about the limitations of an off-the-shelf product; we have things in our in current system that we may or may not get with an off-the-shelf product. As we look at vendors and RFPs, those are the kinds of questions to be addressed. Law enforcement needs to be ready to adjust. Jim Conlin added that they went through this with the courts; they can configure within the system but cannot customize. When the system gets to be highly customized the vendor doesn't recognize it and repairs are more difficult. Chief Schutz wants to be transparent for law enforcement to know what they will have to adjust to. Tricia offered that this is where the Project Manager and Business Analyst come in and gather those necessities, and show where improvements need to be made. From the beginning of this project we have shared with all users that our intent is to retain all current functionality whenever possible and where there isn't an alternative improvement. Oregon has things unique to us, but going off the shelf doesn't mean we lose those things - vendors are flexible. Major Bloom added that in Idaho, they didn't lose any functionality from their homegrown system. He cautioned the group to not view this as we get will be getting lesser in the new system than what we have now. Jim suggested putting it in the RFP what our requirement is; it could be achieved through the vendor retrieve the information differently. Major Bloom said that we can build matrix of what our system does now versus what the new one would do. Once we know the matrix and use cases, and with the assistance of the Business Analyst discovering the functional and nonfunctional use cases and tech perspective, we could determine the configurations so it doesn't break. Jennifer added that this is maybe 6 months to a year away as work around requirements and statement of work for RFP are developed, we may have time to bring to this to the group. We could break out the requirements and Statement of Work for vendors to respond to. If the Business Analyst has done their work well, they would have discussed these items with each of the group members before cataloging into the matrix. We could bring it back and show the fruit of their effort and give the group a chance collaborate and express their concerns.

DMV Records

When a criminal justice agency makes a DMV record inquiry, it goes through the OSP message switch and DAS ETS where DMV servers are housed to reach the data. Each time a server at the ETS is accessed, CPU time is charged to the agencies involved. While it takes just one second to hit the switch and return the results (record or photo) back to the agency, OSP pays for these costs due to the agreement with DMV and their limitation of funds. Over the last two biennia, OSP has been working with DMV to minimize the impacts to our budgets. Four years ago the cost was \$31k per month and it is now \$7,700 per month. This discussion is for the group's

awareness that OSP is required to make this information available to law enforcement as part of doing business; however continues to find ways to minimize the impact of these costs to the OSP budget. We ask that advisory board members be aware and communicate to their agencies that if there is any unnecessary or unneeded requests for this data, that each agency consider how they might change their process.

Major Bloom emphasized that he does not want officers to not access this data for their necessary day to day work and in turn not worry about the money; however there may be more activity in this area than is actually needed. From OSP's perspective there is a job to be done and we trust these records are run for the right reasons. There is no ill will toward the DMV; we believe that law enforcement is doing this right, but these are still necessary discussions. Jim asked whether OSP pays for every DL, check, and per Major Bloom that is correct. Craig Daniels added that while some queries run through LEDS, others go directly to the DMV. Major Bloom reiterated that OSP will not bill agencies for law enforcement doing their DMV checks; he asked the group to call him if there are any questions.

Tricia added that queries built into interfaces by vendors may be causing unnecessary requests because they are a "batch" query – having multiple queries/searches conducted at the same time for convenience. For example, if an agency is truly just after a CCH and they use the QWHD option, the search goes out to retrieve the wanted files, CCH and DMV record all in one key stroke. If the requestor only used the QH they would get the CCH only. This is an example where systems may have been built for efficiency and user ease but if not used correctly has unintended consequences of costs like we are discussing as well as potential "unauthorized" access. Previously OSP was accessing the DMV through LEDS on warrants for current addresses. Once this method was stopped, it took a large portion of OSP's DMV requests down. Craig agreed that small things and discretionary queries make a difference. The DMV is between a rock and hard place as well; however Major Bloom stated this is OSP's burden and we will figure it out. There is zero intention of billing agencies for for the DMV records they must have to do their criminal justice work.

FBI Advisory Policy Board Update

Refer to Presentation Handout for project details.

Brian Wallace gave a good overview of the Policy Board process and function. He is the current local agency representative and Capt. Tom Worthy is the state CSO representative for Oregon.

Brian and Tricia (as Capt. Worthy's proxy) attended the August meeting in Tulsa, OK where there were 21 topic papers discussed. Each was presented and discussed. A few key papers were Topic 2 (RPS codes in Missing Person file), Topic 11 (Reporting Domestic Violence in NIBRS), Topic 12 (Proposal to identify "Vulnerable Adult" in NCIC Missing Person File), Topic 13 (Transitioning agencies from Summary Reporting System to NIBRS), and Topic 17 (Expand Missing Person Circumstance (MPC) codes in NCIC Missing Person file). Topic 13 is of particular interest to this group. This is the five year plan for UCR to NIBRS transition. This is a top priority for the FBI Director, James Comey. In 2015-16 the FBI will meet with major law enforcement organizations to discuss resolutions for NIBRS transition and strategy. They will conduct a readiness assessment on state and agency level databases, and establish a cooperative agreements process for local and state agencies to be awarded monies for NIBRS development. In 2016, they will award the BJS/FBI planning and solicitation grants. For 2017-19 they will award the FBI/BJS Automation Funding cooperative agreements. The ultimate goal is to improve the nation's crime statistics for reliability, accuracy, accessibility, and timeliness. It will provide richer data and more consistency in reporting. This will be a four-prong approach. The first prong is to transition local, state and tribal law enforcement agencies from summary reporting to NIBRS. The second is to collect use of force stats on all non-fatal police officer involved shootings at the local, state, tribal and federal levels. This portion is currently in discussion on what information that will contain. The third prong is to get FBI participation in the UCR program. The fourth and final prong is to get DOJ and other federal agency participation in the UCR program.

Brian asked the group to provide feedback on any topic. He said that the group is able to solicit or submit topic papers. He is currently working on three list serves, and reaching 280 law enforcement employees. He is working in conjunction with Capt. Worthy and staying engaged with the CJIS Division of OSP, and is

continuing to network and build relationships. He will be communicating with the group for topic review, results, and solicitation of topic papers. Brian is also on the NCIC Subcommittee and on the APB. Please contact him with any questions.

OSP CJIS Division Updates

FBI CJIS Audits

The FBI audited the Oregon State Police as the core CJIS agency. Other local and state regulatory agencies were audited as well. A focus this time was on security for data and work with vendors. We do not have the preliminary results yet, but there were some findings that will be shared with the group and updated at the next meeting.

WebLEDS/ForseWeb Hosted Server Update

If you were involved in using the hosted servers at OSP for WebLEDS or ForseWeb, those hosted servers have been decommissioned and the project is done. OSP will no longer bill for access to WebLEDS or ForseWeb, as agencies are now getting those services directly from those vendors.

Statewide Training Conference

The CJIS Statewide Training Conference will take place on September 23rd and 24th at the Sheraton at Portland Airport. There are currently 326 guests registered to attend so far.

Uniform Crime Reporting (UCR) Update

Tricia reiterated the FBI Director's message discussed in Tulsa regarding NIBRS being his priority moving forward. Going to NIBRS immediately would be ideal so everyone is on the same page nationally, but to do so would be challenging for many agencies. The FBI's plan to work toward a five year transition will help, but mirrors the same challenges we have had in Oregon. Retired Superintendent Ron Ruecker was selected by the FBI Director for the national transition project. Currently Oregon has 82 agencies reporting OUCR and 83 reporting at ONIBRS. OSP is in the process of including the NIBRS standard as an option for agencies to more easily transition away from OUCR while continuing to keep ONIBRS in place to ensure all agencies are submitting the data they need to best meet their business function. Chief Schutz asked for clarification as to which reporting system Oregon is using - NIBRS or ONIBRS? Her department is currently reporting at ONIBRS, and she needs to be able to tell her department which option is the rule. Tricia reiterated that OSP had set January 2017 as the cut off for Oregon agencies to transition from OUCR to ONIBRS as the state standard. Recognizing that ONIBRS is not necessarily achievable or reasonable for all agencies, as the cost to build to and maintain that level is significant. OSP is asking that all agencies at a minimum get to the national NIBRS standard which vendors are very familiar with and should help to minimize costs involved for agencies transitioning from OUCR. ONIBRS will continue to be the Oregon standard to reach if agencies are able to do so, until such time as partners collectively we determine a different standard is better for Oregon. OSP will continue to accept both ONIBRS and NIBRS data and downsize for reporting to the FBI requirements. In the meantime OSP has a project in place to add NIBRS capability via the TAC10 repository. This will be discussed at the upcoming CJIS Conference. According to Chief Schutz, her department will do NIBRS since it will fit in better than what they have to do to keep up with ONIBRS. Tricia added that it is good for all that the FBI has said they will at long last no longer accept UCR summary data to achieve just one standard for better data use by all. Although they continue to add data elements to the NIBRS standard, many of those already exist within Oregon's ONIBRS format. Brian added that FBI moving to just one standard is a major overhaul of National UCR itself; a lot of local agencies have failed to keep up with the technology, and now they need to get to the NIBRS level. He couldn't imagine that the FBI would make this change, and then require more. His agency has discussed staying with NIBRS. By time the FBI catches up with ONIBRS, a new system will be needed anyway.

SB941 Implementation (Private Party Gun Checks)

SB941 was implemented and operational on Aug. 9 and requires private party firearm transfers to be conducted through a licensed dealer or directly to OSP if at a gun show. It has spawned more questions than activity. We

have created and posted a document that highlights the changes as a result of the bill. There are a number of exemptions; however it is mostly the same process for OSP, just a potentially larger population. . The document is located on our website. As of today, since the 9th there have been 35 private party transfers and 6 of those have been at a gun show. Tricia asked the group to call her if they have questions or feedback to any of our posted documents.

SB525 Implementation (Domestic Violence/Relationship Definition/Protection Orders)

SB525 adds to the definition for domestic violence crimes and firearms prohibition with the intent of mirroring federal law. OSP has begun working with staff at the state courts to make improvements, if needed, to agency entries and understanding of the data in LEDS. The current system of flagging firearms prohibitors isn't always clear. Tricia asked the group to contact her if they have any feedback.

Round Table Discussion

Meeting Frequency

Jennifer Bjerke stated these meetings will be on a quarterly basis unless there becomes a need to meet more frequently. The biggest driver is the CRIMEvue project. Chief Schutz requested that the minutes from the previous meeting be attached to the agenda. OSP committed to locating what we could from the last meeting minutes which did not get generated due to a vacancy in our staff support position. Major Bloom let the group know that it will be December or January for next meeting, as there will be a CRIMEvue update and more to discuss with the board. Jennifer suggested paring down the presentations to a high level overview, and including the PowerPoint presentations with the minutes.

Jennifer brought to the table that there is an ongoing issue of awareness for unencrypted CJIS data in the cloud. This is not something the State of Oregon is managing or looking to manage, but to bring awareness to. There will be policy changes. The Office of the State CIO needs agencies and CJIS users to be aware that any software that is purchased or leased as a server or cloud service (mobile or desktop) *must* be encrypted if CJIS data is stored in those systems. There is not much awareness out there that encryption is required. Greg Verharst (OSP IT Security Auditor) will discuss this at the CJIS Training Conference specifically that the vendor (Microsoft 360 for example) is required to be CJIS certified since they host the data. The same rules apply to Microsoft as employees at the State Data Center; if they have access to CJIS data, then they must be CJIS compliant. Microsoft said they get the policy for CJIS compliance, but they will sign a security addendum once for the State, but not for each agency. OSP has the responsibility to educate on this issue; it will apply to Microsoft, IBM, Amazon, and small software firms that have CJIS data as a tool. The State CIO is looking at whether the state wants master contracting for this or not. It is most likely that they will allow agencies to do their own procurements and purchasing, in which the State CIO takes a "parenting" role and OSP communicates that the statewide security addendum is on file. That is the vision today, but nothing is set in stone yet. Major Bloom asked if an agency decides to go to the cloud with CJIS data, does it apply to all of us? Per Jennifer, yes it will apply but not just to the public safety community; any agency with CJIS data. Using Dropbox for example, they may not temper mobile apps and they may not know to sign a security addendum. The reality is agencies are moving to cloud services, but the awareness of encryption needs to be there too. Greg has not been finding much in his audits, but has found some. For Microsoft, we will replicate what has done with in other states and apply it to other vendors too; we aren't looking to reinvent wheel.

Jim Conlin let the group know that there are four rollouts for getting the State off of OJIN by next June.

Brian Wallace brought up that at the same time as the CJIS Training Conference, there will be the State Sheriff Civil Department Training in Bend. They will discuss SB941 there as well. The NCIC Subcommittee meets in October. By our next CJIS Advisory Board meeting, they will have gone through the APB process and have more information. This FBI/UCR five year plan starts with agencies that don't report, then move to cities without NIBRS compliance.

Craig Daniels will be sending their Information Security Analyst and their LEDS reps to the CJIS Training Conference. They will discuss the DMV point. Dan Malin (OSP LEDS Auditor) will probably discuss it too, per

Major Bloom, but they need to talk about the appropriate use of LEDS and charges of improper use. Craig will try and attend Greg's talk on Security on Wednesday at 3:30-4:30. The DMV will also be starting to work on system modernization and hiring for new positions. He will let Lauren know when to put this on the agenda to give an update on what it will look like for Law Enforcement.

Kristen Wings-Yanez told the group that the system that ties into Doc 400 is almost complete. It will feature new functions, and how to complete more lists. If there is a slow response on warrants, it will be because of implementing the new system within next month. They have a new Legislative mandate regarding sex offender classification. They will be doubling parole board staff, and as such they are looking for new office space. Ideally they would be co-located with DOC, but they are looking at POC in downtown Salem. Staff has concerns about security and parking; they will have a total of 30 staff members.

David Alamein said that they have an emphasis on the Trelstad OSP relocation project in short time. He spoke about VOIP project. The MDT rollout which is nearly complete; tablets will be in vehicles.

Action Items (identified in this meeting)			
No.	Action Item	Owner	Target date
1.	Send out minutes with the PowerPoint presentations	Lauren Bowden	<i>Unspecified</i>
2.	Confirm with Jerry Martin how many TOUs for the FBI are pending that haven't run yet, and follow up with Brian Wallace.	David Alamein	<i>Unspecified</i>

Future Meetings: Meetings will be set quarterly.

Attachments

- CRIMEvue PowerPoint Presentation
- FBI Advisory Policy Board (APB) Update PowerPoint Presentation