

# CJIS NEWS

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**CJIS Trivia...**

***The 20th Judicial circuit consists of Charlotte, Collier, Hendry, Glades, and Lee counties and is the largest circuit, geographically, in***

## CRIMINAL JUSTICE INFORMATION SYSTEM ONLINE

Welcome...

to the first edition of CJIS News. CJIS News will be published quarterly to inform you of the activities of the CJIS Consortium in the 20th Judicial Circuit of Florida.

What is CJIS ?

CJIS is an acronym for "Criminal Justice Information System" and was started in 1990 by the Court Administration (CA), Public Defender (PD), and State Attorney (SAO) Agencies in the 20th Judicial Circuit of Florida to share resources and manage a Case Management System common to their Criminal Justice activities. A Case Management System, also called CJIS, was installed and upgraded to it's present form.

CA, PD, and SAO which make up CJIS, are State mandated agencies that manage operations in the 20th Judicial Circuit of Florida which encompasses 5 counties in Florida: Collier, Glades, Hendry, Charlotte, and Lee. Through shared contracts for goods and services, CJIS provides a cost effective use of the IT infrastructure and the CJIS case management system for all CJIS agencies in the 5 counties of the 20th Judicial Circuit.

Where is CJIS?

The CJIS Staff is located in the Justice Center in Fort Myers Florida at 1700 Monroe St., on the 3rd floor in room 3132.

CJIS Website: <https://www.cjis20.org>

A web site has been established at <https://www.cjis20.org>. This site will contain useful information to the Criminal Justice Community in the 20th Judicial Circuit.

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## CJIS PROGRAM ACCOMPLISHMENTS IN 2008

CJISNotify, our electronic subpoena system received Florida Supreme Court Approval and was put into production with the Cape Coral Police Department.

CJISNotify was a joint development project with the State Attorney, Public Defenders, Lee Clerk, and the Cape Coral Police Department. Law Enforcement Officials are frequently served subpoenas by the State Attorney and Public Defenders offices. In the past, paper copies were delivered to the ... *(continued on page 2)*

***“The web site provides the ability to view and print the actual subpoenas, and download subpoena data sets...”***

*(CJISNotify continued from page 1)*

Clerk for processing and then sent by courier to the Law Enforcement Agency (LEA) . Many delays occurred and sometimes the paper subpoena’s were misplaced, which may have prevented the Law Enforcement Officer from appearing in Court as required.

The subpoena’s for Law Enforcement Officers are now available in electronic format via a secure website. The web site provides the ability to view and print the actual subpoenas, and download subpoena data sets that can be imported to the LEA’s computer system for further processing of notifications . The web site also provides historical retrieval of LEA’s subpoenas.

Upon acceptance or return of the individual subpoenas, the Lee Clerk retrieves the subpoena information from the same web site and files it in their record system.

As with all new technology implemented in State of Florida, The Supreme Court of Florida must review and approve the use of new technology. On November, 19,2008, The Supreme Court of Florida issued Administrative order No. AOSC08-90 approving the use of the CJISNotify eSubpoena system.

The Cape Coral and Fort Myers Police Department are live on the system now, eliminating the processing of approximately 175 paper subpoenas per day.

The CJISNotify system will be rolled out next to the Lee County Sheriff’s department and then the remaining Law Enforcement offices in Lee County. This is a circuit wide system and will be deployed in Charlotte, Collier, Glades ,and Hendry Counties this year.

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## **EFIRST APPEARANCE**

On April 21, 2008 the eFirst Appearance system was launched as a pilot project in Lee County awaiting approval from the State Supreme Court. eFirst Appearance allows a judge to view a defendant’s arrest information online from the bench or chambers. The Judge, State Attorney, and Public Defender have online access to the Probable Cause narrative, defendant summary report, including criminal history, residence history, etc. Additionally, they can see any underlying charges on Violation of Probation (VOP) and Failure to Appear (FTA) warrants.

***“After the judge applies an electronic signature, the court order is electronically transmitted to the jail.”***

After the judge applies an electronic signature, the court order is electronically transmitted to the jail. Defendants can now be released within a couple of hours rather than several hours. eFirst has provided many benefits including reduced hours required for preparation and processing of cases, as well as reducing the amount of paper copies that were required in the past.

This new system was born from the collaborative efforts of various criminal justice agencies who formed the Criminal Systems Improvement (CSI) committee. The committee, which was formed in 2007 and is chaired by Judge Radford Sturgis, consists of representatives from the Office of the State Attorney, Public Defender, Court Administration (Pretrial, Probation and Court Technology), the Clerk of Court, and Lee County Sheriff’s Office.

The purpose of the committee was to identify business workflow processes within the system that required extensive time, effort, or duplication. The First Appearance Hearing was determined to have the largest impact on the combined business processes of the various agencies. The committee set a goal to improve the efficiency of the First Appearance Hearing by introducing the digital signature and electronic court order in an effort ( con’t p.3)

*(eFirst continued from page 2)*

to expedite the processing of cases and reduce costs for labor and temporary housing of defendants awaiting release.

The Florida Courts Technology Committee, under the auspices of the Florida Supreme Court, approved the E First Appearance application on September 9, 2008.

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## ACTIVE WARRANT ALERT CALENDARING SYSTEM (AWACS)

The 20th Judicial Circuit, Lee County Courts in collaboration with the Lee County Sheriff's Office, Office of State Court Administrator and the Florida Association of County Clerks has implemented new technology that will enable law enforcement to conduct more extensive background checks on all defendants appearing for criminal court events, both misdemeanor and felony. The system, dubbed AWACS (Active Warrant Alert Calendaring System), allows the Sheriff's Office and other agencies (State Attorney, Public Defender, Clerk of Court) to receive daily calendar warrant alerts for 13 judges' calendars. The system accesses up to 13 state and national databases and within minutes identifies defendants with active warrants on the court calendar system so that law enforcement can execute the warrants and take the individuals into custody when appropriate.

November 17, 2008 marked the first day the system began operating within the Lee County Court System. The technology made a seamless transition into production after a testing phase in October into early November. The results have been astounding: Previously, it took at least a day to run background checks on criminal court dockets for any given day; now it takes as little as 10 minutes. Between November 17th-25th, 2,972 names were run through background checks and 141 were "flagged" for having active warrants.

Lee County is the pilot program in the state for this new technology which Governor Crist's office has been monitoring closely. This active warrant alert initiative demonstrates the commitment of the courts and law enforcement to ensuring public safety in an expeditious and cost-effective manner.

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## CJIS REPLACEMENT PROJECT

With the help of the NCSC, (National Center for State Courts), the CJIS group along with State Attorney's Office, Public Defenders Office, and Court Administration formed a CJIS Replacement project team. We met frequently with all CJIS offices in the 20th Judicial circuit and many of the Clerks and Law Enforcement agencies to review business processes and data interfaces.

The goal of the project team was to perform a Information technology assessment, identify performance measurements, perform a business process analysis, and generate a IT master plan for a CJIS replacement. Each business process was evaluated to reduce manual data entry, eliminate redundant data entry between agencies, stop duplicate processes and eliminate paper processing wherever practical.

Over 700 spreadsheets were generated showing existing business processes. These were combined into a "To be" process flow that defined what the new CJIS system should do. We now have accurate flow charts showing the process flows and interaction between CJIS and outside agencies.

An RFI (request for Information) was issued in 2008 and an RFP (request for proposal) for the new CJIS system will be issued soon.

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***Each business process was evaluated to reduce manual data entry, eliminate redundant data entry between agencies, stop duplicate processes and eliminate paper processing..***

***“ The Universal Booking Sheet (UBS) system conception was started 15 years ago by the Public Safety Committee..***

## UBS

What is UBS? No, I am not referring to the Swiss Bank. It is the Universal Booking Sheet system managed and supported by the CJIS group for use by Law enforcement agencies in Lee County. The Universal Booking Sheet (UBS) system conception was started 15 years ago by the Public Safety Committee Meeting and the CJIS Consortium. In 2002 the UBS system was put into production.

Over the last 6 years, with monitoring, improvements and helpdesk, it has grown into the accepted booking sheet system for the Lee County Jail. CJIS works closely with the Lee Clerk, the Jail, and all Lee County law enforcement agencies to complete booking sheets as designed by the system.

UBS provides many benefits to CJIS and outside agencies:

- Bookings are electronic and fed directly into CJIS
- Quicker case number assignments results in faster processing of cases
- Arraignment court dates and Judge Assignments will be sent to CJIS
- No handwritten bookings
- Pretrial can process the data for defendants immediately
- Continuous monitoring ensures correct bookings are done by the officers
- Prosecution and defense can be done with the booking sheets
- Control of changes will help information feed into CJIS
- Creation of the First Appearance System from the UBS data enabling faster processing in First Appearance
- First Appearance Electronic Court Orders sent to the jail electronically

Management of UBS includes Statute control and maintenance for the FDLE statutes, changes/upgrades that benefit all agencies, review of bookings for the First Appearance initiative, and helpdesk support. A special web site has been set up to handle UBS helpdesk issues; see below.

UBS is another example of a system that is maintained by the CJIS group and provides benefits to CJIS and many other Criminal Justice agencies.

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## CJIS WEB SITES

The following is a list of CJIS related web sites that provide useful information to the Public and Criminal Justice Agencies:

CJIS Website: <https://www.cjis20.org>

Public access to CJIS case data: <https://www.cjis20.org/cjis>

Court Administration Web Site: <http://www.ca.cjis20.org>

Public Defender Web Site: <http://www.pd.cjis20.org>

State Attorney Web Site: <http://www.sao.cjis20.org>

UBS Help Web Site: <https://www.cjis20.org/ubs>