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Criminal Justice Information Systems (CJIS) Task Force

C/o District Attorneys Council, Federal Grants Division
421 N.W. 13th Street, Suite 125, Oklahoma City, OK 73103

Meeting Minutes
November 17, 2020
9:30 a.m.

MEMBERS PRESENT: Captain David Baisden, David Bebbler, Jari Askins, Hiram Tabler, Captain Kyle Gibbs, Debbie McKinney, Len Morris

MEMBERS ABSENT: Lisa Burlingame, Ronnie Hampton, Mel Woodrow

GUESTS: Cory Morris and Jack Kiesorn

STAFF: Stephanie Lowery, Jerry George, Katy Fortune, Amanda Blasko

1. Call to Order – Captain Kyle Gibbs

The meeting was called to order at 9:33 a.m.

2. Roll Call – Captain Kyle Gibbs

A roll call determined a quorum was present.

3. Open Meeting Compliance – Captain Kyle Gibbs

It was noted that the agenda for the meeting of the Oklahoma Criminal Justice Information Systems Task Force was properly posted and the Office of the Secretary of State had been notified. The meeting agenda was posted November 12, 2020 @ 11:00 a.m.

4. Introduction of Guests – Captain Kyle Gibbs

Cory Morris and Jack Kiesorn introduced themselves. Cory stated he works in the Oklahoma State Bureau of Investigation in the Field Services Unit. Jack Kiesorn specified he works for OSBI on the ODIS program.

Discussion and Possible Action on:

5. Approval of November 19, 2019 Meeting Minutes – Captain Kyle Gibbs

After reviewing the minutes from the meeting on November 29, 2019 a motion was made by David Baisden to approve the minutes as written. Jari Askins seconded the motion. Ayes were announced. The motion passed.

6. 2020 NCHIP & NARIP Applicants – Katy Fortune

Katy Fortune provided to the board a list of the 2020 NCHIP and NARIP subgrantees that received an award. All subgrantees have been notified of their award. Katy located the special conditions forms for the awards within the new federal grant managing system, Just Grants. She stated that she would be sending out award packets by the end of the

week. The mandatory programmatic and fiscal webinar for NCHIP occurred last Friday, November 13th, and out of 19 registrations, 13 subgrantees attended. Both grants will be ready for their Jan. 1 start dates.

7. CJIS Goals and Objectives – Captain Kyle Gibbs

In September, a subcommittee of this board met to review the board’s goals and objectives. Each board member received a copy of the revised and updated goals and objectives. Captain Kyle Gibbs explained how the subcommittee went from 13 goals and pared the list down to six. Kyle Gibbs stated that over the years, several of the CJIS board’s goals, such as traffic citation processing, have been achieved. Debbie McKinney led a motion to approve the CJIS goals and objectives as written, while a second was led by David Baisden. Ayes were announced. The motion passed.

8. Discussion and Possible Action: ODIS Collision Module—Cory Morris and Jack Kiesorn

Debbie mentioned that the ODIS Collision Module relates to goal #3 on the CJIS goals and objectives. The ODIS Collision Module is a collaboration between several agencies. Cory Morris described how the Field Services Unit at OSBI collects data for incident-based reporting; the data is analyzed and quality review checks are performed. This unit also performs trainings for the offender data information system (ODIS) through a free version called SIBRS. The information gathered is sent to the FBI. A total of 118 agencies report through SIBRS, and 266 report through ODIS. 58 agencies utilize an external record management system. Cory mentioned that 22 of these 58 agencies are uploading information to SIBRS, and Morris’ agency is trying to convince more to use SIBRS.

This project is made possible from a grant through the Oklahoma Highway Safety Office. A couple of programmers are working alongside Jack Kiesorn on the user interface specifically. OSBI needs information from the Department of Public Safety regarding the format in which DPS wants to receive files.

Cory mentioned that the team is working on being able to export citations directly from ODIS to the courts at the district level. After receiving information from DPS about how they want to receive files, the team can work on this project and begin testing.

The team is also developing a free version of this module, which will be called ODIS Free. The agencies that report to SIBRS will be able to use this free module. The free version will have record management and the ability to send information to OSBI and then to the DPS server.

One benefit of utilizing the ODIS system is that it allows for networking and information sharing throughout the state. The module allows for interconnectivity. In terms of using ODIS, a user will enter in all the required information, and send the information through ODIS to DPS. There will be a built-in validation process, for which DPS will determine the criteria. When an officer completes a report, that report gets validated, meaning the program checks to see if all required fields have been completed. Jack Kiesorn stated that DPS will dictate how they want to accept diagrams as part of collision reports. Jack mentioned that he and his team are working on the validation process, and testing that process.

9. 2021 Meeting Dates – Captain Kyle Gibbs

The proposed CJIS 2021 meeting dates were included in the board packet. Captain David Baisden made a motion to approve the minutes and a second was led by Len Morris. Ayes were announced. The motion passed.

10. Agenda Items for Next Meeting – Captain Kyle Gibbs

One suggested item for next meeting is developing best practices for utilizing body cameras, including retention, and storage. Jerry George mentioned that many JAG awards include body cameras, and that it would be helpful to have a list of best practices to provide along with the body cameras.

11. New Business Not Known 24 Hours Prior to this Meeting Date – Captain Kyle Gibbs

None

12. Announcements – Captain Kyle Gibbs

Jerry George is retiring February 1. Katy is taking over the CJIS task force. The District Attorneys Council introduced new employees Katy Fortune, Grant Programs Specialist, and Amanda Blasko, Grant Programs Assistant.

13. Adjournment – Captain Kyle Gibbs

Captain Kyle Gibbs adjourned the meeting at 10:06 a.m.