

## **Data Collection, Analysis, and Quality Subcommittee Minutes**

Tuesday, January 23, 2024  
10:00 a.m. – 11:00 a.m.  
Zoom

**Attendance:** Stacey Manware, Allison Beas, Lt. Col. Mark Davison, James McGennis, Jackie McMahon, Chief Riddick, Jason Cheung, Kevin Neary

**Staff:** Ken Barone, Jim Fazzalaro, Erica Escobar

### **I. Welcome & Introductions**

Stacey Manware called the meeting to order at 10:04 a.m. and members introduced themselves.

### **II. Approval of the December 19, 2023, meeting minutes**

A motion was made and seconded to approve the meeting minutes from December 19, 2023. The minutes were approved unanimously.

### **III. Old Business**

#### **a. CT State Police Data Audit update**

Ken Barone provided an update on the CT State Police Data Audit, indicating a potential completion timeline of March or April of the reconciliation process begun by CSP in July. March seems the earliest for a comprehensive summary, though this is an estimate. Stacey Manware emphasized the importance of addressing issues on a rolling basis, particularly regarding erroneous records that impact data requests from various sources. She expressed concern about delays in resolving issues, stressing the committee's responsibility to address records promptly.

Ken Barone suggested that leading up to February, he could review the information already provided to identify broader issues affecting not only the state police but also other entities. For instance, there may be discussions needed on topics like town tickets, training, and clarification. He proposed making this the primary agenda item for February, leveraging the insights gathered thus far to address concerns across various data systems.

#### **b. Annual departmental audit proposal**

The committee considered four key recommendations for consideration. The first involves annual certification of traffic stop totals to require departments to verify the accuracy of the data. The second mandates reporting data discrepancies within 30 days of identification by an agency. The third recommends requiring departments to rectify any erroneous records when feasible, while the fourth proposes developing an annual training program for agencies to reinforce data collection requirements.

A motion was made and properly seconded to endorse these four recommendations. The recommendations received unanimous support from members. The recommendations will be forwarded to the full Advisory Board for further consideration.

#### IV. New Business

- a. Database Modification recommendation: add citation number to CJIS database/technical schema.

Ken Barone provided an update on the recommendation to modify the database, proposing that the CJIS system capture ticket numbers. This streamlines report production for agencies and ensures consistency across databases. While the decision to mandate ticket number submission is pending, the focus is on upgrading the system to accept the data field.

Ken clarified that currently, the profiling system is designed to receive either a case number or a ticket number. He suggested asking the vendor to add the ticket number field to the profiling system during modifications, as it would simplify the process without additional cost or burden on officers. This modification would require the profiling system to accept the new field, facilitating future discussions on whether to mandate its collection. Ken proposed making this recommendation to the full Advisory Board in February to expedite the modification process.

A motion was made and properly seconded to recommend modification of the data collection system to include the collection of a ticket number. The motion was unanimously approved by members.

- b. Legislative recommendation- Mandated use of E-citation and E-Warning

The subcommittee has been considering a recommendation to mandate the use of the E-citation and E-warning systems. There are many benefits to these systems including reduced data entry errors. Ken suggested that the committee should consider recommending mandated use of the system by a certain future date. He invited discussion on potential

benefits versus drawbacks, referencing a survey conducted by CIB for context.

Barone suggested that the group thoroughly discuss the topic before the next full Advisory Board meeting, as it's likely to arise during the session. He proposed dedicating a 45-minute meeting to the topic in two weeks to allow for a more in-depth discussion. Barone encouraged members to consider any questions they may have in the meantime to facilitate a productive conversation. Chief Riddick expressed a leaning towards a "no" vote without a clear funding plan, emphasizing the need for delineated funding sources.

Stacey Manware proposed the formation of law enforcement agency groups for information sharing, irrespective of fleet size. She highlighted the need for further discussion regarding the judicial branch's authority to mandate 100% citation compliance, citing practical challenges in implementation. She suggested discussing parameters, evaluating outreach efforts with the highway safety office, and establishing a future path for all agencies.'

c. IntegrAssure Team Evaluation

This item was tabled for discussion at the next meeting.

There was no further discussion, and the meeting was adjourned at 11:05 a.m.