

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

Wednesday, June 14, 2023  
10:00 a.m. – 11:00 a.m.  
Zoom

**Attendance:** Stacey Manware, Allison Beas, Jason Cheung, Lt. Col. Mark Davison, Chief Vernon Riddick, Jackie McMahon, Maurice Reaves, Sarah Eisele-Dyrli, James McGennis

**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 April 12, 2023, meeting minutes

A motion was made and properly seconded to approve the minutes from April 12, 2023. The minutes were approved by members via voice vote.

### III. Old Business

#### a. Finalize recommendations for CJIS data updates.

Ken Barone briefed the subcommittee on the CJIS data recommendations. He informed them that he had recently met with CJIS and they are in the process of scoping out the necessary modifications for the data collection system. To achieve this, they need to finalize the data elements for addition or alteration. Additionally, they must update the technical schema, originally created a decade ago, which provides vendors with instructions on data collection methods.

Following that, they will need to make server adjustments to accommodate the new data, define essential fields, specify true/false values, and incorporate open-text fields. Once these preparations are complete, they will share the schema with vendors to facilitate the required changes. Ken mentioned that they would also need to select a launch date for vendors to implement these modifications and go live.

He emphasized the need for a second date, indicating when they would cease accepting fields in the old format. Different vendors might have varying implementation timelines, with some starting as early as January 1 and others requiring until April 1. Thus, a clear start date and cutoff date, for instance, stating that by July 1, 2024, they would no longer accept data in the old format, are essential.

Ken presented an overview of the information under consideration for modification and directed the attention of members to specific areas requiring clarification. After thorough deliberation, the members came to a consensus to streamline categories, essentially condensing them into two questions. This consolidation involved combining driver and passenger searches into a single question, with the response to that question

triggering separate sections for authority and contraband information. This approach provides the necessary details about vehicle and driver/passenger searches while eliminating the need for a separate inquiry about the number of occupants in the vehicle. Additionally, members reached a consensus to make the zip code entry an optional field. Ken suggested the possibility of having CJIS design the database to accept records with the entry left unfilled, rather than rejecting them. Collaborating with vendors, they could explore the option of importing zip codes from the RMS system if they are available. Despite the limited number of zip codes collected, the sample size would still be substantial enough for them to derive meaningful insights.

The Data Subcommittee members reached a consensus and decided to present the recommendations to the full Advisory Board.

b. Hartford PD- Officer Investigation

Ken mentioned that they have requested a copy of the complete internal affairs report to comprehend its findings and confirm that it doesn't impact the racial profiling system, ensuring there are no gaps that need to be addressed. They were informed that they would receive the evaluation and assessment they requested; however, it has not been sent yet. Ken added that he has reached out to them and will provide an update to the members once he receives the requested materials.

c. CT State Police Data Audit update

Stacey Manware updated the subcommittee members on the CT State Police Data Audit. She mentioned that discussions have taken place regarding a draft audit, and Ken is currently making revisions based on those discussions. They anticipate releasing the final report by the end of the month.

Ken expressed his appreciation for CSP's generosity in dedicating their time to walk through the data analysis, which they conducted on their own data. He further noted their high level of cooperation in sharing the requested information. Ken mentioned that Hartford has encountered challenges in submitting electronic racial profiling records to the state's profiling system since May 2021 when they transitioned to their new vendor, Central Square. This topic will be further discussed at the next Data Subcommittee meeting.

#### IV. New Business

No new business was discussed.

There was no further discussion, and the meeting was adjourned at 10:57 a.m.