

**Visual Planning Technologies Project**  
**Byrne Grant Quarterly Report**  
**October 1 to December 31, 2003**

1. The Visual Planning Technologies (VPT) Project has been making steady progress. Interest in the project has been excellent with participation from local, state and federal agencies as well as agencies from adjoining counties. Invitations were sent to the head of each agency to formally appoint a voting member to each of the VPT committees. From these appointments a formal membership list has been established.
  2. As was presented at our August 1, 2003 Steering Committee meeting there has been some reorganization of the staff for the project. Ms. Penny Anderson has joined the staff as the project's Technical Coordinator. She will be providing staff support to the Technical Subcommittee in addition to addressing the many technical issues involved in the overall project. Penny's priority has been to quickly review all the work that has been accomplished to date, and complete formal business requirements for the project. Once prepared, agreed upon, and approved by the Steering Committee, the requirements will be prioritized and translated into technical specifications. Work on formalizing the requirements has gone quite well and should be completed by January of 2004.
  3. ISS has obtained the services of Mr. Clayton Perrey to assist Penny with the technical tasks. This extra resource was needed due to the scope and magnitude of the project. Clayton was formerly with ISS and has worked in a number of different areas including projects for FDLE.
  4. From discussions at the August 1, 2003 VPT Steering Committee meeting it was felt that commercial off the shelf data sharing software/services may already be available which would meet the needs of the project and not require a lengthy development period. A special workgroup was formed to explore this possibility. The Workgroup met on August 13, September 15 and December 2. The workgroup members were Michael Leatherman, Clark Curtis, Charles Stevens, Skip Kohl and Carlos Leon. The group developed a number of questions relevant to the project's data sharing needs. These were sent to twenty-seven vendors identified through research and literature as possibly having suitable products. Eight responses were received. The information has been compiled into a summary document which has been evaluated by the workgroup. The Workgroup presented its findings to the Operations and Technical Subcommittees on December 17, 2003. The Workgroup reported, that after reviewing that information gathered, they felt that there were vendors with possibly viable products but that the requirements of the project needed to be better defined to enable the vendor offerings to be accurately evaluated.
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5. The Operations and Technical Sub-Committees met jointly on Wednesday, December 17, 2003 in the Sheriff's Office Conference Room. Although 21 members attended there was not a quorum of voting members from either subcommittee. The Subcommittees:
    - Wayne English gave an update of project activities as outlined in the December Project Newsletter. He introduced two new members of the Project staff from ISS, Penny Anderson and Clayton Perrey. Penny and Clayton each gave an overview of their experience and their responsibilities for the project.
    - The activities of the Software Alternatives Workgroup were discussed. The workgroup consisted of Michael Leatherman, Clark Curtis, Charles Stevens, Skip Kohl and Carlos Leon. It was originally tasked to research "off the shelf" data sharing software. The group had requested information from 27 vendors with eight responses. After reviewing that information, the work group felt that there were vendors with possibly viable products but that the requirements of the project needed to be better defined to enable the vendor offerings to be accurately evaluated.
    - Penny and Clayton gave a presentation regarding the system planning process including refining functional requirements through the use of user groups. A lengthy discussion ensued regarding the availability of off the shelf products and the need for naming conventions to be developed. Cindy Cevallos stated that Boca Raton was working with OSSI and their P2P Product. The subcommittee members recommended that:
      - Staff research other successful data sharing projects and the technology that they are utilizing (best practices). Site visits should be made if necessary.
      - The definition of project requirements should be completed to provide a framework to evaluate proposed solutions.
      - Staff bring back high level system requirements for agreement.
      - Staff arrange for vendor presentations to the subcommittee to allow members to become familiar with available technical solutions
  6. Staff has continued to work with the Sheriff's Office to facilitate the use of mapping technologies to assist in tracking the locations of sexual predators. The sexual predator maps are now being updated on a regular basis.
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7. DOC data is processed and geocoded monthly. Maps are available showing the locations of both supervised and unsupervised released offenders from the Department of Corrections, These are broken down by category: i.e., robbery, burglary, auto theft, etc.
  8. Staff has been working with the Homeland Security Task Force to see if the web application previously developed for our crime data sharing could be utilized to provide real time access to critical infrastructure maps. A report will be given at the next Steering Committee meeting.
  9. Staff has been researching other data sharing projects in various stages of implementation. A matrix of fifteen other data sharing projects has been developed. Much useful information has been gathered during this research including sample RFPs, data dictionaries and system requirements. Although there are a number of other projects underway, ours seems to be rather unique in scope and diversity of membership.
  10. Research has been conducted by staff regarding established standards for data sharing. There are a number of national and international data standards being implemented and it is important that the VPT Project be in compliance. The most prominent standards seem to be from the Justice XML Task Force of the Global Justice Information Sharing Initiative The Justice XML data dictionary is being reviewed for use in the project.
  11. The Broward County Sheriff's Office has expressed an interest in coordinating their data sharing efforts with the VPT Project. Staff is coordinating these efforts. Due to the holidays no formal meetings were held.
  12. Maps and technical assistance have also been supplied to agencies including Riviera Beach Police Department, Palm Beach County Weed and Seed Program, Head Start Free to Grow Program, Delray Beach Police Department, West Palm Beach Police Department and the Criminal Justice Commission's Homeland Security Task Force to assist them in various projects.
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**Following is an update on each of the projects objectives and performance measures:**

15B.02 Identify and/or revise reports necessary to support operational and administrative information requirements evidenced by the development of report forms.

Part 1 – During this reporting period, were report forms developed and/or revised? **No**

15B.03 Establish and/or revise a time schedule of activities for phased implementation of the system evidenced by a written plan of action that identifies the tasks and times for their completion, as well as staff responsible for those accomplishments.

Part 1 – During this reporting period, was a written plan of action developed and/or revised? **Yes – narrative #2, staff responsibilities have been reorganized.**

15B.04 Develop, enhance, or expand a management information system as evidenced by documentation of the system's equipment, software and operation policies.

Part 2 – During this reporting period, was system software developed or purchased and installed? **No**

Part 3 – During this reporting period, were system operations policy and procedures manuals developed and/or revised and published? **No**

15B.05 Improve process-oriented programs, including technology development, focused on information systems development and management of records.

Part 1 – During this reporting period, was there improvement in process-oriented programs, including technology development, focused on information systems development and management of records? **No**

### Project Specific Objectives

P.S. 1 To conduct project data activities; develop data extraction software for agencies not in the pilot project; review data use and security policies; compile DOC offender data for mapping and analysis.

During this reporting period, did you conduct project data activities? **Yes** In the report narrative, briefly describe your progress in completing these project data activities. **Narrative #7**

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P.S. 2 To contract for technical services.

During this reporting period, did you contract for technical services? **Yes** In the report narrative, provide names of contractors, explain the technical services they are providing to the project and briefly describe your progress in completing this project activity. **narrative #3**

P.S. 3 To conduct project data sharing network activities; add agencies to the data sharing network; and develop a plan for network connectivity with other counties or regional databases.

During this reporting period, did you conduct project data sharing network activities? **Yes** In the report narrative, briefly describe your progress in completing these project data sharing network activities. **Narrative # 9, 10**

P.S. 4 To provide project services to area law enforcement agencies; project mapping services; mapping/GIS assistance and training; staff a crime mapping workstation; enhance functionality of the mapping web application; and facilitate countywide crime analysis.

During this reporting period, did you provide project services to area law enforcement agencies? **Yes** In the report narrative, briefly describe your progress in completing these project activities. **Narrative #12**

P.S. 5 To conduct project evaluation activities: evaluate the data sharing network pilot project, the mapping web application and the data sharing needs of State and Federal agencies.

During this reporting period, did you conduct project evaluation activities? **Yes** In the report narrative, briefly describe your progress in completing these project evaluation activities. **Narrative #4**

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