



October 21, 2003

To All Clerks of Court:

Several years ago, FDLE embarked on a program to replace the State's aging Computerized Criminal History (CCH) System and Automated Fingerprint Identification System (AFIS) by soliciting needs from various stakeholder groups that included court administrators, clerks of court, state attorneys, and various law enforcement agencies. In 2001, ten needs assessment meetings were conducted that led to the development of a set of requirements to be considered for inclusion in what has come to be called the Integrated Criminal History System (ICHS). We have begun the design and development phases of ICHS, and are eagerly anticipating the implementation of full capability in December of 2005.

Many new features that were requested will be available to you automatically when ICHS is put into production. Some of these features are highlighted in Attachment 1. However, to take full advantage of ICHS, certain other features will require action on your part. Depending on your particular circumstance, some of the actions may be required and others will be discretionary. It is our plan to determine the depth of implementation that you seek to attain and define those actions necessary to enable you to achieve your desired objectives. Attachment 1 also provides some equipment and interfacing information to assist you in determining what implementation level may be required by your agency.

The component of the ICHS project that will document both the required and discretionary actions for each county is referred to as the ICHS County Assessment Plan. It is intended to recognize the importance of change management and the impact on you as a direct stakeholder of ICHS. A necessary part of this assessment is your validation of information contained in Attachment 2 which reflects our records concerning your connection to FDLE's AFIS environment.

The County Assessment Plan will assist you in the conversion and implementation planning for ICHS. For those agencies that today interface with the State's AFIS, certain mandatory actions that range from full equipment replacement to only minor software modifications will be required in order to implement basic ICHS functionality and some of the new features ICHS will afford. For courts or other areas where there is limited or no interchange possible today, ICHS will provide opportunities that simply have not existed to this point.

October 21, 2003
Honorable Steve Oelrich
Page Two

The County Assessment Plan also serves as a source for budgetary planning. While FDLE had hoped to include the necessary funding in its budget for county implementation of ICHS, the program today does not include funding for that purpose. FDLE continues to seek alternative funding, but it is likely that the cost of ICHS implementation may rest with the local entity. Please note the ICHS County Assessment Plan will not address changes necessary or desired to internal county systems that are within your private domain.

It is our goal to complete the high-level view of the assessment with initial responses by February 2004. In order to further explain and respond to questions concerning the Assessment Plan and its intent, members of FDLE's Information Delivery Team will soon be scheduling initial meetings with you and your staff. Subsequent discussions and more detailed planning will occur in early 2004, with a final ICHS County Assessment Plan scheduled to be complete by July 2004. Attachment 3 is the questionnaire that the Information Delivery Team member will be going over with you as part of the initial scheduled meeting. Please review this questionnaire ahead of time and formulate your answers as much as possible. The Information Delivery Team member will clarify any questions you have or note them and provide a response for you at a later time.

Your cooperation in completing the assessment is greatly appreciated. If you have any questions about the County Assessment or ICHS in general, please visit our web site <http://www.fdle.state.fl.us/ichs> or contact [Gabe Saliba at 407-540-3855](#) for additional information.

Sincerely,

Guy M. Tunnell
Commissioner

Thomas E. Watkins
ICHS Program Manager

TW/PT/pt

Attachments