

Messages & Communications Doc. No. 38GL-26-2274 through 2286.

From 38th Committee On Rules <committeeonrules@guamlegislature.gov>
 Date Mon 5/4/2026 11:21 AM
 To Guam Legislature Clerks <clerks@guamlegislature.gov>
 Cc Frank Blas Jr. <speakerblas@guamlegislature.gov>

7 attachments (24 MB)

5426COMM Doc. No. 38GL-26-2274.pdf; 5426COMM Doc. No. 38GL-26-2276.pdf; 5426COMM Doc. No. 38GL-26-2278.pdf; 5426COMM Doc. No. 38GL-26-2279.pdf; 5426COMM Doc. No. 38GL-26-2277.pdf; 5426COMM Doc. No. 38GL-26-2280.pdf; 5426COMM Doc. No. 38GL-26-2281.pdf;

Háfa Adai Clerks Office,

Please see attached, Messages & Communications Doc. No. 38GL-26-2274 through 2286 for processing:

✓	38GL-26-2274	Guam Housing Corporation	Unaudited Statement of Revenue and Expenditure Report for March 2026 and FY2026 2nd Quarter Staffing Pattern*
✓	38GL-26-2275	Guam Police Department	Prior Year Obligations to pay Cars Plus LLC in the total amount of \$3,601.50; to pay Xerox Corporation in the total amount of \$825.12; to pay Docomo Pacific Inc. in the total amount of \$2,969.85; to pay ERC Hardware Express in the total amount of \$1,596.00; to pay One Stop Auto Repairs in the total amount of \$30.00; to pay Pacific Tyre in the total amount of \$514.70; to pay Guam Community College in the total amount of \$1,664.00.
✓	38GL-26-2276	Guam Solid Waste Authority	Board Meeting Packet for April 23, 2026*
✓	38GL-26-2277	Judiciary of Guam	FY2026 2nd Quarter Judicial Building Revenues and Expenditures Report, Staffing Pattern, Travel Quarterly Report, Operational Cost Budget Report, Judicial Client Services Fund Report, and Unclassified Appointment Report*
✓	38GL-26-2278	Guam Housing and Urban Renewal Authority	FY2026 2nd Quarter Staffing Pattern.
✓	38GL-26-2279	Department of Revenue and Taxation	Income Tax Refund Status Report for the Month Ending March 2026*
✓	38GL-26-2280	Department of Public Health and Social Services	Guam Board of Examiners for Pharmacy Regular Board Meeting Packet for April 30, 2026*
✓	38GL-26-2281	Guam Memorial Hospital Authority	Notification of Temporary Assignment or Detail – Ricardo E. Salem, Carpenter II, 2/2/26; Eleanor M. San Nicolas, Hospital Environmental Services Supervisor, 4/1/26.
✓	38GL-26-2282	Guam Community College	Board of Trustees Quarterly Attendance Report for January, February and March 2026*
✓	38GL-26-2283	Department of Public Health and Social Services	FY2026 2nd Quarter Report on the Attendance of the Members of Boards and Commission*
✓	38GL-26-2284	Judiciary of Guam	Criminal Justice Automation Commission Meeting Packet for April 22, 2026*
✓	38GL-26-2285	University of Guam	Unaudited Financial Reports for the month of March 2026*
✓	38GL-26-2286	Guam Preservation Trust	Financial Statement for March 31, 2026*

Please retrieve Doc. No. 38GL-26-2275, 2281 through 2286 from link below:

[Messages & Communications Physical Scanned Copy - Google Drive](#)

Kindly reply to this email



Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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Messages and Communications 38GL-26-2284*

2 messages

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

Fri, May 1, 2026 at 1:39 PM

To: 38th Committee On Rules <committeeonrules@guamlegislature.gov>, Sabrina Salas Matanane <office.senatorbri@guamlegislature.gov>

Håfa Adai,

Please see attached M&C Doc. No. 38GL-26-2284

38GL-26-2284	Judiciary of Guam	Criminal Justice Automation Commission Meeting Packet for April 22, 2026*
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*Si Yu'os Ma'åse'**Bernice Rivera*

Administrative Assistant

**Office of Speaker Frank F. Blas, Jr.**I Mina'trentai Ocho na Liheslaturan Guåhan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

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----- Forwarded message -----

From: **Erica Unpingco** <eunpingco@guamcourts.gov>

Date: Thu, Apr 30, 2026 at 1:48 PM

Subject: Criminal Justice Automation Commission - April 22, 2026 Meeting Packet

To: speakerblas@guamlegislature.gov <speakerblas@guamlegislature.gov>

Cc: M.Grace Lapid Rosadino <mrosadino@guamcourts.gov>, Nathan M. Tennyson <ntennyson@guamcourts.gov>

Håfa Adai, Messages and Communication Staff for the Honorable Speaker Frank Blas, Jr.:

Pursuant to 5 GCA § 8113.1 and as the Criminal Justice Automation Commission (CJAC) Secretary, attached is the meeting packet from the April 22, 2026, CJAC Regular Meeting. If you are unable to download or access the documents, please let me know.

I respectfully request a confirmation of receipt of the attached. Please let me know if you have any questions, comments, or concerns.

Si Yu'os ma'åse',

Erica

--

Erica H. Unpingco

Court Programs Office



Judiciary of Guam

[120 West O'Brien Drive](#)

Hagatna, Guam 96910

Tel. 671.475.3474

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2 attachments **CJAC April 22 2026 Meeting Packet.pdf**
5762K **38GL-26-2284.pdf**
1095K**38th Committee On Rules** <committeeonrules@guamlegislature.gov>

Fri, May 1, 2026 at 2:27 PM

To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Håfa Adai,

Received, and thank you.



Si Yu'os ma'åse',

Marie Crisostomo

Committee on Rules Assistant

COMMITTEE ON RULES

Vice Speaker V. Anthony Ada, Chairperson

I Mina'trentai Ocho Na Liheslaturan Guåhan

38th Guam Legislature

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[Quoted text hidden]



Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

Criminal Justice Automation Commission - April 22, 2026 Meeting Packet

3 messages

Erica Unpingco <eunpingco@guamcourts.gov>

Thu, Apr 30, 2026 at 1:48 PM

To: "speakerblas@guamlegislature.gov" <speakerblas@guamlegislature.gov>

Cc: "M.Grace Lapid Rosadino" <mrosadino@guamcourts.gov>, "Nathan M. Tennyson" <ntennyson@guamcourts.gov>

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I respectfully request a confirmation of receipt of the attached. Please let me know if you have any questions, comments, or concerns.

Si Yu'os ma'åse',

Erica

--

Erica H. Unpingco
Court Programs Office
Judiciary of Guam
120 West O'Brien Drive
Hagatna, Guam 96910
Tel. 671.475.3474

Doc Type: 38GL-26-2284
OFFICE OF THE SPEAKER
FRANK F. BLAS, JR.

April 30, 2026

Time: 1:48 PM

Received:

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CJAC April 22 2026 Meeting Packet.pdf
5762K

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

Fri, May 1, 2026 at 9:21 AM

To: Erica Unpingco <eunpingco@guamcourts.gov>

Cc: "M.Grace Lapid Rosadino" <mrosadino@guamcourts.gov>, "Nathan M. Tennyson" <ntennyson@guamcourts.gov>

Hafa Adai,

Confirming receipt of your email.

Si Yu'os Ma'åse'

Bernice Rivera

Administrative Assistant



Office of Speaker Frank F. Blas, Jr.

I Mina'trentai Ocho na Liheslaturan Guahan 38th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

speakerblas@guamlegislature.gov

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[Quoted text hidden]

Erica Unpingco <eunpingco@guamcourts.gov>
To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Fri, May 1, 2026 at 9:26 AM

Thank you, Bernice. Have a good day.

From: Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>
Sent: Friday, May 1, 2026 9:21 AM
To: Erica Unpingco <eunpingco@guamcourts.gov>
Cc: M.Grace Lapid Rosadino <mrosadino@guamcourts.gov>; Nathan M. Tennyson <ntennyson@guamcourts.gov>
Subject: Re: Criminal Justice Automation Commission - April 22, 2026 Meeting Packet

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Judiciary of Guam

Administrative Office of the Courts
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910
Tel: (671) 475-3544



HON. KATHERINE A. MARAMAN
CHIEF JUSTICE

DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

GUAM CRIMINAL JUSTICE AUTOMATION COMMISSION REGULAR MEETING

WEDNESDAY, APRIL 22, 2026, 10:00 a.m.
VIA VIDEOCONFERENCE

The meeting will also be streamed live on the Judiciary of Guam YouTube channel:

<https://youtube.com/@TheJudiciaryofGuam>

The following agenda is available on the Judiciary of Guam website:

<https://www.guamcourts.gov>

AGENDA

- I. **CALL TO ORDER**
- II. **PROOF OF DUE NOTICE OF MEETING:** April 17, 2026
April 20, 2026
- III. **DETERMINATION OF QUORUM**
- IV. **READING AND DISPOSAL OF MINUTES:** January 14, 2026 Regular Meeting
- V. **OLD BUSINESS**
 - A. GPD NCHIP-Funded Digitization Project
 - B. eCourt, eSupervision Case Management System Upgrades
 - C. GPD Law Enforcement Records Management System (LERMS) Upgrades
 - D. Technology Grant Updates
 - E. Virtual Computerized Criminal History System Status and Procurement of New Criminal History System
- VI. **NEW BUSINESS**
 - A. Agency Updates – Ongoing Technology Initiatives
 - B. Notice of the Next Meeting – mid-July 2026
- VII. **COMMUNICATIONS**
- VIII. **OPEN DISCUSSION**
- IX. **ADJOURNMENT**



38GL-26-2284
Messages and Communications

RECEIVED
COMMITTEE ON RULES

May 1, 2026

1:39 p.m.

Marie Crisostomo

Any person(s) needing special accommodation, auxiliary aids, or services,
please contact Erica Unpingco at 671-475-3474.

JUSTICE ROBERT J. TORRES, Co-Chair

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Judiciary of Guam

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HON. KATHERINE A. MARAMAN
CHIEF JUSTICE

DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

MEMORANDUM

To: The Honorable Robert J. Torres, Associate Justice

From: The Honorable Katherine A. Maraman, Chief Justice

Date: April 1, 2026

Subject: Appointment as Chief Justice's Designee and Co-Chair of CJAC

Pursuant to Title 5 G.C.A. § 16101, I hereby appoint you as my designee to serve as Co-Chair of the Criminal Justice Automation Commission (CJAC).

This appointment reflects the leadership and commitment you have provided over the years with CJAC. Your prior work and leadership have built a strong foundation for collaboration that will support the Commission as it continues its responsibilities under the law.

As Co-Chair, you are authorized to preside over Commission meetings, coordinate agendas with the Executive Co-Chair, and represent the Judiciary in furthering CJAC's objectives. I am confident that in this role you will continue to strengthen the Commission's important work and contribute meaningfully to ongoing improvements in the administration of justice.

Thank you for your continued commitment and willingness to serve in this role.

Judiciary of Guam



NOTICE OF PUBLIC MEETING

GUAM CRIMINAL JUSTICE AUTOMATION COMMISSION REGULAR MEETING

WEDNESDAY, APRIL 22, 2026, 10:00 a.m.

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JUSTICE ROBERT J. TORRES, Co-Chair



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21 Thursday, April 16, 2026



Francis E. Santos
CCU Chairman

GUAM POWER AUTHORITY

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P.O. BOX 2977 · HAGÁTÑA, GUAM U.S.A. 96932-2977
Telephone Nos. (671) 648-3045/55 or Facsimile (671) 648-3165



John M. Benavente, P.E.
General Manager

ADVERTISEMENT INVITATION FOR BID

This notice is paid for by GUAM POWER AUTHORITY REVENUE FUNDS
Public Law 26-12

BID NO.:	PRE-BID CONFERENCE (NON-MANDATORY):	TIME:	DUE DATE:	TIME:	DESCRIPTION:
Multi-Step GPA-043-26	04/23/2026	9:00 A.M.	05/14/2026	4:00 P.M.	Petroleum Inspection and Testing Services for Diesel Fuel Oil No. 2

Bid package may be picked up at the GPWA Procurement Office, 1st. Floor, Room 101, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam. All interested firms should register with GPA's Procurement Division to be able to participate in the bid. Please call our office at (671) 648-3045 / 3055 to register. Registration is required to ensure that all "Amendments and Special Reminders" are communicated to all bidders throughout the bid process. Procurement instructions are posted on the Authority's web site at <https://notices.guam.gov>.

/s/ John M. Benavente, P.E.
General Manager



CIVIL SERVICE COMMISSION

KUMISION I SETBISION SIBIT

Bell Tower Suite 201, 710 W. Marine
Corps Drive Hagåtña, Guam 96910
Tel: (671) 647-1855 • Fax (671) 647-1867

NOTICE OF MEETING

IN-PERSON MEETING AT 9:00 A.M. ON TUESDAY, APRIL 21, 2026

A live broadcast of this meeting is available to the public on the CSC website at csc.guam.gov or on GovGuam.tv. The public can also access a live stream of this meeting via zoom by using the link or Meeting ID and Passcode provided below:

<https://us06web.zoom.us/j/2666477466?pwd=nLE16veejZhzarTj1BvP8duLMupVn0.1&omn=82877382843>

MEETING ID: 266 647 7466 | PASSCODE: 6338464

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES: None.
- III. NEW BUSINESS:
 - (1) GRIEVANCE HEARING:
Cory Jo Mantannona vs. Department of Public Health & Social Service (DPHSS); Case No.: 25-GRE29
 - (2) MOTION HEARING:
Alvin Jay S. Ancheta vs. Department Integrated Services for Individuals with Disabilities (DISID); Case No.: 25-AA11S
 - (3) POST AUDIT STAFF ASSESSMENT REPORT HEARING:
Daniel D. Leon Guerrero vs. Guam Memorial Hospital (GMH); Case No. 26-PA01
- IV. OLD BUSINESS: SIGNINGS
 - (4) DECISION & JUDGMENT-MITIGATION HEARING:
Lynda B. Aguon vs Department of Parks & Recreation; Case No.: 19-AA02T SP
 - (5) DECISION & JUDGMENT:
Robert D. Tongson vs. Department of Revenue & Taxation; Case No.: 25-GRE02
 - (6) DECISION & ORDER:
Kristoffer Castro vs. Department of Agriculture; Case No.: 25-GRE27
 - (7) JUDGMENT OF DISMISSAL:
Kristoffer Castro vs. Department of Agriculture; Case No.: 25-GRE27
- V. GENERAL BUSINESS:
 - 1) Bills and Laws affecting CSC.
 - 2) Administrative Counsel Litigation Update.
 - 3) Administrative Matters:
 - a) Board Training; Civil Service Commission Board Members.
- VI. ADJOURNMENT.

For special accommodations, please contact Maria P. Masnayan, CSC ADA Coordinator at (671) 647-1872 / (671) 647-1855.

/s/ Daniel D. Leon Guerrero, Executive Director
Paid for by the Civil Service Commission.



NOTICE OF PUBLIC MEETING

GUAM CRIMINAL JUSTICE AUTOMATION COMMISSION REGULAR MEETING

WEDNESDAY, APRIL 22, 2026, 10:00 a.m.
VIA VIDEOCONFERENCE

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<https://youtube.com/@TheJudiciaryofGuam>

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JUSTICE ROBERT J. TORRES, Co-Chair



Francis E. Santos
CCU Chairman

GUAM POWER AUTHORITY

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Telephone Nos. (671) 648-3045/55 or Facsimile (671) 648-3165



John M. Benavente, P.E.
General Manager

FINAL ADVERTISEMENT INVITATION FOR BID

This notice is paid for by GUAM POWER AUTHORITY REVENUE FUNDS
Public Law 26-12

BID NO.:	DUE DATE:	TIME:	DESCRIPTION:
GPA-037-26	04/22/2026	10:00 A.M.	Advance Line Differential Protection, Automation and Control System Relay & Line Current Differential
GPA-044-26	04/22/2026	9:00 A.M.	Various Wires (Revenue)
GPA-046-26	04/21/2026	10:00 A.M.	Terminal Kit (Revenue)

Bid packages may be picked up at the GPWA Procurement Office, 1st. Floor, Room 101, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam. All interested firms should register with GPA's Procurement Division to be able to participate in the bid. Please call our office at (671) 648-3045 / 3055 to register. Registration is required to ensure that all "Amendments and Special Reminders" are communicated to all bidders throughout the bid process. Procurement instructions are posted on the Authority's web site at <https://notices.guam.gov>.

/s/ JOHN M. BENAVENTE, P.E.
General Manager

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Categories
Animals for Sale: Livestock / Pets . **Automotive:** Cars/Motorcycle/Pickups and SUVs . **Celebrations . Fundraisers . Goods for Sale:** Auto Parts/Baby items/Computers/Electronics/Exercise Equipment/Furniture/Household Goods/Miscellaneous/ Musical Instruments/ Sports and Outdoors Equipment/Tools . **Lost and Found . Heavy Equipment . Repairs and Installation:** Air Conditioning/Appliances/Cellphones/Computers/Electrical/Electronics/Plumbing/Repair and Installations Services Needed . **Services:** Child and Elderly Care/Educational/Lawn Care or Yardwork/Other Services/Therapeutic Massage/Tutoring/Cleaning Services . **Wanted to Buy . Watercraft:** Boats/Personal Water Craft

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NOTICE OF PUBLIC MEETING
GUAM CRIMINAL JUSTICE AUTOMATION COMMISSION REGULAR MEETING
 WEDNESDAY, APRIL 22, 2026, 10:00 a.m.
 VIA VIDEOCONFERENCE

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- III. DETERMINATION OF QUORUM
- IV. READING AND DISPOSAL OF MINUTES:
 January 14, 2026 Regular Meeting
- V. OLD BUSINESS
 A. GPD NCHIP-Funded Digitization Project
 B. eCourt, eSupervision Case Management System Upgrades
 C. GPD Law Enforcement Records Management System (LERMS) Upgrades
 D. Technology Grant Updates
 E. Virtual Computerized Criminal History System Status and Procurement of New Criminal History System
- VI. NEW BUSINESS
 A. Agency Updates – Ongoing Technology Initiatives
 B. Notice of the Next Meeting – mid-July 2026
- VII. COMMUNICATIONS
- VIII. OPEN DISCUSSION
- IX. ADJOURNMENT

Any person(s) needing special accommodation, auxiliary aids, or services, please contact Erica Unpingco at 671-475-3474.

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JUSTICE ROBERT J. TORRES, Co-Chair

Guam Judicial Center
 120 West O'Brien Drive, Hagåtña, Guam 96910-5174
 Tel: (671) 475-3589 Fax: (671) 475-3140
www.guamcourts.gov

NOTICE OF PUBLIC MEETING WITH EXECUTIVE SESSION
 The Judicial Council of Guam will conduct its monthly meeting on **Wednesday, April 22, 2026, at 12:00 p.m.** in the Justice Monessa G. Lujan Appellate Courtroom, Guam Judicial Center, 120 West O'Brien Drive, Hagåtña and via videoconference.

The meeting will also be streamed live on the Judiciary of Guam YouTube
<https://youtube.com/@TheJudiciaryofGuam>

The following agenda is available on the Judiciary of Guam website:
<https://guamcourts.gov/Judicial-Council/Judicial-Council-of-Guam.asp>

AGENDA

- I. CALL TO ORDER
- II. PROOF OF DUE NOTICE OF MEETING:
 April 17, 2026
 April 20, 2026
- III. DETERMINATION OF QUORUM
- IV. READING AND DISPOSAL OF MINUTES:
 March 19, 2026 Regular Meeting
- V. OLD BUSINESS
 A. Judiciary FY 2026 Remittances Pursuant to Applicable Law
- VI. NEW BUSINESS
 A. Resolution, JC 26 - Relative to the Declaration of Law Day and Law Month
 B. Resolution, JC 26 - Ratifying JC Resolution 26-005 Relative to the Declaration of Law Day and Law Month
 C. Resolution, JC 26 - Relative to Approving the Judiciary of Guam Budget for FY2027
 D. Resolution, JC 26 - Relative to Jurisdictional Limits for Small Claims Court
 E. Resolution, JC 26- Relative to Proclaiming the Month of May 2026 as Treatment Court Month
 F. Memo re Reporting of Departures from the Mandatory Minimum Sentences (Safety Valve Act)
 G. Notice of the Next Meeting (Thursday, May 21, 2026)
- VII. COMMUNICATIONS
 A. State of the Judiciary Address (May 1, 2026)
 B. Magistrate Judge Appointment
- VIII. PUBLIC COMMENT
 A. Guam Bar Association – President's Report
 B. Court Employees Association
- IX. EXECUTIVE SESSION
 A. Ongoing Litigation
- X. ADJOURNMENT

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CHIEF JUSTICE KATHERINE A. MARAMAN
 Chair

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CRIMINAL JUSTICE AUTOMATION COMMISSION

EMERGENCY CERTIFICATION AND WAIVER OF NOTICE REQUIREMENTS FOR THE APRIL 22, 2026 REGULAR MEETING

Issued pursuant to Section 4.2(e) of the Interim Bylaws of the Criminal Justice Automation Commission

I, **Hon. Robert J. Torres**, Associate Justice of the Supreme Court of Guam, as duly appointed designee of the Honorable Katherine A. Maraman, Chief Justice of Guam, pursuant to Article III, Sections 3.1(a) and 3.2(a) of the Interim Bylaws of the Criminal Justice Automation Commission (the “Commission”) adopted October 15, 2025 (the “Bylaws”), and in that capacity serving as the Year 1 Presiding Co-Chair of the Commission, hereby find, certify, and direct as follows:

FINDINGS

- 1. Authority.** Section 4.2(a) of the Bylaws ordinarily requires five (5) working days’ public notice of a regular meeting of the Commission and a second public notice at least forty-eight (48) hours prior to the meeting. Section 4.2(e) of the Bylaws provides that “[t]he five-day and forty-eight-hour notices may be waived in the event of an emergency, certified in writing by the Presiding Co-Chair, and the Commission may consider all necessary business in such event.”
- 2. Scheduled Meeting.** A regular meeting of the Commission is scheduled for Wednesday, April 22, 2026 (the “April 22 Meeting”).
- 3. Super Typhoon Sinlaku.** The Territory of Guam was directly impacted by Super Typhoon Sinlaku. The Governor of Guam placed Guam in Condition of Readiness 1 (COR 1) effective 4:00 p.m. on April 13, 2026. Guam remained under an elevated Condition of Readiness until 12:00 p.m. on April 16, 2026, at which time the Governor declared Condition of Readiness 4 (COR 4).
- 4. Publication Timeline.** The first public notice of the April 22 Meeting was scheduled for publication in the Pacific Daily News on Wednesday, April 15, 2026, and the second public notice was scheduled for publication on Monday, April 20, 2026. As publicly announced by the Pacific Daily News, the April 15, 2026 e-edition of the Pacific Daily News was not available due to issues related to Super Typhoon Sinlaku. As a direct result, the first public notice of the April 22 Meeting

could not be published on April 15, 2026, and was instead published on Thursday, April 16, 2026. The second public notice was published as scheduled on Monday, April 20, 2026.

5. Impact on Notice Requirements. Publication of the first public notice on April 16, 2026, one (1) working day after the date on which it was scheduled to be published, does not strictly satisfy the five (5) working-day public-notice requirement set forth in Section 4.2(a) of the Bylaws for the April 22 Meeting. Strict compliance with the five-working-day requirement was not achievable as a consequence of Typhoon Sinlaku and the Pacific Daily News's announced suspension of its April 15, 2026 e-edition.

6. Emergency. The direct impact of Super Typhoon Sinlaku on the Territory of Guam, the Governor's declaration of COR 1 from 4:00 p.m. on April 13, 2026, through 12:00 p.m. on April 16, 2026, and the Pacific Daily News's publicly announced suspension of its April 15, 2026 e-edition due to issues related to the typhoon constitute an emergency within the meaning of Section 4.2(e) of the Bylaws.

CERTIFICATION AND WAIVER

NOW, THEREFORE, pursuant to the authority vested in the Presiding Co-Chair by Section 4.2(e) of the Bylaws, and upon the findings set forth above, I hereby certify and declare:

- A.** An emergency existed within the meaning of Section 4.2(e) of the Bylaws from 4:00 p.m. on April 13, 2026, through at least April 16, 2026, as a result of Super Typhoon Sinlaku, the Governor's declarations of Conditions of Readiness, and the Pacific Daily News's publicly announced suspension of its April 15, 2026 e-edition.
- B.** To the extent that the publication schedule described in Finding 4 does not strictly satisfy the five (5) working-day public-notice requirement set forth in Section 4.2(a) of the Bylaws, that requirement is hereby **WAIVED** with respect to the April 22 Meeting.
- C.** The April 22 Meeting shall proceed as scheduled on April 22, 2026, and the Commission may consider all necessary business at the April 22 Meeting, consistent with Section 4.2(e) of the Bylaws.

- D.** The Secretary is directed to file this Certification with the records of the Commission, to ensure its availability for public inspection consistent with Article IX of the Bylaws, and to reference this Certification in the minutes of the April 22 Meeting.

This Certification is effective upon execution.

SO CERTIFIED this 22nd day of April, 2026.

A handwritten signature in blue ink that reads "R. Torres". The signature is written in a cursive style with a horizontal line underneath it.

HON. ROBERT J. TORRES

Associate Justice, Supreme Court of Guam
Designee of the Chief Justice of Guam
Presiding Co-Chair (Year 1)
Criminal Justice Automation Commission

GUAM CRIMINAL JUSTICE AUTOMATION COMMISSION
REGULAR MEETING
WEDNESDAY, JANUARY 14, 2026, 10:00 A.M.
VIA VIDEOCONFERENCE

MINUTES

I. CALL TO ORDER

The regular meeting of the Criminal Justice Automation Commission was called to order at 10:00 a.m. by Co-Chair Associate Justice Katherine A. Maraman.

ROLL CALL:

Justice Maraman recognized the presence of Chief Justice Robert J. Torres and requested that a roll call be conducted. Representatives from the following agencies were present via videoconference and identified themselves for the record:

Ms. Sonia Siliang, Bureau of Statistics and Plans
Mr. Fred Bordallo, Guam Department of Corrections
Mr. Adam Grey, Guam Customs and Quarantine
Mr. Anthony Martinez, Department of Parks and Recreation, Park Police
Ms. Beatrice Santos, Office of Technology
Ms. Millie Lujan, Department of Revenue and Taxation
Mr. Noel Dela Cruz, Guam International Airport Authority, Airport Police
Mr. Phillip Winterle, Guam Police Department
Ms. Helen Matthews, Marianas Regional Fusion Center
Ms. Heidi Quinata, Department of Public Health and Social Services
Senator E. Shawn Gumataotao, 38th Guam Legislature
Mr. Franklin Gutierrez, Guam Customs and Quarantine
Ms. Rosanna Castro Stone, Port Authority of Guam, Port Police
Ms. Danielle Rosete, Judiciary Administrator of the Courts
Ms. M. Grace Lapid Rosadino, Court Programs Office
Mr. Joseph Leon Guerrero, Marshals Services Division
Mr. Robert Rabago, IT Division
Mr. Baldwin Quibuyen, IT Division
Mr. Renato Alviedo, IT Division
Ms. Pia Quichocho, Marshals Services Division

II. PROOF OF DUE NOTICE OF MEETING

The publication of the five-day Notices of Meeting of the Criminal Justice Automation Commission, as required under the Open Government Law, was published in the Guam Daily Post. Proof of publication and acknowledgments are on file.

III. DETERMINATION OF QUORUM

A quorum was established with at least 50 percent of Commission members present.

IV. READING AND DISPOSAL OF MINUTES: October 15, 2025 Regular Meeting minutes.

Justice Maraman called for a motion to approve the October 15, 2025 Regular Meeting minutes. Director Fred Bordallo moved to approve the minutes. There being no objections, the minutes were approved.

V. NEW BUSINESS

A. GPD Law Enforcement Records Management System (LERMS) Digitization Project: Annual Statistics for 2025

The Office of Technology (OTECH) reported no updates. Justice Maraman indicated the item would be revisited at the next meeting.

B. eCourt Case Management System Upgrades

Chief Justice Robert J. Torres provided an update on the Judiciary's transition from the JustWare case management system to the e-Series platforms, including eCourt and eSupervision. Data conversion from JustWare is substantially complete; however, additional work is underway to ensure accuracy and completeness, particularly for financial and probation-related data.

The original GoLive target of January 2026 has been postponed to the weekend of March 2, 2026, to allow for additional testing and targeted staff training. The Judiciary emphasized the importance of a smooth transition, noting that JustWare will no longer be accessible once GoLive occurs.

Administrator of the Courts Danielle Rosete added that the e-Series platforms are designed to function as a seamless solution and will support future integration with partner agency systems. Development of a public access component is also underway. Following GoLive, the Judiciary will coordinate with agency heads to explore system interfaces. Discussion included coordination with the Department of Corrections' Parole Services Division to align processes with the Judiciary's probation systems.

C. GPD LERMS Upgrades

Mr. Phillip Wintterle reported that GPD is undergoing major upgrades to its LERMS system and anticipates completion in March 2026.

D. Technology Grant Updates

Ms. Sonia Siliang provided an update on the Byrne technology grants. The FY2024 Byrne JAG awards have been vetted, and Memoranda of Understanding (MOUs) are being circulated. She anticipates the Judiciary will receive its MOU in the coming weeks.

She also noted that quarterly programmatic and financial reports are due soon and that guidance from the U.S. Department of Justice regarding FY2025 and FY2026 funding is pending. BSP expects the Byrne program to continue, though potential consolidation of funding streams may affect future applications and awards.

E. Virtual Computerized Criminal History (VCCH) System Status and Procurement of New Criminal History System

Administrator Rosete reported that the VCCH system remains inoperable and is being rebuilt in coordination with the vendor, Datamaxx. The Judiciary has received Interface Control Documents (ICDs) from three of the four contributing agencies and is awaiting the Guam Police Department's submission. She emphasized that receipt of the remaining ICD is critical to moving forward and noted the need for test environments from contributing agencies to support system integration and validation.

Ms. Beatrice Santos indicated OTECH's willingness to assist in coordinating with agency vendors to establish test environments. Mr. Phillip Wintterle stated that he will coordinate with GPD's vendor to determine system interface capabilities and assist with the ICD requirement.

Chief Justice Torres noted that discussions regarding system design, including whether data will be pulled or pushed through interfaces, should occur concurrently with ongoing system upgrades. Administrator Rosete further explained that the redesigned VCCH system will incorporate resiliency measures to maintain functionality if a contributing system is unavailable. Justice Maraman emphasized the importance of restoring VCCH functionality as soon as possible, noting its significance to law enforcement operations and officer safety.

F. Notice of the Next Meeting – mid-April 2026

VI. COMMUNICATIONS

There were no new communications to report.

VII. OPEN DISCUSSION

- **Committee to Draft Permanent By-Laws**
Justice Maraman announced that a committee will be formed to draft permanent bylaws and appointed Mr. Nathan Tennyson as Chair. She invited members to participate and requested that interested individuals notify the Judiciary. Justice Maraman also requested that OTECH designate a representative to participate on the committee.
- **Data Sharing Governance and Cybersecurity**
Justice Maraman emphasized the need to address data sharing governance and cybersecurity as key priorities for the Commission moving forward.
- **Future Agenda Items to Include**
Chief Justice Torres recommended that future meetings include brief updates from each member agency regarding ongoing technology initiatives. He noted that this would promote coordination and identify opportunities for collaboration. Justice Maraman agreed and stated that this item will be included in future agendas.
- **Additional Strategic Initiatives to Undertake**
 - **Future Projects**
 - **IJIS Report**

Chief Justice Torres referenced the IJIS report as a guide for future initiatives, including efforts toward achieving compliance with the FBI's Interstate Identification Index (III). Deputy Marshal Joseph Leon Guerrero stated that participation would allow Guam to manage its own criminal history data and requires completion of the VCCH system and interagency coordination. Senator Shawn Gumataotao asked about costs, and Deputy Marshal Leon Guerrero noted there is no direct cost, but compliance with FBI requirements is necessary.

- Procurement of New VCCH Solution

Administrator Rosete recommended that the Commission begin considering the procurement of a new criminal history system, as outlined in the IJIS report, and indicated it will be distributed to members for review. Director Bordallo discussed the distinction between information sharing and intelligence sharing and highlighted challenges associated with paper-based systems. He emphasized the need to strengthen information-sharing frameworks and explore more integrated, technology-based solutions.

- Agency Designations

Administrator Rosete reminded members to submit agency designation letters for CJAC records, noting that only one agency has submitted to date.

- Judiciary's CJAC Co-Chair

Justice Maraman announced that she has been elected Chief Justice and will transition her role as Co-Chair of CJAC to Chief Justice Torres. She expressed appreciation to Commission members for their continued commitment to improving Guam's criminal justice system. Chief Justice Torres thanked Justice Maraman for her leadership and stated that he looks forward to continuing the Commission's work as Chair.

VIII. ADJOURNMENT

The meeting adjourned at 10:43 a.m.

Respectfully submitted this 22nd day of April 2026.

Erica Unpingco
Secretary
Criminal Justice Automation Commission

As set out above, the minutes of the January 14, 2026, Regular Meeting were approved by the CJAC at the April 22, 2026, Regular Meeting.

ROBERT J. TORRES
Co-Chair

CRIMINAL JUSTICE AUTOMATION COMMISSION ANNUAL SUMMARY REPORT

Submitted to I Maga'hågan Guåhan
and the Speaker of I Liheslaturan Guåhan
Pursuant to 5 GCA § 16102(g)

Reporting Period: October 2025 – April 2026

I. Commission Organization and Activation

The Criminal Justice Automation Commission (“Commission”) was formally convened following the enactment of Public Law 38-53, codifying the Commission and establishing its statutory authority over the Criminal Justice Information System (CJIS) and the Virtual Computerized Criminal History (VCCH) system.

The VCCH is Guam’s territorial repository for criminal history record information, historically maintained by the Judiciary of Guam in its capacity as the island’s designated Criminal Justice Systems Agency (CSA), and serves as the authoritative local source for III-system queries and FBI CJIS Division submissions.

The Commission adopted interim bylaws on October 15, 2025 to govern its operations, including provisions addressing membership, quorum, voting, meetings, and administrative structure. The bylaws establish a functional governance framework while the Commission undertakes development of permanent rules and procedures.

The Commission is co-chaired by the Chief Justice of the Guam Supreme Court and the Chief Technology Officer and is currently composed of sixteen (16) member agencies representing law enforcement, corrections, prosecution, courts, executive agencies, and critical infrastructure partners.

II. Policy Development

During the reporting period, the Commission prepared two draft policy frameworks for Commission consideration:

1. Technical Requirements Guidelines

Establishes baseline standards for system security, interoperability, data integrity, and change management, incorporating the FBI CJIS Security Policy as the minimum standard.

The Technical Requirements Guidelines are aligned with the updated FBI CJIS Security Policy (Version 6.0), including its phased implementation framework and zero-cycle compliance model. The Commission is incorporating these requirements into its planning to ensure that Participating Agencies achieve compliance within the prescribed timelines while maintaining continuity of operations.

2. Privacy, Civil Rights, and Civil Liberties Policy

Establishes uniform requirements governing the collection, use, dissemination, retention, and protection of criminal justice information and personally identifiable information, including safeguards aligned with federal law and constitutional principles.

These policies are designed to operate together as an integrated governance structure and will be scheduled for discussion at the Commission's next meeting.

III. System Assessment and Procurement Initiative

The Commission has identified a critical need for technical expertise to assess the current state of the VCCH and CJIS infrastructure, including, but not limited to:

- hardware and hosting environment
- software architecture and system integration
- network design and resilience
- data flows and interoperability across participating agencies

The Commission has identified the need to pursue a procurement to engage a qualified expert or firm to conduct a comprehensive technical assessment and to assist in identifying and developing system requirements.

This effort is necessary to address legacy system limitations, reduce risk associated with single points of failure and inconsistent configurations, support compliance with federal CJIS requirements, and inform future modernization efforts.

IV. Governance and Coordination

The Commission has established regular meeting procedures and will continue to meet at least quarterly, with additional meetings as necessary to advance its work.

Initial coordination efforts have focused on establishing agency representation and participation, defining baseline governance structures, and aligning CJIS-related responsibilities across participating agencies.

The Commission will continue to serve as the central coordinating body for changes affecting CJIS and VCCH, consistent with its statutory mandate.

V. Challenges

During its initial operational period, the Commission has identified the following challenges that will shape the next phase of its work:

1. Legacy Infrastructure

Portions of the CJIS and VCCH environment reflect configurations developed over time without centralized governance or change control. These include single points of failure, undocumented system dependencies, inconsistent configurations across Participating Agency connections, and uneven implementation of security controls. These conditions were previously identified in the 2015 IJIS Institute Technology Assistance Engagement Report and remain central to the Commission's planned technical assessment.

2. Absence of Established Governance and Technical Frameworks

As a newly codified entity, the Commission is in the process of establishing foundational governance structures, including policy frameworks, technical standards, and change management procedures. As of the close of the reporting period, the Commission has not yet conducted system-level reviews, adopted formal technical protocols, or implemented a centralized change management process. These functions will be developed from baseline in subsequent reporting periods.

3. Resource and Staffing Constraints

Key roles contemplated under federal CJIS requirements, including a dedicated CJIS Systems Officer (CSO) with sufficient time allocation to perform oversight and compliance functions, have not yet been fully established or resourced. The absence of dedicated personnel presents a constraint on the Commission's ability to implement and monitor compliance across Participating Agencies.

4. Zero-Cycle Compliance Planning

The updated FBI CJIS Security Policy introduces phased compliance requirements, including provisions that will become fully enforceable at the conclusion of the zero-cycle period on September 30, 2027. Achieving compliance across sixteen (16) Participating Agencies – each with differing levels of technical capacity, infrastructure maturity, and resource availability – will require coordinated planning, sustained funding, and phased implementation.

5. Interagency Integration

Several agencies enumerated in Public Law 38-53 are participating in formal CJIS governance for the first time. Integration of these agencies' systems, personnel, and policies into a unified framework will require the development of standardized

procedures, shared technical baselines, and ongoing coordination over multiple reporting periods.

6. Funding and Procurement Uncertainty

At present, no dedicated funding stream has been established for Commission-led technical assessment or system modernization efforts. The scope, timeline, and funding source for a comprehensive technical assessment of the CJIS and VCCH environment remain under development. This uncertainty limits the Commission's ability to advance from planning to execution.

Taken together, these conditions reflect the early-stage implementation of Public Law 38-53 and underscore the need for dedicated resources, staffing, and sustained legislative support to enable full operationalization of the Commission's statutory mandate.

VI. Costs and Interagency Agreements

Pursuant to 5 GCA § 16102(g), the Commission reports as follows:

Costs

[waiting for invoices]

Interagency Agreements

No new interagency agreements specific to Commission operations were executed during the reporting period. Data-sharing among Participating Agencies continues to occur under preexisting authorities, including the FBI CJIS Division's System and Program User Agreement with the CJIS Systems Agency (CSA), as well as longstanding operational arrangements between agencies.

VII. Priorities for the Next Reporting Period

During the next reporting period, the Commission will focus on transitioning from initial organizational activities to structured implementation. Key priorities include:

1. Adoption of Core Policy Frameworks

Review, refinement, and formal adoption of the Technical Requirements Guidelines and the Privacy, Civil Rights, and Civil Liberties Policy, establishing the foundational legal and technical framework governing CJIS operations.

2. Initiation of Technical Assessment Process

Consideration of procurement options for a comprehensive assessment of the CJIS and VCCH environment, including evaluation of existing infrastructure, system architecture, data flows, and security posture. The Commission is expected to consider whether to

authorize the Judiciary of Guam to proceed under its procurement authority; however, this action remains under discussion.

3. Development of Governance and Change Management Processes

Establishment of formal procedures for reviewing, approving, and managing changes to systems, applications, and data exchanges impacting the CJIS environment.

4. Alignment with Federal CJIS Security Policy Requirements

Development of a phased implementation approach to meet the requirements of the CJIS Security Policy Version 6.0, including planning for compliance with all priority levels in advance of the September 30, 2027 zero-cycle deadline.

5. Establishment of Foundational Data Governance Structures

Initial development of mechanisms to identify systems of record, define data ownership responsibilities, and improve data quality, auditability, and consistency across Participating Agencies.

6. Strengthening Interagency Coordination

Continued engagement with Participating Agencies to establish roles, responsibilities, and communication channels necessary for coordinated CJIS governance and operations.

7. Development of Implementation Roadmap and Resource Strategy

Identification of staffing, funding, and technical resource requirements necessary to support policy implementation, system modernization, and long-term sustainability of the CJIS environment.

VIII. Conclusion

The Criminal Justice Automation Commission has successfully transitioned from statutory creation to initial operational status. During this reporting period, the Commission established its foundational governance structure, adopted interim bylaws, convened participating agencies, and initiated development of the core policy frameworks necessary to guide CJIS operations.

As reflected throughout this report, the Commission remains in an early implementation phase. Core technical, governance, and compliance functions – including system assessment, change management, and enforcement mechanisms – have not yet been fully developed and will require coordinated effort across Participating Agencies, as well as dedicated staffing and resources.

The next phase of the Commission's work will focus on operationalizing its statutory mandate through policy adoption, technical assessment, and the development of a structured implementation roadmap. Advancement of these efforts will depend on

sustained interagency coordination and the availability of funding and personnel necessary to support CJIS modernization and compliance.

The Commission respectfully submits that the conditions identified in this report demonstrate both the necessity and the opportunity to modernize Guam's criminal justice information systems. Continued legislative support will be essential to ensure that these systems are secure, reliable, interoperable, and fully compliant with applicable federal and territorial requirements.

Respectfully submitted,

Justice Robert J. Torres
Presiding Co-Chair
Criminal Justice Automation Commission

CRIMINAL JUSTICE AUTOMATION COMMISSION PRIVACY, CIVIL RIGHTS, AND CIVIL LIBERTIES POLICY

An Omnibus Controlling Policy Adopted Pursuant to 5 GCA § 16102(c)

DRAFT FOR COMMISSION CONSIDERATION

§ 1. Authority, Purpose, Scope, and Construction

§ 1.1 Authority

This Privacy, Civil Rights, and Civil Liberties Policy (the “*Policy*”) is adopted by the Criminal Justice Automation Commission (the “*Commission*”) pursuant to 5 GCA § 16102(c), which directs the Commission to develop appropriate policies to address privacy and civil liberty concerns related to the sharing of data, data management, and retention.

§ 1.2 Purpose

This Policy establishes a uniform, enforceable framework for the lawful, accurate, and respectful handling of personally identifiable information and criminal justice information moving through the Criminal Justice Information System (CJIS). It:

- (a) protects individual privacy, civil rights, and civil liberties, including the rights guaranteed by the Organic Act of Guam, including the First, Fourth, Fifth, and Fourteenth Amendments to the United States Constitution, and the laws of Guam;
- (b) establishes consistent rules for collection, use, sharing, retention, and redress across all Participating Agencies;
- (c) implements applicable federal and territorial law, including the FBI CJIS Security Policy, 28 CFR Part 20 (criminal history record information), 28 CFR Part 23 (criminal intelligence systems), the federal Privacy Act of 1974, and the requirements of the Information Sharing Environment applicable through the Mariana Regional Fusion Center;
- (d) builds and maintains public trust in the CJIS; and
- (e) operates in conjunction with the TRG, which establish the technical and operational controls supporting the protections set forth herein.

§ 1.3 Scope and Controlling Effect

This Policy is an omnibus, controlling policy. It binds the Commission, each Participating Agency enumerated in 5 GCA § 16101(b), each of their officers, employees, contractors, subcontractors, volunteers, interns, and authorized users, and any third party accessing CJI through a Participating Agency. To the extent any agency-level policy, operating procedure, memorandum of understanding, or contract is inconsistent with this Policy, this Policy controls, except where a more stringent obligation is imposed by federal law, the CJIS Security Policy, or other controlling authority, in which case the more stringent obligation governs.

A Participating Agency may adopt supplemental procedures that are consistent with and more protective than this Policy. Such supplemental procedures shall be filed with the Commission within thirty (30) days of adoption.

Nothing in this Policy alters the independent statutory authority of any Participating Agency; however, access to and use of the CJIS remains subject to compliance with this Policy and applicable law.

§ 1.4 Construction

This Policy shall be construed to give full effect to both its protective purposes and the legitimate operational needs of Participating Agencies. Ambiguities shall be resolved in favor of the individual whose information is at issue, consistent with law and public safety.

§ 2. Definitions

Capitalized terms not defined in this Section or in 5 GCA § 16100 have their ordinary legal or technical meanings. As used in this Policy:

- (a) “CJI” means criminal justice information as defined at 5 GCA § 16100(b).
- (b) “Criminal History Record Information” has the meaning given in 28 CFR § 20.3, and excludes information that does not indicate involvement of the individual with the criminal justice system.
- (c) “Criminal Intelligence Information” means information that has been evaluated and determined to be relevant to the identification of and the criminal activity of an individual who is reasonably suspected of involvement in criminal activity, as contemplated by 28 CFR Part 23.
- (d) “Personally Identifiable Information” or “PII” means information that, alone or in combination, identifies or can reasonably be used to identify a specific individual.
- (e) “Sensitive Personal Information” means PII the disclosure of which would present a heightened risk of harm, including but not limited to: information about minors; protected health information and mental-health records; records of substance use disorder treatment subject to 42 CFR Part 2; records of suspected or substantiated child abuse or neglect; information indicating sexual orientation or gender identity; immigration status; and information the inadvertent release of which would create a risk to the safety of a victim, witness, informant, undercover officer, or dependent.
- (f) “Participating Agency” means any department, agency, instrumentality, or authorized user of the Government of Guam that is connected to, submits data to, or receives data from the CJIS, including but not limited to the agencies enumerated at 5 GCA § 16101(b).
- (g) “Privacy Officer” means the individual designated under § 3.2.
- (h) “Originating Agency” means the Participating Agency that first collected or created a particular record, or that is designated by the Commission as the authoritative source for a category of data.
- (i) “‘Technical Requirements Guidelines’ or ‘TRG’ means the Commission’s Technical Requirements Guidelines, as the same may be amended, superseded, or replaced from time to time.

§ 3. Governance and Oversight

§ 3.1 Commission Responsibility

The Commission retains ultimate responsibility for the administration and enforcement of this Policy. Privacy shall be a standing item on the agenda of each quarterly meeting required by 5 GCA § 16101(d).

§ 3.2 CJIS Privacy Officer

The Commission shall designate a CJIS Privacy Officer, and an alternate, to:

- (a) administer this Policy day-to-day;
- (b) receive, investigate, and respond to complaints and redress requests under § 11;
- (c) conduct and coordinate audits under § 14;
- (d) provide or arrange privacy training under § 13;
- (e) advise the Commission on privacy-relevant change requests reviewed under § 4 of the TRG (or any successor provision); and
- (f) liaise with the privacy officials of the Mariana Regional Fusion Center, the FBI CJIS Division, and the Compact Council.

§ 3.3 Agency Privacy Points of Contact

Each Participating Agency shall designate, in writing to the Privacy Officer, a privacy point of contact (PPOC) and an alternate. The PPOC is responsible for the agency's compliance with this Policy and for cooperating with the Privacy Officer in audits, investigations, and redress.

§ 3.4 Independence of the Privacy Function

The Privacy Officer shall have direct access to the Commission co-chairs and may report concerns to the Commission without prior approval of any Participating Agency head. Retaliation against the Privacy Officer, a PPOC, or any person raising a good-faith privacy concern is prohibited and constitutes grounds for sanction under § 15.

§ 4. Information Acquisition and Collection

§ 4.1 Lawful Purpose

A Participating Agency may acquire, collect, or submit to the CJIS only information that is:

- (a) collected pursuant to a specific lawful authority and for an authorized criminal-justice, public-safety, or statutorily permitted noncriminal-justice purpose;
- (b) relevant to that purpose; and
- (c) obtained by lawful means.

§ 4.2 First Amendment Protection

No Participating Agency shall collect, maintain, or disseminate information about an individual or organization through the CJIS based solely on the exercise of rights guaranteed by the First Amendment, including speech, press, religion, assembly, association, or petition, or based solely on race, ethnicity, national origin, citizenship, immigration status, sex, gender, sexual orientation, gender identity, age, disability, or political affiliation. Information about such activity may be collected only when directly related to criminal conduct or activity and there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that conduct or activity.

§ 4.3 Source Identification and Reliability

Each record entered into the CJIS shall identify its Originating Agency and, to the extent practicable, the source and the basis for any reliability assessment. Tips, leads, and suspicious-activity information shall be marked as such and shall not be treated as verified fact absent corroboration.

§ 4.4 Commercial and Open-Source Information

Before information obtained from a commercial data broker or open-source collection tool is incorporated into the CJIS, the acquiring agency shall document the source, the terms of use, the purpose for acquisition, and any limitations on accuracy or completeness. Aggregation of commercial data to build profiles of individuals not suspected of criminal activity is prohibited.

§ 5. Information Quality

§ 5.1 Accuracy, Completeness, Currency

Each Originating Agency is responsible for the accuracy, completeness, currency, and lawfulness of the records it contributes. Records known or reasonably believed to be inaccurate or incomplete shall be corrected, supplemented, or suppressed within the timeframes set by the TRG.

§ 5.2 Labeling

Records shall be labeled to indicate, at minimum: the Originating Agency; the nature of the record (e.g., arrest, disposition, intelligence, tip, warrant, booking photo); dissemination restrictions; and any applicable special category under § 7.

§ 5.3 Merging and Matching

Records pertaining to the same individual may be merged or cross-linked only when matched on unique identifiers with a degree of confidence appropriate to the consequences of a match. A possible-match indicator shall be distinguished visibly from a confirmed match. Where the consequences of a false match are significant, confirmation through fingerprints or another biometric shall be required.

§ 6. Access, Use, and Dissemination

§ 6.1 Authorized Users and Purposes

Access to CJIS and to the CJIS shall be limited to authorized users acting within their official duties for an authorized purpose. Each Participating Agency shall maintain, and make available to the Privacy Officer on request, a current list of its authorized users and their assigned roles.

§ 6.2 Need-to-Know and Right-to-Know

An authorized user may access a specific record only where the user has both a need to know the information to perform a specific assigned duty and a right to know under applicable law. Browsing, curiosity queries, and personal-interest queries are prohibited and constitute misuse of the CJIS.

§ 6.3 Secondary Dissemination

Secondary dissemination of CJJ obtained from the CJIS is permitted only as authorized by law, the FBI CJIS Security Policy, and the dissemination rules of the Originating Agency. Each instance of secondary dissemination of Criminal History Record Information shall be logged consistent with 28 CFR § 20.21(c).

§ 6.4 Disclosure to Non-Criminal-Justice Entities

Disclosure of CJJ to any entity that is not a criminal justice agency shall occur only pursuant to a specific statute, court order, or written agreement approved by the Commission or its designee, and only to the extent consistent with 28 CFR Part 20 and the FBI CJIS Division's System and Program User Agreement.

§ 6.5 Media, Public Records, and FOIA-Type Requests

Requests for CJJ under the Guam Sunshine Reform Act, the federal Freedom of Information Act, or analogous authority shall be referred to the Originating Agency and to the Privacy Officer. CJJ obtained from the FBI or other federal source shall not be released in response to such a request without consultation consistent with the User Agreement executed between the CSA and the FBI CJIS Division.

§ 7. Special Categories of Information

§ 7.1 Juvenile Records

Information concerning juveniles, including information held by the Department of Youth Affairs, the Superior Court of Guam Family Division, and the Department of Public Health and Social Services, shall be handled in accordance with applicable Guam and federal law restricting access to juvenile records, and with any confidentiality provisions governing the Originating Agency. Juvenile records shall not be merged with adult criminal history except as expressly permitted by law.

§ 7.2 Child Welfare Information

Records of the Department of Public Health and Social Services, Division of Children's Wellness, including records of reports, investigations, and services, are highly confidential. Such records may be accessed through the CJIS only by personnel specifically authorized for a purpose permitted by law, and shall not be disseminated beyond that purpose.

§ 7.3 Behavioral Health and Substance Use Records

Mental-health information held by the Guam Behavioral Health and Wellness Center, and any records of substance-use-disorder treatment subject to 42 CFR Part 2, receive heightened protection. Such information shall not be entered into, routed through, or disseminated by the CJIS except to the minimum extent required for an expressly authorized purpose, and only with the consents or authorizations required by law. Mere voluntary engagement with behavioral health services shall not be treated as criminal justice information.

§ 7.4 Immigration Status and Nationality

Information concerning immigration status or nationality shall not be the sole basis for any entry, inquiry, or dissemination through the CJIS, and shall not be disseminated beyond the authorized law-enforcement purpose for which it was obtained. Nothing in this Policy limits any Participating Agency's obligations under federal law or bars lawful information sharing with federal partners for authorized purposes.

§ 7.5 Victim, Witness, and Vulnerable-Person Information

Information identifying victims, witnesses, informants, undercover officers, individuals subject to protective orders, and persons in shelter or confidential placement shall be marked accordingly and access restricted to those with a specific operational need. Inadvertent exposure of such information is a reportable incident under § 12.3.

Victim identifying information, including addresses and telephone numbers, shall be protected consistent with 8 GCA Chapter 160 and shall not be disclosed except as authorized by law.

§ 7.6 Data Held by Non-Traditional Members

Information contributed to or accessed through the CJIS by members whose primary mission is not law enforcement, including the Department of Agriculture, the Department of Parks and Recreation, the Guam International Airport Authority, the Port Authority of Guam, and the Department of Revenue and Taxation, shall be limited to information collected in connection with the agency's own law-enforcement or public-safety authority. This Policy does not authorize those members to expand their collection for CJIS contribution beyond their existing legal authority.

§ 8. Criminal Intelligence Information

§ 8.1 28 CFR Part 23 Compliance

Criminal Intelligence Information routed through the CJIS or maintained in any multi-jurisdictional intelligence component supported by the CJIS shall be handled in accordance with 28 CFR Part 23, including provisions governing submission criteria (reasonable suspicion), labeling, review, purge, and dissemination.

§ 8.2 Fusion Center Coordination

The Mariana Regional Fusion Center shall continue to operate under its own privacy policy consistent with the Information Sharing Environment. To the extent intelligence information flows between the MRFC and the CJIS, the more protective of the two applicable privacy policies shall govern.

§ 8.3 Separation of Intelligence from History

Criminal Intelligence Information shall be segregated from Criminal History Record Information. A query of an individual's criminal history shall not automatically return intelligence records, and vice versa, except through controls that preserve the distinct legal bases and dissemination rules for each category.

§ 9. Automated Processing and Artificial Intelligence

§ 9.1 Coordination with the Guam AI Regulatory Task Force

This Section is intended to be consistent with the regulatory framework developed under P.L. 38-77. Where the Guam AI Regulatory Task Force or *I Liheslaturan Guåhan* establishes more specific or more protective standards governing artificial intelligence in the criminal justice context, those standards control.

§ 9.2 Prohibition on Solely Automated Adverse Decisions

No Participating Agency shall take an adverse action materially affecting an individual's liberty, custody, employment eligibility, licensing, or access to governmental services based solely on the output of an automated or artificial-intelligence system operating on CJ, without meaningful human review by a person qualified to evaluate the output and with authority to depart from it.

§ 9.3 Documentation and Testing

Before a Participating Agency deploys an automated or artificial-intelligence system that ingests, evaluates, or generates CJ, it shall:

- (a) document the system's purpose, training data, known limitations, and performance characteristics across relevant demographic groups;
- (b) submit that documentation for privacy review by the Privacy Officer, in addition to any technical review required by the TRG; and
- (c) establish a mechanism for ongoing monitoring and for receipt of complaints alleging erroneous or discriminatory output.

§ 9.4 Prohibited Uses

The following uses of automated or artificial-intelligence systems operating on CJ are prohibited:

- (a) predictive systems that generate individualized suspicion of a specific person who is not otherwise under investigation on the basis of demographic, associational, or geographic factors alone;
- (b) facial-recognition or other biometric matching used as the sole basis for arrest or detention; and
- (c) any use that would violate § 4.2 of this Policy.

§ 10. Retention, Review, and Destruction

§ 10.1 Retention Schedule

The Commission shall maintain a written retention schedule specifying, for each category of record held in the CJIS, the retention period, the review interval, and the method of destruction. The schedule shall conform to the minimums established by federal law, the CJIS Security Policy, and 28 CFR Part 23 where applicable, and shall not exceed the period reasonably necessary for the authorized purpose.

§ 10.2 Periodic Review

Each record category shall be reviewed on the interval specified in the retention schedule, and in no event less often than every five (5) years. Records no longer meeting the standards of § 4 and § 5 shall be corrected, suppressed, or destroyed.

§ 10.3 Destruction

Destruction shall be accomplished in a manner that renders the record unrecoverable, consistent with the media-protection requirements of the CJIS Security Policy. Destruction shall be logged.

§ 10.4 Litigation and Investigation Holds

Scheduled destruction is suspended for records that are the subject of an active investigation, audit, litigation, public-records request, or redress proceeding, until the matter is concluded.

§ 11. Individual Rights and Redress

§ 11.1 Right to Review Criminal History

An individual's right to review and challenge Criminal History Record Information concerning that individual is governed by 28 CFR § 16.30 et seq., 28 CFR Part 20 Subpart C, and applicable Guam law and Judiciary rules. The Privacy Officer shall publish plain-language instructions explaining how to exercise this right.

§ 11.2 Complaints

Any person may file a written complaint with the Privacy Officer alleging that information held in the CJIS concerning that person, or the handling of that information, violates this Policy or applicable law. The complaint shall identify the complainant, describe the information or practice at issue, and be submitted through a form or process published by the Commission.

§ 11.3 Investigation and Response

The Privacy Officer shall acknowledge a complaint within ten (10) business days of receipt, investigate in coordination with the Originating Agency, and provide a written response within sixty (60) calendar days of receipt, or, where the complaint raises complex issues, within such additional time as the Privacy Officer specifies in writing. The response shall describe the action taken or the reasons for declining to take action. The Privacy Officer may decline to confirm or deny the existence of investigative or intelligence records where required by law.

§ 11.4 Appeal

An individual dissatisfied with the Privacy Officer's response may appeal in writing to the Commission co-chairs, whose decision shall be final for purposes of this Policy. Nothing in this Section limits any judicial or statutory remedy otherwise available.

§ 11.5 No Retaliation

Filing a complaint or appeal under this Section shall not be the basis for any adverse action against the complainant.

§ 12. Security

§ 12.1 Security Baseline

The technical, administrative, and physical safeguards required by the CJIS Security Policy and the TRG are incorporated by reference as the security baseline of this Policy.

§ 12.2 Logging and Audit Trails

Every access to and dissemination of CJJ shall be logged in a form sufficient to attribute the action to a specific authorized user, identify the record accessed, and support audit under § 14.

§ 12.3 Privacy Incidents

A suspected or actual unauthorized acquisition, access, use, or disclosure of CJJ, or any other violation of this Policy that may have caused harm to an individual, is a privacy incident. Privacy incidents shall be reported to the Privacy Officer within the timeframes set for security incidents in the TRG. Notification to affected individuals, if any, shall be provided consistent with applicable law.

Where a privacy incident constitutes a breach of the security of computerized personal information under applicable Guam law, including 9 GCA Chapter 48, notification shall be provided in accordance with that Chapter, including any permitted delay for law enforcement purposes.

§ 13. Training

§ 13.1 Baseline Training

Every authorized user, before being granted access to the CJIS, shall complete privacy and civil-liberties training covering this Policy, the CJIS Security Policy awareness requirements, First Amendment protections under § 4.2, the special categories under § 7, and the prohibitions under § 9.4.

§ 13.2 Role-Specific and Refresher Training

Authorized users shall receive role-specific training appropriate to their duties and shall complete refresher training at intervals no greater than twenty-four (24) months, or more frequently as required by the CJIS Security Policy or the Privacy Officer.

§ 13.3 Documentation

Each Participating Agency shall maintain records of completed training and shall make those records available to the Privacy Officer on request.

§ 14. Audit and Accountability

§ 14.1 Routine Audit

The Privacy Officer, in coordination with the CJIS Systems Officer, shall conduct, or cause to be conducted, routine audits of CJIS activity for compliance with this Policy. The audit program shall include sampled query reviews, user-permission reviews, and review of secondary-dissemination logs.

§ 14.2 Triennial Audit

The triennial audit of Participating Agencies required by the FBI CJIS Division’s System and Program User Agreement shall include privacy-compliance elements coordinated with the Privacy Officer.

§ 14.3 Reporting

The Commission’s annual report under 5 GCA § 16102(g) shall include a privacy section describing, at a level of detail consistent with operational security: the number and disposition of complaints under § 11; privacy incidents and their resolution; audit findings; training completion; and any recommended changes to this Policy.

§ 15. Transparency, Sanctions, and Enforcement

§ 15.1 Public Availability

This Policy shall be made available to the public on the Judiciary of Guam website and, where feasible, on the websites of Participating Agencies. A plain-language summary describing individual rights and redress procedures shall be published and updated as needed.

§ 15.2 Sanctions

A violation of this Policy by a Participating Agency or an authorized user may result in one or more of the following, without prejudice to other remedies available at law:

- (a) suspension or termination of access to the CJIS or to a specific data source;
- (b) referral to the individual’s employing agency for personnel action;
- (c) referral to a licensing authority, prosecuting authority, or the FBI CJIS Division as appropriate;
- (d) referral to the Office of the Attorney General of Guam for civil or criminal action; and
- (e) any other action authorized by law.

The sanctions authorized under this Section operate independently of, and in addition to, corrective-action procedures available under § 2.5 of the TRG. The Commission may direct that privacy sanctions and technical corrective action proceed in parallel or in sequence as the circumstances warrant.

§ 15.3 Coordination with the User Agreement

Nothing in this Section limits the authority of the CSA, the FBI CJIS Division, the CJIS Advisory Policy Board, or the Compact Council to impose sanctions under the User Agreement executed between the CSA and the FBI CJIS Division.

§ 16. Adoption, Amendment, and Effective Date

§ 16.1 Adoption

This Policy is adopted by affirmative vote of the Commission, recorded in the minutes of the meeting at which adoption occurs, and signed by both co-chairs.

§ 16.2 Review

This Policy shall be reviewed by the Commission at least once every two (2) years, and promptly upon any material change in federal or territorial law affecting its subject matter.

§ 16.3 Amendment

This Policy may be amended by the same process as adoption, on not less than fourteen (14) calendar days' written notice to Participating Agencies of the proposed text. Non-substantive technical corrections may be made by the co-chairs with notice to the Commission at its next regular meeting.

§ 16.4 Effective Date and Transition

This Policy takes effect upon adoption. Each Participating Agency shall bring its practices and any supplemental policies into conformity not later than one hundred eighty (180) days after adoption, or such other date as the Commission specifies.

§ 16.5 Severability

If any provision of this Policy is held invalid or unenforceable, the remainder shall continue in full force and effect.

ADOPTED by the Criminal Justice Automation Commission this ____ day of _____, 20__.

Co-Chair, Chief Justice of Guam (or Designee)

Co-Chair, Chief Technology Officer, Executive Branch

CRIMINAL JUSTICE AUTOMATION COMMISSION

TECHNICAL REQUIREMENTS GUIDELINES

Rules and Procedures Adopted Pursuant to 5 GCA § 16102(e)

Revised to Reflect CJIS Security Policy Version 6.0 (December 27, 2024)

DRAFT FOR COMMISSION CONSIDERATION

§ 1. Authority, Purpose, and Construction

§ 1.1 Authority

These Rules and Procedures (these “*Guidelines*”) are adopted by the Criminal Justice Automation Commission (the “*Commission*”) pursuant to 5 GCA § 16102(e), which authorizes the Commission to “[d]evelop and adopt rules and procedures to govern its conduct and operations, and to provide for data integrity, consistency, and interoperability amongst all information technology platforms.” They further implement the Commission’s statutory duties under 5 GCA §§ 16102(a), (b), (c), and (f).

§ 1.2 Purpose

These Guidelines establish the minimum technical standards governing the Criminal Justice Information System (CJIS) and the platforms, applications, and data feeds that connect to it. They are intended to:

- (a) fix a uniform federal-compliant baseline for security, auditability, and data handling across all participating agencies;
- (b) codify a binding change-management process so that no change to a criminal justice application, database, platform, or business process impacting the integrated network is made without coordination through and approval by the Commission;
- (c) address the long-standing technical gaps identified in the 2015 IJIS Institute Technology Assistance Engagement Report (the “IJIS Report”), including single points of failure, inconsistent backup and recovery, undocumented configurations, and absent change control; and
- (d) provide a stable framework within which individual agency members may develop supplemental operational standards not inconsistent with these Guidelines.

§ 1.3 Construction

These Guidelines shall be construed in a manner consistent with 5 GCA Chapter 16, 28 U.S.C. § 534, the Privacy Act, the FBI CJIS Security Policy, the FBI CJIS Division’s System and Program User Agreement, and all other federal laws and rules governing access to and handling of criminal justice information (CJI). Where a conflict exists between these Guidelines and a federal requirement binding on the CJIS, the federal requirement controls. Nothing in these Guidelines shall be construed to prohibit a Participating Agency from adopting more restrictive security or data governance measures, provided such measures are not inconsistent with the CJIS Security Policy or these Guidelines.

§ 1.4 Definitions

Capitalized terms not defined herein have the meanings assigned in 5 GCA § 16100. As used in these Guidelines:

- (a) “CJIS Security Policy” or “CJISSP” means the FBI Criminal Justice Information Services Security Policy, as the same may be amended or superseded from time to time, currently Version 6.0 (December 27, 2024). References in these Guidelines to specific provisions of the CJIS Security Policy are made to the control-family framework adopted in Version 6.0 and shall be construed to refer to any successor provision in a later version.
- (b) “CSA” means the CJIS Systems Agency for the Territory of Guam.
- (c) “CSO” means the CJIS Systems Officer designated by the CSA.
- (d) “CSA ISO” means the CJIS Systems Agency Information Security Officer designated under CJISSP.
- (e) “Participating Agency” means any department, agency, instrumentality, or authorized user of the Government of Guam that is connected to, submits data to, or receives data from the CJIS, including but not limited to the agencies enumerated at 5 GCA § 16101(b).
- (f) “Covered System” means any hardware, software, network component, database, application, or integration through which CJI is collected, processed, stored, transmitted, or disseminated.
- (g) “Material Change” has the meaning assigned in § 4.2.

§ 2. Federal Compliance Baseline

§ 2.1 Incorporation by Reference

The CJIS Security Policy is incorporated by reference as the minimum security standard for all Covered Systems. Every Participating Agency shall, with respect to its own Covered Systems and personnel, comply with all applicable provisions of the CJIS Security Policy. CJISSP is organized as a set of control families, which at the time of adoption of these Guidelines comprise Access Control (AC), Awareness and Training (AT), Audit and Accountability (AU), Configuration Management (CM), Contingency Planning (CP), Identification and Authentication (IA), Incident Response (IR), Maintenance (MA), Media Protection (MP), Physical and Environmental Protection (PE), Planning (PL), Personnel Security (PS), Risk Assessment (RA), System and Services Acquisition (SA), System and Communications Protection (SC), System and Information Integrity (SI), and Supply Chain Risk Management (SR). Addition, deletion, or renaming of control families in a later version of the CJIS Security Policy shall not require amendment of these Guidelines.

§ 2.2 Priority and Sanctionability Framework

The Commission recognizes that the CJIS Security Policy, beginning with Version 5.9.5 and continuing in Version 6.0, assigns priority markings to modernized controls. Requirements carrying the [Existing] or [Priority 1] marking, together with non-modernized requirements that predated the modernization initiative, are presently sanctionable by the FBI CJIS Division. Requirements carrying [Priority 2], [Priority 3], or [Priority 4] markings are in a zero-cycle period running through September 30, 2027, during which compliance is expected but sanctions are not imposed. Participating Agencies shall plan and budget for full compliance with all priority levels in advance of the end of the zero-cycle. The CSO, or any person performing CSO functions under § 9.1, shall track the implementation status of [Priority 2], [Priority 3], and [Priority 4] controls and shall report to the Commission in accordance with § 9.4.

Implementation of requirements associated with non-sanctionable priority levels may be phased based on resource constraints, provided that each Participating Agency demonstrates reasonable progress toward compliance within the zero-cycle period.

§ 2.3 User Agreement Compliance

Each Participating Agency shall comply with the obligations of the FBI CJIS Division's System and Program User Agreement as those obligations apply through the CSA, including duties regarding record quality, biannual III file synchronization, triennial audits, operator training, security incident reporting, and authorized terminal access.

§ 2.4 Certification and Third-Party Contractors

No Participating Agency shall connect a new Covered System to the CJIS, nor authorize a third-party contractor, channeler, or managed-service provider to access CJ, without:

- (a) a written security addendum executed in conformity with the CJIS Security Policy and, where applicable, the Compact Council Security and Management Control Outsourcing Standards;
- (b) Commission review under § 4 (Change Management);
- (c) supplier-risk review under § 8.3; and
- (d) CSO concurrence.

§ 2.5 Compliance and Corrective Action

The CSO shall monitor Participating Agency compliance with these Guidelines and the CJIS Security Policy. Where the CSO identifies a material deficiency, the CSO may require the Participating Agency to submit a written corrective action plan within a reasonable time.

The Commission may review such deficiencies and, where appropriate, direct remediation measures consistent with these Guidelines and applicable law. Nothing in this Section shall be construed to limit any authority otherwise vested in the CSA, CSO, or Commission under federal or local law.

§ 2.6 Audit Coordination

Participating Agencies shall cooperate with all CJIS-related audits and assessments. The CSO may provide summary reports to the Commission regarding audit findings and general compliance trends, provided that sensitive security information is appropriately protected.

§ 3. Data Integrity, Consistency, and Interoperability

§ 3.1 Systems of Record

The Commission shall maintain, and update no less than annually, a written register identifying for each data element routed through or derived from the CJIS:

- (a) the authoritative system of record;
- (b) the Participating Agency accountable for data quality;
- (c) the lawful purpose for collection; and
- (d) the retention period and disposition rule.

§ 3.2 Data Quality Standards

Each Participating Agency that originates or maintains CJJ shall adopt quality-assurance procedures addressing, at minimum, hit confirmation, record validation on the cycle prescribed by the FBI, timeliness of disposition reporting, and correction of errors discovered by the agency or reported by another Participating Agency. Errors shall be corrected, or the record suppressed pending correction, within ten (10) business days of discovery absent a documented reason for longer processing.

A Participating Agency that is unable to correct an error within the prescribed timeframe shall document the reason for delay and provide an estimated time for resolution. Persistent or systemic deficiencies may be referred to the Commission for review.

§ 3.3 Identifier Discipline

The State Identification Number (SID) shall be captured at the point of booking and propagated automatically to the downstream records-management, case-management, and corrections systems. Manual population of the SID through Rap Back or other workarounds is disfavored and shall be phased out in accordance with a transition schedule approved by the Commission.

§ 3.4 Interoperability Standards

New and substantially redesigned interfaces between Covered Systems shall conform to open, nationally recognized standards where reasonably available, including:

- (a) the National Information Exchange Model (NIEM) for data exchange payloads;
- (b) the Global Reference Architecture (GRA) for service design; and
- (c) the Electronic Biometric Transmission Specification (EBTS) for biometric submissions to the NGI System.

Deviations shall be documented with a written justification and approved by the Commission.

§ 3.5 Privacy and Civil Liberties

Consistent with 5 GCA § 16102(c), the Commission shall maintain a written Privacy and Civil Liberties Policy addressing collection, use, sharing, retention, and redress. Each Participating Agency shall designate a privacy point of contact and shall review its data-sharing practices against the policy annually.

§ 4. Change Management

§ 4.1 Statutory Basis

This Section implements 5 GCA § 16102(b), which requires the Commission to develop and maintain a process to determine if and how changes to existing criminal justice applications impact the CJIS and which provides that changes to criminal justice applications, databases, platforms, or business processes that have an impact on the integrated network must be coordinated through and approved by the Commission. This Section is complementary to, and does not displace, the Configuration Change Control and Impact Analysis requirements of the CJIS Security Policy (CM-3 and CM-4 of the Configuration Management control family).

§ 4.2 Material Change Defined

A “Material Change” is any action that, in the reasonable judgment of the CSO or a Commission co-chair, does or may:

- (a) alter the schema, semantics, or retention of CJI or other data routed through the CJIS;
- (b) add, remove, or modify an interface to or from a Covered System;
- (c) change an authentication, authorization, encryption, logging, or audit control on a Covered System;
- (d) relocate a Covered System, move it into or out of a cloud or hosted environment, or change its physical or logical hosting arrangements;
- (e) introduce a new Covered System, or decommission an existing one;
- (f) modify a business process that depends on, or produces, CJI; or
- (g) reduce a previously documented availability, recovery, or retention commitment.

Routine patching that does not alter function, and internal user-account maintenance, are not Material Changes, provided they are performed consistently with the CJIS Security Policy and logged under § 5.3.

In cases of reasonable uncertainty, a proposed action shall be treated as a Material Change for purposes of this Section.

§ 4.3 Change Review Process

A Participating Agency proposing a Material Change shall submit to the Commission, through the CSO, written documentation sufficient to permit evaluation of the proposed change. The documentation shall address, at a minimum:

- (a) the Covered System or Systems affected and the requesting agency;
- (b) the business justification for the proposed change;
- (c) the technical description of the change, including changes to data flows, interfaces, and configurations;
- (d) the expected impact on interoperability, security, privacy, and downstream Participating Agencies;
- (e) the rollback plan; and
- (f) the test plan and acceptance criteria.

Documentation shall be submitted with reasonable advance notice proportionate to the complexity and impact of the proposed change. The Commission may by standing rule specify notice periods for particular categories of change; in the absence of such rule, the Participating Agency shall consult with the CSO regarding an appropriate schedule.

The Commission, or its designee, may approve, approve with conditions, defer, or deny the proposed change. Approval, and any conditions imposed, shall be recorded in the Commission’s minutes and reflected in the Change Register. Where time-sensitive security considerations require action before the Commission can act, the CSO may authorize interim or conditional implementation, subject to ratification at the next regular Commission meeting. The CSO’s interim or conditional authorization must be set forth in a written justification stating the time-sensitive consideration relied upon.

§ 4.4 Emergency Changes

A Participating Agency may implement an emergency change without prior Commission approval if, and only if, the change is required to:

- (a) remediate an active security incident or a known vulnerability with no compensating control;
- (b) restore service after an outage; or
- (c) prevent imminent loss of CJ.

The agency shall notify the CSO as soon as practicable, and in no event later than twenty-four (24) hours after the change is made, and shall submit a conforming Change Request for ratification at the next regular Commission meeting.

§ 4.5 Change Register

The CSO shall maintain a consolidated Change Register recording every Material Change, its approval status, and its post-implementation review. The Change Register shall be available to each Participating Agency and shall be summarized in the CSO's report to the Commission under § 9.4.

§ 5. Cybersecurity Minimum Requirements

§ 5.1 Baseline

Each Participating Agency shall implement the technical, administrative, and physical safeguards required by the CJIS Security Policy with respect to its Covered Systems. These Guidelines set forth the local minimums; a Participating Agency may adopt more stringent controls.

§ 5.2 Supported Versions

Covered Systems shall run only vendor-supported, patched versions of operating systems, firmware, databases, and application software. End-of-life components shall be retired, segmented, or covered by a documented compensating-control plan approved under § 4.

§ 5.3 Logging and Audit

Each Covered System shall generate, retain, and protect audit records sufficient to reconstruct access to CJ, to detect unauthorized activity, and to support the formal audits required by the FBI CJIS Division, consistent with the Audit and Accountability control family. Retention shall be no less than the period required by the CJIS Security Policy, and in no event less than one (1) year on-line and two (2) additional years archived.

§ 5.4 Incident Reporting

Security incidents involving CJ, or suspected compromise of a Covered System, shall be reported to the CSO and the CSA ISO within the timeframes prescribed by the CJIS Security Policy Incident Response control family and escalated to the Commission co-chairs. Where an incident constitutes a breach of personally identifiable information as defined under applicable federal or territorial law, the additional breach-response obligations of the CJIS Security Policy (IR-2 and IR-8, as applicable) shall apply. The CSO shall coordinate any reporting to the FBI CJIS Division, the Mariana Regional Fusion Center, and Guam Homeland Security – Office of Civil Defense, as applicable.

§ 5.5 Vulnerability Management

Each Participating Agency shall conduct, or cause to be conducted, vulnerability assessments of its Covered Systems at a frequency consistent with the CJIS Security Policy Risk Assessment control family and shall remediate findings on the timeline specified therein or, if none, according to a schedule approved by the CSO.

§ 6. Availability, Redundancy, and Continuity of Operations

§ 6.1 Elimination of Single Points of Failure

Consistent with the findings of the IJIS Report and with the Contingency Planning control family of the CJIS Security Policy, each Participating Agency, in coordination with the CSO, shall identify single points of failure within its Covered Systems, including Livescan devices, firewalls, network connections, and booking-workflow components, and shall develop and implement a written remediation plan on a schedule approved by the Commission.

§ 6.2 Backup and Recovery

Each Participating Agency shall:

- (a) perform routine, tested backups of all Covered Systems, with off-site or logically isolated copies sufficient to resist a single destructive event;
- (b) verify restoration from backup no less than once per calendar year; and
- (c) document recovery-time and recovery-point objectives for each Covered System.

§ 6.3 Continuity of Operations

The Commission shall maintain a CJIS-wide continuity-of-operations framework that addresses alternate sites, redundant network paths, emergency power, and coordinated failover for systems supporting inter-agency queries, including the Virtual Computerized Criminal History (VCCH) and NCIC gateway functions.

§ 6.4 Facilities

Equipment rooms, data centers, and network closets housing Covered Systems shall meet the physical-protection requirements of the CJIS Security Policy Physical and Environmental Protection control family, including controlled entry and exit logs, environmental controls, and separation of uninterruptible-power and generator equipment from equipment space to the extent practicable.

§ 7. Access Control, Identity Proofing, Personnel, and Training

§ 7.1 Role-Based Access

Access to Covered Systems shall be granted on a least-privilege, role-based basis. Each Participating Agency shall maintain documented role definitions mapped to job function.

§ 7.2 Multi-Factor Authentication

Consistent with the Identification and Authentication control family of the CJIS Security Policy, multi-factor authentication shall be required for access to Covered Systems by both privileged and non-

privileged users, on the timeline and to the extent required by the CJIS Security Policy. Replacement of a legacy single-factor authentication method with multi-factor authentication constitutes a Material Change under § 4 only if it also alters downstream interfaces; otherwise it may proceed under routine change-management procedures with notice to the CSO.

§ 7.3 Identity Proofing

Before an individual is granted access to Covered Systems, the Participating Agency sponsoring the account shall conduct identity proofing consistent with the Identification and Authentication control family of the CJIS Security Policy, including validation of acceptable identity evidence. The CSO may establish territory-wide procedures for identity proofing to ensure consistency across Participating Agencies.

§ 7.4 Account Lifecycle

Accounts on Covered Systems shall be provisioned, reviewed, and deprovisioned in conformity with the CJIS Security Policy. Terminations and transfers shall result in revocation of access no later than the end of the next business day.

§ 7.5 Screening and Training

All personnel with unescorted access to CJJ or Covered Systems shall complete the fingerprint-based screening required by the CJIS Security Policy Personnel Security control family and the security-awareness training required by the Awareness and Training control family, with refresher training within one (1) year and at intervals required by the CSA.

§ 8. Procurement, Acquisition, and Supply Chain

§ 8.1 Pre-Procurement Review

No Participating Agency shall procure, or issue a solicitation for, a Covered System or a service that will access CJJ without first submitting the draft specification to the Commission for a technical-compatibility and security review. The Commission shall complete the review, or provide written comments, within thirty (30) calendar days of receipt. The review contemplated by this Section complements, and shall be conducted consistently with, the System and Services Acquisition control family of the CJIS Security Policy, including the System Development Life Cycle and Acquisition Process controls.

§ 8.2 Mandatory Contract Terms

Solicitations and contracts for Covered Systems shall, at minimum:

- (a) require compliance with the CJIS Security Policy and the applicable security addendum;
- (b) permit audit by the CSA, the Commission, and the FBI CJIS Division;
- (c) include data-ownership, data-return, and data-destruction provisions on termination;
- (d) prohibit subcontracting of CJJ access without written approval;
- (e) require vendor notification of security incidents within the timeframes of § 5.4; and
- (f) incorporate the supply-chain-risk provisions required by § 8.3.

§ 8.3 Supply Chain Risk Management

Consistent with the Supply Chain Risk Management control family of the CJIS Security Policy, each Participating Agency shall, with respect to any supplier, developer, system integrator, external system service provider, or other supply chain participant providing components or services that affect a Covered System:

- (a) assess the supplier’s information-security posture before award and periodically thereafter, on a risk-appropriate basis;
- (b) require the supplier to notify the Participating Agency and the CSO of supply-chain compromises, unauthorized components, and other supply-chain-relevant security events affecting the Covered System;
- (c) maintain written records of supply-chain-risk determinations sufficient to support the triennial audit; and
- (d) prohibit the use of components, software, or services that the FBI, the Department of Homeland Security, or other competent federal authority has identified as presenting an unacceptable supply-chain risk.

§ 9. Governance, Audits, and Reporting

§ 9.1 CSO Designation and Delegation of CSO Functions

The CSA shall designate a CSO and alternate CSO. The CSO is the single technical point of accountability for CJIS operations, for these Guidelines, and for interaction with the FBI CJIS Division. The CSA shall also designate a CSA Information Security Officer (CSA ISO) as required by the CJIS Security Policy. The CSO and CSA ISO may be the same individual where consistent with the CJIS Security Policy and with operational independence requirements.

Where these Guidelines assign a function to the CSO, the Commission may, by written resolution, delegate that function in whole or in part to another qualified person or persons, or allocate the function among multiple designees, consistent with the CJIS Security Policy. Such delegation shall remain in effect until revoked by the Commission and shall not alter the CSO’s ultimate accountability for CJIS operations.

§ 9.2 Technical Subcommittee

The Commission may establish a Technical Subcommittee composed of the CSO, the CSA ISO, the Executive Branch Chief Technology Officer or designee, and technical representatives of Participating Agencies, to perform change review under § 4 and other technical functions delegated by the Commission. Final authority remains with the Commission.

§ 9.3 Audits

Each Participating Agency shall cooperate with the triennial audit conducted by the CSA and with any audit conducted by or on behalf of the FBI CJIS Division. Findings of non-compliance shall be remediated on a schedule approved by the CSO and reported to the Commission.

§ 9.4 CSO Report to the Commission

The CSO shall report to the Commission no less than annually on technical operations under these Guidelines. The report may address, as information is available and as the CSO deems appropriate:

- (a) Material Changes approved, deferred, or denied during the reporting period, drawn from the Change Register maintained under § 4.5;
- (b) aggregated metrics on CJIS availability, including VCCH query volume, success rate, and average response time;
- (c) security incidents and their disposition, at a level of detail consistent with operational security;
- (d) identified single points of failure and remediation progress; and
- (e) implementation progress on [Priority 2], [Priority 3], and [Priority 4] requirements in advance of the September 30, 2027 end of the zero-cycle.

Where information described above is not yet available, or is not yet capable of systematic reporting, the CSO shall describe the current state of the underlying capability and the plan for developing it.

The Commission may incorporate such information as it deems appropriate into the annual report required by 5 GCA § 16102(g). Nothing in this Section shall be construed to require the Commission to include any particular item in an annual report under 5 GCA § 16102(g), or to disclose information that is protected from disclosure under applicable law or that would, if disclosed, compromise CJIS operations.

§ 10. Adoption, Amendment, and Effective Date

§ 10.1 Adoption

These Guidelines are adopted by affirmative vote of the Commission, recorded in the minutes of the meeting at which adoption occurs, and signed by both co-chairs.

§ 10.2 Amendment

These Guidelines may be amended by the same process, on not less than fourteen (14) calendar days' written notice to Participating Agencies of the proposed text, except that technical corrections not affecting substance may be made by the co-chairs with notice to the Commission at its next meeting. A change in the version or structure of the CJIS Security Policy that does not alter the substantive obligations of Participating Agencies under these Guidelines is a technical correction.

§ 10.3 Effective Date

These Guidelines take effect upon adoption. Compliance provisions that require implementation shall take effect on the schedule approved by the Commission at adoption, or, if no schedule is specified, on the first day of the first full calendar quarter beginning ninety (90) days after adoption.

§ 10.4 Severability

If any provision of these Guidelines is held invalid or unenforceable by a court of competent jurisdiction, the remainder shall continue in full force and effect.

ADOPTED by the Criminal Justice Automation Commission this ____ day of _____, 20__.

Co-Chair, Chief Justice of Guam (or Designee)

Co-Chair, Chief Technology Officer, Executive Branch