



COUNTY OF MONROE, MI

REQUEST FOR PROPOSALS

Records Management System Law Enforcement

Request For Proposal Issued: April 6, 2018

Proposal Responses Due: Friday, May 11, 2018 at 4:00 P.M. Eastern Standard Time

Monroe County Finance Department
125 East Second Street
Monroe, Michigan 48161-2197

April 6, 2018

Dear Vendor:

The County of Monroe invites you to submit a proposal to provide a Records Management System for Law Enforcement for all of Monroe County's law enforcement agencies. This encompasses the County of Monroe Sheriff's Office, City of Monroe Police Department (PD), Village of South Rockwood Police PD, Village of Carleton PD, City of Luna Pier PD, and Erie Township PD.

Please refer to the enclosed project requirements and consult the submittal format section to follow in providing your response for the County to consider.

The final date for submitting a proposal is **Friday, May 11, 2018 at 4:00 P.M. Eastern Standard Time** to Michael G. Bosanac, Monroe County Finance Department, 2nd Floor, 125 East Second Street, Monroe, Michigan 48161. Your proposal envelope must be sealed and clearly marked "**Records Management Proposal – Law Enforcement**" so that no error in opening may occur. In the alternative, you may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to michael_bosanac@monroemi.org. Indicate on the cover of the transmission a sealed proposal is attached.

The County of Monroe reserves the right to accept or to reject any and all proposals, to waive any irregularities and to make an award that is determined by the County of Monroe to be in the best interest of the County and its local units of government partners.

We appreciate your interest in this project and the effort you will spend to provide a proposal for the County to consider.

Sincerely,



Michael Bosanac
Administrator/Chief Financial Officer

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Confidentiality

Monroe County considers this Request for Proposal and all attachments confidential. Service providers shall exercise the same degree of care to protect the confidentiality of these documents and their contents, as they would exercise in protecting their own confidential or proprietary information.

The County of Monroe reserves the right to reject any and all proposals, to waive any irregularities and to make an award that is determined solely by the County of Monroe and its' partners, to be in the best interest of the County. This Request for Proposal does not constitute an order or any obligation on the part of the County of Monroe or its' partners. The County of Monroe nor its' partners are not liable for any costs associated with the preparation of the Service Providers' proposals or for any other costs incurred by the Service Providers before the execution of a contract.

Background to RFP

The Monroe County RMS project team would like to implement a records management system for law enforcement that will incorporate procedures and tasks necessary to effectively report all of the following:

- All incidences
- Provide activity time tracking
- Personnel management
- Civil paper tracking
- Data analysis
- Equipment tracking and maintenance
- Fleet maintenance
- Field investigations
- Narcotics management
- Property room bar coding
- State/NCIC interface
- Driver's license scanning
- Personnel activity reporting and scheduling
- LiveScan fingerprinting I.D interface
- Tyler/New World CAD interface with Central Dispatch
- Prosecutor OnBase application interface
- Electronic ticketing interface
- All state of Michigan and federal reporting requirements.

As an option, the Monroe County Prosecutor's Office would like to see various information contained in the RMS system to be sent electronically to the Prosecutors OnBase system.

Scope and Intent

The scope of the project is to provide a records management system that meets the needs of law enforcement, allows for future enhancements and integrations with applications that are part of the law enforcement, prosecution and court processes and provides a logical and easy to use user interface. The proposal must demonstrate the product suite is scalable to be implemented in stages and seamlessly. A detailed list of desired features for the RMS system can be found in Appendix A. A detailed list of desired features from the Prosecutor's Office can be found in Appendix B.

Existing Environment

Monroe County has a medium sized network connected via private fiber to all but two facilities. The network consists of 44 servers running Windows 2003 through Windows 2016 as well as Active Directory. 40 of the servers are virtual running VMWare 5.5. Servers will be upgraded to VMWare 6.5 in 2018. The environment is fully switched with the heaviest demand servers connected via gigabit fiber. Dual internet connections exist, running border gateway protocol (BGP), for load balancing and redundancy, which serves all of the county's internet needs.

Law Enforcement has a good majority of their desktops connected via 1000MB copper with the remaining 100 MB. All desktop computers are within five years old. Most are Windows 2007, with a growing number Windows 10. Sheriff and Police Department vehicles connect to the network via point to point VPN connections, meeting current CJIS requirements.

In addition, there are approximately 175 sworn officers and 350 installs of the existing records management software across multiple law enforcement agencies.

Submittal Format

General Instructions

In order to compare the competing proposals, please provide the County of Monroe with the following information in the sequence shown below. You should include only that information you consider to be essential to our understanding of your proposal and your firm capabilities to undertake this project. Do not provide marketing and sales information but rather concise, straightforward responses and information application to each section topic. Each section requiring a response must be clearly marked with a heading.

1. Management Summary. Provide, in summary form the information contained in your proposal. Maximum of 2 pages.

2. Your Company. Provide some background on your company. Include all the basic demographic information (number of employees, length of company's existence, etc.) and also a statement regarding why your firm is uniquely qualified and should be considered for this project. Indicate company capabilities that make your firm the best choice for this project. Maximum of 3 pages.
3. Contact Information. Include the name, title, address, telephone number and e-mail address of the contact person responsible for this proposal. Maximum ¼ page.
4. Company Experience. Indicate your company's prior experience, which would demonstrate your ability to successfully provide a law enforcement records management system. Maximum of 3 pages and include up to 5 prior engagements of success in implementing ongoing applications in other similar public entities.
5. Statement of Project Scope. Provide a detailed scope of work relating the nature and of the service(s) to be provided. Include your estimate of the time and cost for each major milestone or each project deliverable. Maximum of 10 pages.
6. Staff. Provide a brief resume of qualifications of the key personnel who would be responsible for the account and project. Be sure to include experience on similar projects. Maximum of 5 key staff and 2 pages.
7. Hardware/Software The County of Monroe reserves the right to directly acquire any proposed hardware or software the selected vendor requires, should pricing prove favorable to do so.
8. Proposed Program Schedule. Provide a detailed outline of the steps/tasks to be undertaken in the implementation of this project. The outline should include estimated dates and the events to be completed by both the submitting firm and Monroe County personnel. Use an anticipated start date of August 1, 2018 and detail in a gant of Microsoft project outline.
9. Project Documentation. The successful vendor will be required to produce detailed documentation in the form of user manuals and technical specifications for their product.
10. Application Training The successful vendor will include training and training materials as part of their proposal.
11. Proposal Pricing. The County of Monroe will accept price/cost proposals to perform the requested services. Provide the estimated number of hours for the project with a breakdown for the major tasks and the hourly rates. Also include associated software licensing fees and annual maintenance. It should be noted that the County of Monroe will not pre-pay any item associated with this project. All payments are made upon successful delivery of project or service milestones. Final payment for the project shall be withheld pending final acceptance by the County, of the vendor's obligations. Specify

your project delivery options in terms of cloud based hosting application or user/client hosting network installation.

12. Add/Alternates - Vendors may voluntarily quote alternative solutions, priced separately from the base bid, if the vendor feels the objectives of this Specification can be met more efficiently or economically. Alternate proposals must indicate any specifications the vendor is not complying with and provide the same information requested for the base bid solution.
13. References. Each vendor is required to submit a minimum of three references to be contacted by the Monroe County RMS project team. Preferred references would be those of similar size and scope of implementation, and if possible, within the State of Michigan. Maximum of 2 pages.

General Information

A. Receiving Office

Sealed proposals will be accepted until **4:00 P.M. Eastern Standard Time Friday, May 11, 2018** by Michael G. Bosanac, Monroe County Finance Department, 125 E. Second Street, Monroe, Michigan 48161. Proposal envelopes must be sealed and clearly marked "**Records Management Proposal – Law Enforcement**" so that no error in opening will occur. If sent by overnight carrier, the proposal envelope must be sealed within the overnight pack. In the alternative, you may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to michael_bosanac@monroemi.org. Indicate on the cover of the transmission a sealed proposal is attached. Late proposals will be rejected. If the Proposal is e-mailed, call Michael Bosanac or Colleen Hinzmann to verify it was received. Proposals envelopes will be publicly opened at this time. Proposals will be evaluated at a later date.

B. Return of RFP

In the event that any vendor decides not to submit a proposal, the vendor should return the RFP to the County of Monroe with a cover letter stating his/her disinterest prior to the closing date.

C. Economy of Preparation

Proposals should be prepared simply and economically providing straight-forward, concise descriptions of vendor capabilities to perform the work or services requested.

D. Time Period of Evaluation

Selection of the vendor will be made as soon as possible after the closing date of receipt of proposals. However, proposals submitted shall remain valid for sixty (60) days after the due date to allow for evaluation and award.

E. Presentations

Vendors who submit proposals may be required to make presentations of their proposals to the Monroe County RMS project team. These presentations provide an opportunity for the submitter to clarify the proposals through mutual understanding.

F. Acceptance of Proposal Content

The contents of the proposal of the successful firm may become contractual obligations if acquisition action ensues. Failure of a successful bidder to accept these obligations in a purchase agreement, purchase order, contract or similar acquisition instrument may result in cancellation of the award.

G. Addenda and Supplements to RFP

In the event of changes in the RFP, vendors will be notified in writing. Any questions regarding the RFP and project should be submitted in writing to:

Colleen Hinzmann
Director, Information Technology Department
125 E. Second Street
Monroe, Michigan 48161
734-240-7313 Telephone
734-240-7324 Facsimile
colleen_hinzmann@monroemi.org

H. Rejection of Proposals

The Monroe County RMS project team reserves the right to accept or reject any or all proposals received as a result of this request. The Monroe County RMS project team shall not be obligated to award a contract solely on the basis of any response made to this Request for Proposal, nor does the County intend to, nor will be obligated to pay for the information solicited or obtained.

I. News Release

News releases pertaining to this RFP or the services to be provided to which it relates shall not be made without the prior approval of the Monroe County RMS project team.

J. Incurred Vendor Costs

The County of Monroe will not be liable for any costs incurred by contractors or other respondents to this RFP, prior to issuance of an agreement, contract or other similar acquisition documents.

K. Other Provisions

The vendor shall list any other criteria or requirements to delineate responsibility for any additional service/tasks to be completed by either the County or Vendor. These shall be in addition to those previously detailed or explained in this RFP.

L. Contract Term

The initial term of this contract shall be for the time necessary to test, assure full operation (free of any defects) and obtain acceptance by the County.

M. Cancellation

The contract may be cancelled, without cause, by either party upon sixty (60) days written notice.

N. Proprietary Information

With the exception of items or information specifically marked as proprietary by the vendor, after the closing date and evaluation process, all proposals submitted become a part of the County's records and as such available for public review.

O. Insurance

The Vendor and his surety shall indemnify and save harmless the County and all his officers, agents and employees' representatives from all suits, actions, or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property by or from the said Vendors or their employees or by or in consequence of any neglect, or by or on account of any act or omission, neglect, or misconduct of the said Vendor or by or on account of any claims or accounts recovered by any infringement of patent, trademark or copyright, or from any claims or amounts arising or recovered under the Workmen's Compensation Law or any other law, Ordinance, order or decree. So much of the money due the said Vendor under and by virtue of his contract, as shall be considered necessary by the owner, may be retained or in case no money is due his surety shall be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have settled and satisfactory evidence to that effect furnished to the Owner.

1. Comprehensive General Liability Insurance shall include the following provisions:
 - a) Broad Form General Liability Endorsement or equivalent if not included in policy proper, in amount not less than \$1,000,000 per occurrence.
 - ii. County of Monroe shall be named as additional insured.

2. Comprehensive Automobile Liability; including Michigan No-Fault including all non-ownership and hired car coverage, as well as owner of automobile, truck or other vehicle used in the performance of the contract.
3. Workmen's Compensation Insurance: Each Vendor shall take out and maintain during the life of this contract, Workmen's Compensation Insurance for all employees employed at the sites of the services and, in case any of the work is sublet, the Vendor shall require the Sub-contract to provide such insurance. Proof of compliance with the Workmen's Compensation Laws and Social Security Laws shall be filed with and kept in full force and effect on file with the County at all times, until all the work on the project provided to be done under this contract has been fully and finally completed. This shall be an absolute responsibility and duty of the Vendor, who agrees to indemnify and save harmless the County from any contributions or taxes or liability therefore.
4. Certificates of Insurance acceptable to the County shall be filed with the County prior to commencement of the services. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least fifteen (15) days prior written notice has been given to the County.
5. The Vendor agrees that its insurance carriers waive subrogation against the County, its agents or employees with respect to any loss covered by the Vendor's insurance.

P. Law, Rules and Regulation

The work shall comply with all federal, state and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications.

Q. Prime Vendor Responsibilities

The selected vendor will be required to assume full responsibility for all services offered in his proposal. Further, the County of Monroe will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The vendor shall be responsible for the coordination and supervision of all subcontractors employed in this contract. Any subcontractors or partners the prime vendor proposes to us on this project shall be listed in the proposal response.

R. Freedom of Information Act

Information submitted in vendor proposals becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the vendor's proposal which is company confidential must be clearly identified in the proposal itself.

END OF RFP

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|-----------------------------|--|------------------------------|--|---------------|----------|
| | | Modification/Custom Software | | Not available | |
| | | | | | Comments |
| General Requirements | | | | | |
| 1 | The RMS must fully integrate with the CMS software and be provided by the same vendor. Full integration must include automatic, seamless transfer of critical information between Mobile Computing and RMS | | | | |
| 2 | The software must have multi-jurisdictional environment capabilities. | | | | |
| 3 | The software must have a tabular design, allowing access to multiple layers of the system from the same screen. | | | | |
| 4 | Ability for multiple users to be logged onto the system and use the same applications simultaneously. | | | | |
| 5 | There must be a standardized Windows-compliant, mouse-driven Graphical User Interface (GUI) for all modules. | | | | |
| 6 | All software modules must have the ability to access the same master name records. | | | | |
| 7 | Authorized agency staff must be able to modify or adjust commonly altered variables such as codes, tables, report parameters, etc., without the services of a professional programmer. | | | | |
| 8 | Standard toolbar functionality must include buttons that allow users to do the following: | | | | |
| | Create new records | | | | |
| | Open existing records | | | | |
| | Save records | | | | |
| | Delete records | | | | |
| | Copy records | | | | |
| | Print records | | | | |
| | Access online Help | | | | |
| 9 | The software must standard Windows tab behavior and allow users to open and use multiple (minimum of 20) child windows simultaneously (tiled or cascaded). System should have a menu bar option that lists all open windows. | | | | |
| 10 | The software must be able to associate codes to more than one location or panel when the same validation table entries are used in multiple locations. | | | | |
| 11 | The system must use consistent validation table processing. | | | | |
| 12 | The system must allow for agency-defined validation tables. | | | | |
| 13 | Ability to assign alternate values to validation set values in order to tie specific data elements to various software functions, including, but not limited to, report generation and data matching with other ORIs and third-party software. | | | | |
| 14 | All applications must integrate tightly with each other to permit the greatest operator and system efficiency. | | | | |
| 15 | The software must provide a one-time, single-point system of data entry that allows information to be accessed from other applications. | | | | |
| 16 | The software must provide a basis, such as a report wizard, for preparing various statistical and analytical reports. | | | | |
| 17 | The software must allow users to create and store ad hoc reports. | | | | |
| 18 | The software must directly output from a data search to a printer upon user request. | | | | |
| 19 | The software must provide the capability to add unlimited narrative to records, to ensure all critical information is captured. | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|---|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| 20 | The system administrator must be able to identify the individual who last entered or updated any transaction as well as the date and time of the modification. | | | | |
| 21 | The software must have the ability to use standard PC word processing applications in modules where needed. | | | | |
| 22 | The software must track user activity (i.e., the addition, modification, viewing, and deletion of records) and record the following for each incidence of such activity: user name, access type, date, time, record key and device. | | | | |
| 23 | The RMS software must have the ability to run in a virtual server environment (VMware) | | | | |
| 24 | The software must provide inquiry capability for all employees based on profile and password security. | | | | |
| 25 | The software must have CJIS and FIPS 140-2 compliance | | | | |
| 26 | The software must be NIBRS compliant. | | | | |
| 27 | The base RMS software must support: | | | | |
| | Accidents | | | | |
| | Arrests | | | | |
| | Business Registry | | | | |
| | Case Processing | | | | |
| | Incidents | | | | |
| | Computer Aided Investigation | | | | |
| | Federal Reports (UCR/IBR) | | | | |
| | Geo-Address Verification | | | | |
| | Impounded Vehicles | | | | |
| | Incident Tracking | | | | |
| | Known Associates | | | | |
| | Master Name Processing | | | | |
| | Personnel/Training | | | | |
| | Property and Evidence Tracking | | | | |
| | Suspect Tracking | | | | |
| | Traffic Tickets & Citations - must be able to pull from other 3rd party ticketing system | | | | |
| | Wants and Warrants | | | | |
| 28 | The following optional modules must also be available: | | | | |
| | Career Criminal Registry (Parolee, Sex Offender) | | | | |
| | Case Management | | | | |
| | Civil Paper Processing | | | | |
| | Data Analysis/Crime Mapping/Management Reporting | | | | |
| | Equipment Tracking | | | | |
| | Field Investigations | | | | |
| | Narcotics Management | | | | |
| | Property Room Bar Coding | | | | |
| | Web Briefing Notes | | | | |
| | State/NCIC Interface | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------------|--|------------------------------|--|---------------|--|
| | | Modification/Custom Software | | Not available | |
| | | | | Comments | |
| RMS System Security | | | | | |
| 1 | The software must provide component (e.g., modules, entry screens) and report (e.g., case reports, ticket reports) security to permit and restrict user/user group rights. | | | | |
| 2 | The system administrator must have the ability to set up, grant or deny, user/user group permissions for all components, including add, change, delete, view/use, and print permissions. | | | | |
| 3 | The system administrator must have the ability to restrict security components by individual user or user group. | | | | |
| 4 | Security components cannot be changed or deleted by unauthorized users. | | | | |
| 5 | The system administrator must have the ability to create and maintain authorization templates (which are defined by name). | | | | |
| 6 | Authorizations must be tied to user login and corresponding confidential password. | | | | |
| 7 | Passwords must never be displayed. | | | | |
| 8 | System must have the capability to force password changes every 90 days at a minimum | | | | |
| 9 | The system administrator must have the ability to easily create system users. | | | | |
| 10 | The system administrator must have the ability to easily change passwords. | | | | |
| 11 | Although the administrator can change user passwords, the actual passwords must not be revealed to the system administrator. | | | | |
| 12 | User passwords must be encrypted when stored in the database. | | | | |
| 13 | Ability to require at least one number, symbol, and/or letter in user passwords. | | | | |
| 14 | Ability to require password expiration after an administrator-defined number of days. | | | | |
| 15 | Ability to define a minimum and maximum password length. | | | | |
| 16 | Ability to lock users out of the system after an administrator-defined number of invalid login attempts. | | | | |
| 17 | Ability to restrict user access by time of day, day of week, etc. | | | | |
| 18 | Ability to automatically log all security violations. | | | | |
| 19 | Ability to purge the security violation log. | | | | |
| 20 | Ability to purge the user and system login log. | | | | |
| 21 | The software must provide a flag to prompt a document's author that individual permissions must be set for a document when it is created. | | | | |
| 22 | The system administrator must have the ability to grant individual permissions to documents in the event that a document's author is unavailable to do so. | | | | |
| 23 | The software must provide the ability to restrict access to specific information/features. | | | | |
| 24 | The software must restrict access to specific records by review level. | | | | |
| 25 | The software must provide inquiry capabilities for all employees based on profile and password security. | | | | |
| Master Name Requirements | | | | | |
| 1 | The software must use the master name concept and contain all information collected on a person or business, as well as all associated activities, in a single master name record. | | | | |
| 2 | The software must provide a listing of all activities in which a person has been involved, including those related to arrests, jail releases, tickets, warrants, cases, incidents, accidents, gangs, vehicles and guns. | | | | |
| 3 | Ability to display an image of the subject within the master name record, whether by capturing an image with a digital camera or by uploading an image from a camera, computer disk or any TWAIN32-compliant imaging device. | | | | |
| 4 | The master name record must be accessible from the following modules: | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Accidents | | | | |
| | Alerts | | | | |
| | Arrests | | | | |
| | Bookings | | | | |
| | Buildings | | | | |
| | Career Criminal Registry | | | | |
| | Case Management | | | | |
| | Cases | | | | |
| | Civil Paper Processing | | | | |
| | Computer Aided Investigation | | | | |
| | Equipment | | | | |
| | Field Investigations | | | | |
| | Global Vehicles | | | | |
| | Impounded Vehicles | | | | |
| | Incidents | | | | |
| | Narcotics Management/Intelligence | | | | |
| | Property Room | | | | |
| | Tickets and Citations | | | | |
| | Vehicles | | | | |
| | Wants and Warrants | | | | |
| 5 | Ability to enter and maintain the following master name record data elements: | | | | |
| | Name (First, Middle, Last, Suffix) | | | | |
| | Address (City, State, Zip Code) | | | | |
| | Age/Race/Sex | | | | |
| | Associated Names | | | | |
| | Affiliation | | | | |
| | Physical Description | | | | |
| | Scars, Marks or Tattoos | | | | |
| | Date of Birth | | | | |
| | Driver's License Number | | | | |
| | Driver's License Expiration Date | | | | |
| | Driver's License Characteristics | | | | |
| | Social Security Number | | | | |
| | Personal Information | | | | |
| | Handicaps | | | | |
| | Inmate Number | | | | |
| | Department Arrest Number | | | | |
| | Mug Shot Number | | | | |
| | FBI Number | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Local Identification Number | | | | |
| | State Identifier Number (SID) | | | | |
| | Military Service Number | | | | |
| | Identikit Number | | | | |
| | Alias (Multiple Types) | | | | |
| | Nickname (Street Name) | | | | |
| | Place of Birth | | | | |
| | Occupation | | | | |
| | Home Phone | | | | |
| | Work Phone | | | | |
| | Cell Phone | | | | |
| | Employer Name and Address | | | | |
| | Fingerprint Classification Number | | | | |
| | Marital Status | | | | |
| | Vehicles | | | | |
| | City, County, Country and Place of Birth | | | | |
| | Illegal Alien | | | | |
| | School | | | | |
| | Religion | | | | |
| | Citizenship | | | | |
| | Associated ID Numbers | | | | |
| | Modus Operandi/Crime Specialties | | | | |
| | Known Associates | | | | |
| | Contact Information | | | | |
| 6 | The software must eliminate the need to duplicate any information already entered. | | | | |
| 7 | The software must integrate or pull information from the existing fingerprint system from IDNetworks | | | | |
| 8 | Once a master name record is created, authorized users must be able to update any basic data fields and add or modify other information as needed. | | | | |
| 9 | Ability to cross-reference the master name record to all other records associated with an individual. | | | | |
| 10 | Ability to restrict name activity access by jurisdiction. | | | | |
| 11 | Ability to edit and merge duplicate master names. | | | | |
| 12 | The software must restrict access to specific features and functions by user ID and password. | | | | |
| 13 | The software must store narrative associated with a name and display it upon inquiry for that name. | | | | |
| 14 | The software must link multiple addresses to a master name record and date all changes to an address. | | | | |
| 15 | The software must associate previous address records with a date of address change, along with the person that changed the address. | | | | |
| 16 | The software must have the ability to check all coded entries in the master name record for validity at the time of data entry. | | | | |
| 17 | The software must automatically check a name against the list of outstanding warrants and notify the user. | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 18 | Users must have the ability to search for and obtain details on any type of record associated with the individual master name record, such as: | | | | |
| | Suspects | | | | |
| | Arrests | | | | |
| | Witnesses | | | | |
| | Reporting Parties | | | | |
| | Known Offenders | | | | |
| | Known Associates | | | | |
| | Callers | | | | |
| | Inmates | | | | |
| | Complainants | | | | |
| 19 | Users must have the ability to search for master name files based on any of the following criteria: | | | | |
| | Name | | | | |
| | SSN | | | | |
| | Date of Birth | | | | |
| | Height or Height Range | | | | |
| | Weight or Weight Range | | | | |
| | Hair Color | | | | |
| | Eye Color | | | | |
| | Physical Characteristics | | | | |
| | Combination of Parameters | | | | |
| | Race | | | | |
| | Sex | | | | |
| | Identifying Clothing | | | | |
| 20 | The software must treat common business names like McDonald's as a master name record. | | | | |
| 20 | Ability to easily copy master name records, e.g., to use in other jurisdictions. | | | | |
| 21 | Ability to locate subject records via first, middle and last name | | | | |
| 22 | Ability to perform field level auditing within a master name record. | | | | |
| Incidents | | | | | |
| 1 | The software must capture and store data from an officer's field report, including the associated report narrative. | | | | |
| 2 | The software must allow authorized users to update and maintain incident records with new information as needed. | | | | |
| 3 | Ability to apply user security to incident entry, search and all incident related reports. | | | | |
| 4 | Ability to enter supplemental reports. | | | | |
| 5 | Ability to index incident records by incident number. | | | | |
| 6 | Ability to enter and maintain information on any type of incident/criminal activity. | | | | |
| 7 | Ability to correct previously entered incident data in the case data entry screen. | | | | |
| 8 | Ability to enter and maintain the following general incident record data elements: | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Incident Type | | | | |
| | Call Date/Time | | | | |
| | Call Source | | | | |
| | Status | | | | |
| | Priority | | | | |
| | Associated Case Number | | | | |
| | Nature of the Call | | | | |
| | Caller Name | | | | |
| | Incident Location | | | | |
| | Reporting District | | | | |
| 9 | Ability to enter and maintain multiple officer narratives. | | | | |
| 10 | Ability to enter and maintain information about associated units and personnel. | | | | |
| 11 | Ability to view a call and unit logs, i.e., lists of the calls and units associated with the incident. | | | | |
| 12 | Ability to enter and maintain information about the vehicles associated with the incident. | | | | |
| 13 | Ability to enter and maintain information about all persons associated with the incident. | | | | |
| 14 | Ability to enter and maintain associated dispositions. | | | | |
| 15 | Ability to display and view a list of other records associated with the incident. | | | | |
| 16 | Ability to generate multiple incident related reports for statistical crime analysis. | | | | |
| 17 | Ability to associate property with an incident. | | | | |
| Case Processing | | | | | |
| 1 | Ability to apply user security to case entry, search and all incident related reports. | | | | |
| 2 | Ability to pull data from an existing incident record. | | | | |
| 3 | Ability to update and maintain case records with new information as needed. | | | | |
| 4 | Ability to enter supplemental reports. | | | | |
| 5 | Ability to index case records by case number, which may be the same as the originating incident number. | | | | |
| 6 | Ability to enter and maintain case records on any type of incident or criminal activity. | | | | |
| 7 | Ability to track multiple crimes within a single master case record. | | | | |
| 8 | Ability to cross-reference and link multiple related offenses to a specific case record via its case number. | | | | |
| 9 | Ability to automatically create a case record upon entry of the crime report data. | | | | |
| 10 | Option to automatically generate year-based case numbers. | | | | |
| 11 | Ability to correct previously entered incident data in the case data entry screen. | | | | |
| 12 | Ability to enter and maintain the following case record data elements: | | | | |
| | Incident Type | | | | |
| | Occurred Location | | | | |
| | Hate Bias Information | | | | |
| | Criminal Activity | | | | |
| | Entry and Exit Methods/Points | | | | |
| | Date/Time of Occurrence | | | | |
| | Date of Reported Occurrence | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|------------------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Multiple Crime/Offense Codes | | | | |
| | Type of Arson Reported | | | | |
| | Type of Theft Reported | | | | |
| | Status of the Complaint | | | | |
| | Disposition/Date of the Complaint | | | | |
| | Multiple MOs of the Crime | | | | |
| | Attempted Crime | | | | |
| | Type of Weapon | | | | |
| | Type of Tool | | | | |
| | Codes for the Type of Scene of the Crime | | | | |
| | Officer's Bureau Assignment | | | | |
| | Type of Stolen/Recovered Vehicle | | | | |
| | Estimated Dollar Amount of Property Involved | | | | |
| | Property Involved | | | | |
| | Solvability Factors Associated with Complaint | | | | |
| 13 | Ability to enter and maintain detailed information about all offenses associated with a case. | | | | |
| 14 | Ability to enter and maintain detailed information about all subjects associated with a case, such as arrested adults, juveniles, witnesses, complainants, missing persons, reporting party, victims, etc. | | | | |
| 15 | Ability to enter and maintain information about all arrests associated with a case. | | | | |
| 16 | Ability to enter and maintain information about all property associated with a case. | | | | |
| 17 | Ability to enter and maintain information about all field investigations associated with a case. | | | | |
| 18 | Ability to automatically link all information from a field investigation record to the original complaint report. | | | | |
| 19 | Ability to enter and maintain information about all vehicles associated with a case. | | | | |
| 20 | Ability to support unlimited narrative input and editing capabilities for the original complaint report. | | | | |
| 21 | Ability to support unlimited narrative input and edition capabilities for any type of supplemental report. | | | | |
| 22 | Ability to capture crime analysis related information during case processing. | | | | |
| 23 | Ability to expunge a subject from a case record. | | | | |
| 24 | Information from an incident record is automatically pulled into an associated case record to eliminate the need to enter the same data twice. | | | | |
| 25 | Ability to print hard copies of case records and supplemental reports, depending on security. | | | | |
| 26 | Ability to print a sanitized version of a case record for public use. | | | | |
| 27 | All entry information can be built into a report, which will plot on a map or generate a printable report. | | | | |
| 28 | Ability to generate multiple case related reports for statistical crime analysis. | | | | |
| 29 | Ability to support unlimited narrative input and editing capabilities for the original complaint report. | | | | |
| 30 | Ability to attach multiple supporting documents of various types (e.g., Word, Excel, JPG, MPG, WAV, etc.) to a case record. | | | | |
| Arrest Records Requirements | | | | | |
| 1 | Ability to enter and maintain the following general arrest information: | | | | |
| | Arrest Number | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Date/Time of Arrest | | | | |
| | Arrest Type | | | | |
| | Arrest Status and Status Date/Time | | | | |
| | Associated Case Number | | | | |
| | Location of Arrest | | | | |
| | Name of Arrested Person | | | | |
| | Arresting Officer (multiple possible) | | | | |
| | Arresting Officer's Assigned Bureau | | | | |
| | Reporting Districts of the Arrest | | | | |
| | Assisting Arrest Officer | | | | |
| | Disposition of the Arrest | | | | |
| | Disposition Date | | | | |
| | Resulting Charge at Disposition | | | | |
| | Sentencing Information | | | | |
| | Bond Information | | | | |
| 2 | Ability to enter and maintain information about all charges associated with the arrest. | | | | |
| 3 | Ability to enter and maintain data on arrest and court dispositions. | | | | |
| 4 | Ability to enter and maintain information about any injuries the arrestee may have sustained while being apprehended. | | | | |
| 5 | Ability to enter and maintain information about any weapons involved in the arrest. | | | | |
| 6 | Ability to enter and maintain information about the various identification numbers associated with the arrest, such as a booking number, case number, warrant number and offender-based tracking system number. | | | | |
| 7 | Ability to properly report information per NIBRS requirements. | | | | |
| 8 | Compliance with UCR reporting. | | | | |
| 9 | The software must link newly arrested individuals to previous arrests, if applicable. | | | | |
| 10 | If one does not already exist, the software must automatically create a master name record at the time of the arrest processing. | | | | |
| 11 | The software must have easy access to an arrest register within a selected date range. | | | | |
| 12 | An arrest record can be added at the time of the original complaint report or at a later date. | | | | |
| 13 | In the event of an arrest at a later date, the software must have the ability to add additional supplemental narrative to the original complaint report. | | | | |
| 14 | The software must require additional security to access juvenile records. | | | | |
| 15 | Ability to search for arrest records based on the following criteria: | | | | |
| | Arrestee's Name | | | | |
| | Arrest Date/Range | | | | |
| | Complaint/Case Number | | | | |
| | Arresting Officer ID | | | | |
| | Arrest Tracking Number | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|--|--|-----------------|------------------------------|----------|--|
| | | | Modification/Custom Software | | |
| | | | Not available | Comments | |
| 16 | Ability to print a variety of arrest related reports to facilitate the statistical analysis or arrest data, including the following: | | | | |
| | Arrest by Court Disposition Date Report | | | | |
| | Arrest by Location Report | | | | |
| | Arrest by Officer Report | | | | |
| | Arrest Charge Summary Report | | | | |
| | Arrest Detail Report | | | | |
| | Arrest Register Report | | | | |
| | Arrest Status Summary Report | | | | |
| 17 | The software must provide equivalent reports for both juvenile and adult arrest records. | | | | |
| Impounded Vehicle Processing Requirements | | | | | |
| 1 | Authorized users must have the ability to enter and maintain the details of an impounded vehicle, including the following general information: | | | | |
| | Impound Date/Time | | | | |
| | Impound Lot | | | | |
| | Reason for Impounding | | | | |
| | Place of Storage | | | | |
| | Location Impounded From | | | | |
| | Towing Service | | | | |
| | Impounding Officers | | | | |
| | Vehicle Information (make, model, color, etc.) | | | | |
| 2 | Ability to enter owner information based on master name file selection. | | | | |
| 3 | Ability to indicate owner notification date/time. | | | | |
| 4 | Ability to enter and maintain disposition information. | | | | |
| 5 | Ability to enter and maintain vehicle release information. | | | | |
| 6 | Ability to enter and maintain associated incident, case, arrest, warrant, and booking information. | | | | |
| 7 | Ability to enter and maintain information about associated fees. | | | | |
| 8 | Ability to attach multiple supporting documents of various types to an impounded vehicle record. | | | | |
| Computer Aided Investigation (CAI) Requirements | | | | | |
| 1 | Ability to create an electronic lineup based on user-defined physical characteristics and/or other pertinent information. | | | | |
| 2 | Ability to easily modify, reorganize and print lineups. | | | | |
| 3 | Ability to use any single photo of possibly multiple available photos for a single lineup subject. | | | | |
| 4 | Ability to locate subjects using a single criterion or multiple criteria, including (but not limited to) physical characteristics, fingerprints, charges, scars, marks, tattoos, MO and handicaps. | | | | |
| 5 | Ability to use "Wild Card" Combinations, i.e., random lineups of subjects drawn from search results. | | | | |
| 6 | Ability to limit searches to a single jurisdiction or search all jurisdictions. | | | | |
| 7 | Ability to generate a crime analysis report based on user-defined report criteria, such as, but not limited to, specific criminal activity, offenses, M.O., entry/exit methods, evidence collected, location/scene, hate/bias and weapon used. | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|------------------------------------|--|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| 8 | Ability to search master names and businesses. | | | | |
| Crime Analysis Requirements | | | | | |
| 1 | The software must capture crime analysis data in the complaint report and produce specific crime analysis reports: | | | | |
| | Date of Offense | | | | |
| | Time of Offense | | | | |
| | Location of Offense | | | | |
| | Description of the Premises | | | | |
| | Type of Offense | | | | |
| | Method and Point of Entry | | | | |
| | Description of Weapons Used | | | | |
| | Description of Tools Used | | | | |
| | Victim Data (Age/Relationship) | | | | |
| | Type of Property Stolen | | | | |
| | Suspect Vehicle Description | | | | |
| | Suspect Description | | | | |
| | M.O. Parameters | | | | |
| | Hard Copy and Map Plotting | | | | |
| 2 | Ability to generate all reports using a report wizard to ensure that reports meet all requirements and are easy to build. | | | | |
| 3 | Ability to generate a report that shows statistical data on crimes concerning the frequency and the distribution of crime throughout user-selected jurisdiction reporting districts. | | | | |
| 4 | Ability to retrieve cases with similar crime modus operandi to assist investigators in solving crimes. | | | | |
| 5 | Ability to identify the overall activity per crime type within a selected date range and reporting district. | | | | |
| 6 | Ability to create reports that target specific types of crimes based on the following: | | | | |
| | Location (specific address) of Occurrence | | | | |
| | User Selected Crime Type | | | | |
| | Hate Bias Information | | | | |
| | Geographical Groupings of Crimes | | | | |
| | Similar Types of Victims | | | | |
| | Common M.O. of Crime | | | | |
| | Suspect Vehicle Description | | | | |
| | Suspect Physical Description | | | | |
| | Tools Used | | | | |
| | Weapons Used | | | | |
| | Property Targeted for Theft | | | | |
| | Point and Method of Entry | | | | |
| | Scene Category of Crime | | | | |
| | Theft Category of Crime (i.e., shoplifting from buildings, vehicles) | | | | |
| | Crime Attempts | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|--|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| 7 | Ability to retrieve suspect names based on: | | | | |
| | Available photo | | | | |
| | Known Offender Address | | | | |
| | Past Criminal Contacts | | | | |
| | Past Vehicle Relations | | | | |
| | Pawn Transactions | | | | |
| | Weapon Registration | | | | |
| | Known Associates | | | | |
| 8 | Ability to retrieve suspect vehicle information based upon: | | | | |
| | Model Year of Vehicle | | | | |
| | Make of Vehicle | | | | |
| | Model of Vehicle | | | | |
| | Style of Vehicle | | | | |
| | Top and Bottom Color of Vehicle | | | | |
| | License Plate of Vehicle | | | | |
| 9 | Ability to retain information on vehicles obtained through: | | | | |
| | Field Interview Reports | | | | |
| | Prior Contacts with the Department | | | | |
| | Arrests | | | | |
| | Complaint Reports | | | | |
| | Citations/Moving Violations | | | | |
| | Accident Reports | | | | |
| | Want and Warrant Records | | | | |
| | Suspect Vehicles Record | | | | |
| | Impounded Vehicles | | | | |
| 10 | Ability to retain M.O. characteristics in coded fields and search for same by selected parameters. | | | | |
| 11 | Ability to generate report with M.O. parameters and crime specialties. | | | | |
| 12 | Ability to retain information on known offenders, such as: | | | | |
| | Past Criminal Contact | | | | |
| | Sex Offenders | | | | |
| | Narcotics Offenders | | | | |
| | Parolees | | | | |
| | Court Probationers | | | | |
| 13 | Ability to capture and retrieve juvenile information, including: | | | | |
| | Juvenile Demographic Information | | | | |
| | Juvenile Personal Characteristics | | | | |
| | Juvenile Guardian Information | | | | |
| 14 | Ability to capture and retrieve crime analysis information from complaint records when information is included on a juvenile arrest. | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|--|--|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| 15 | Ability to link related complaints together through capture of associated case numbers. | | | | |
| Crime Reporting Requirements | | | | | |
| 1 | The software must satisfy the physical requirements for automated submission (tape, bulletin board or Internet) to: | | | | |
| | State Police Uniform Crime Reporting (UCR) | | | | |
| | Incident Based Reporting (IBR) | | | | |
| | Interface to the State Police via Internet, if applicable | | | | |
| 2 | The software must transmit changed and updated records as well as original records within the reported month. | | | | |
| 3 | The software must provide the required Incident Based Reporting data elements in the appropriate formats. | | | | |
| 4 | The software must edit the monthly UCR/IBR information and identify errors before submission (for IBR, create as you go). | | | | |
| Wants and Warrants Requirements | | | | | |
| 1 | Ability to enter and maintain detailed information about want and warrant records, including (but not limited to) the following data elements: | | | | |
| | File Transaction Number | | | | |
| | Court Warrant Number | | | | |
| | Court Case Number | | | | |
| | Wanted Number | | | | |
| | Wanted Driver's License Number | | | | |
| | Wanted Social Security Number | | | | |
| | Reason for Change on Warrant | | | | |
| | Issuing Court | | | | |
| | Issuing Judge | | | | |
| | Wanted Alias(s) | | | | |
| | Date of Birth | | | | |
| | Subjects | | | | |
| | Charges | | | | |
| | Bond Amount | | | | |
| | Vehicle Make/Model/Color | | | | |
| | Vehicle License Plate/State/Year | | | | |
| | Disposition | | | | |
| | Status History | | | | |
| | Activity | | | | |
| | Distance of Pickup | | | | |
| | Warning Remarks | | | | |
| | Background, if Applicable | | | | |
| | Area/Section within Warrant Venue | | | | |
| 2 | Ability to display an image of the subject within the master name record, whether captured by directly connected digital camera or by if uploaded from local workstation or any connected media. | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---|---|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| 3 | Ability to display an alert whenever the name of a subject with an outstanding warrant is entered anywhere in the system. | | | | |
| 4 | Authorized users must be able to update the status of a warrant record whenever necessary. | | | | |
| 5 | Ability to assign warrant transaction numbers manually or automatically via an optional auto-incrementing feature. | | | | |
| 6 | Ability to generate a printed report displaying a log of all warrants within a specified date range. | | | | |
| 7 | Authorized users have the ability to cancel outstanding warrant records. Authorization is based on user security profiles (ID, password, security permissions). | | | | |
| 8 | Ability to cancel outstanding warrants for the following reasons: | | | | |
| | Recalled by Court | | | | |
| | Served on the Person | | | | |
| | Cleared of the Charge | | | | |
| | Beyond Statutory Limits | | | | |
| 9 | Ability to maintain records on canceled warrants for an unlimited amount of time. | | | | |
| 10 | Ability to generate a printed report that lists all canceled warrants within a specified date range. | | | | |
| 11 | Ability to generate a printed warrant summary report that lists all warrant types and totals within a specified date range. | | | | |
| Traffic Ticket/Citation Requirements | | | | | |
| 1 | Ability to enter and maintain all information pertaining to traffic tickets and citations: | | | | |
| | Ticket Book Distribution | | | | |
| | Statistical Information by Department | | | | |
| | Statistical Information by Officer | | | | |
| | Ticket Deletions | | | | |
| | Status Changes | | | | |
| 2 | Ability to maintain a history on each traffic ticket and citation produced, including (but not limited to) the following information: | | | | |
| | Name | | | | |
| | Violation | | | | |
| | Personal Information | | | | |
| | License Plate Number | | | | |
| | Vehicle Make and Model | | | | |
| | Vehicle Color | | | | |
| | Location | | | | |
| | Date/Time Stamped | | | | |
| | Statute/Ticket Type | | | | |
| | Court and Disposition Data | | | | |
| | Weather and Traffic Conditions | | | | |
| 3 | Authorized personnel must have the ability to void/delete tickets. | | | | |
| 4 | Ability to support multiple violations under a single ticket number. | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------------------|--|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | |
| | | | Not available | | |
| | | | | | Comments |
| 5 | Ability to quickly search and access ticket/citation information using name, location, geographic area, officer and ticket type as search criteria. | | | | |
| Business Registry Requirements | | | | | |
| 1 | Ability to enter and maintain detailed information on all businesses located within a given jurisdiction. | | | | |
| 2 | Ability to track the following information on businesses: | | | | |
| | Business Name, Address, Phone | | | | |
| | Structure Size | | | | |
| | Contents | | | | |
| | License Type | | | | |
| | Alarm Company | | | | |
| | Alarm Model | | | | |
| | Hours of Operation | | | | |
| | Owner's Information | | | | |
| | Maintenance Companies | | | | |
| | Hazards | | | | |
| | Basic Floor Plans | | | | |
| | Prior Addresses | | | | |
| | Contact Information | | | | |
| 3 | Ability to search for business records based on business name, building name, building number, district, zone, class and sub-class. | | | | |
| 4 | Ability to interface with the alarm tracking and billing module to automatically process alarm calls for service. | | | | |
| 5 | Ability to easily access the fire pre-plan associated with a given business, should one exist. | | | | |
| Personnel Management | | | | | |
| 1 | Ability to display an image of the subject within the record, whether captured by directly connected digital camera or by if uploaded from local workstation or any connected media. | | | | |
| 2 | Ability to link a personnel record with a personnel record(s) associated with another ORI. | | | | |
| 3 | Ability to enter and maintain the following general personnel information on every employee: | | | | |
| | Employee Full Name | | | | |
| | Employee Address | | | | |
| | Employee Badge and/or ID Number | | | | |
| | Social Security Number | | | | |
| | Home Phone Number | | | | |
| | Department Number and Extension | | | | |
| | Date of Birth | | | | |
| | Place of Birth | | | | |
| | Citizenship | | | | |
| | Current Rank | | | | |
| | Rank History | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Hire Date | | | | |
| | Termination Date | | | | |
| | Education, including Degrees, Certifications | | | | |
| | Special Skills | | | | |
| | Medical Information | | | | |
| | Department Injuries | | | | |
| | Blood Type | | | | |
| | Emergency Notification Information | | | | |
| | Employee Status or Promotions | | | | |
| | Reprimands | | | | |
| | Commendations | | | | |
| | Spouse's Name | | | | |
| | Driver's License Number | | | | |
| | Employee Demographic Information | | | | |
| | Disciplinary Actions | | | | |
| | Contact Information | | | | |
| 4 | Ability to enter and maintain information about an employee's current assignment, as well as maintain a history of assignments. | | | | |
| 5 | Ability to track information about the equipment issued to each employee, including the following: | | | | |
| | Item Type | | | | |
| | Quantity | | | | |
| | Inventory Number | | | | |
| | Date Issued | | | | |
| | Condition of Item | | | | |
| | Returned Date | | | | |
| | Condition Returned | | | | |
| 6 | Ability to enter and maintain information about an employee's education and training, including, but not limited to, the following: | | | | |
| | Courses (e.g., Firearms Training, Hazmat Technician Training, etc.) | | | | |
| | Programs | | | | |
| | Certifications | | | | |
| | Automatically Re-Schedules Re-Certification Classes | | | | |
| | Basic Academy Training | | | | |
| | Military Training | | | | |
| | College Classes | | | | |
| 7 | The software must maintain the following training related data elements: | | | | |
| | Employee ID Number | | | | |
| | Training Course Title | | | | |
| | Training Location | | | | |
| | Re-certification Date | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------------|--|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| | Length of the Course | | | | |
| | Course Completion Date | | | | |
| | Course Comments | | | | |
| | Course Expenses | | | | |
| | College Credit Hours | | | | |
| 8 | Ability to enter and maintain information about any special skills an employee may have, including, but not limited to: | | | | |
| | Foreign Language | | | | |
| | Public Relations Training | | | | |
| | Bomb Disposal Training | | | | |
| | First Aid Training | | | | |
| | SWAT Training | | | | |
| | Breathalyzer Training | | | | |
| 9 | Ability to perform weekly or monthly scheduling of employees for a minimum of 6 months. | | | | |
| 10 | The software must provide the ability to print a summary report detailing all employees and all training conducted within a specified date range. | | | | |
| 11 | The software must provide the ability to print a summary report of all training received by an employee during his/her course of employment. | | | | |
| 12 | The software must provide the ability to print a detailed employee report with all fields of data in the personnel record. | | | | |
| 13 | The software must provide the ability to print a summary department personnel listing sorted by Employee Name. | | | | |
| 14 | The software must provide the ability to print a detailed department personnel listing sorted by Employee Name. | | | | |
| 15 | Ability to display an image of the subject within the record, whether captured by directly connected digital camera or by if uploaded from local workstation or any connected media. | | | | |
| Property Room Processing | | | | | |
| 1 | Ability to enter and maintain the following property data: | | | | |
| | Item Number | | | | |
| | Piece Number | | | | |
| | Serial Number | | | | |
| | Property Code (e.g., stolen, pawned, evidence) | | | | |
| | Property Tag Number | | | | |
| | Owner Applied Number | | | | |
| | Storage Location | | | | |
| | Quantity | | | | |
| | Value – Nearest Dollar | | | | |
| | Property Owner | | | | |
| | Date Property Received | | | | |
| | Item Category (guns, tools, vehicles, bicycles) | | | | |
| | Lab Report Cross-Reference | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Date of Disposal/Release | | | | |
| | Employee Authorizing Release | | | | |
| | Date Scheduled for Disposal | | | | |
| | Item Class (UCR) | | | | |
| | Free-form Descriptions | | | | |
| | Color | | | | |
| | Recovered for other Jurisdiction Flag | | | | |
| 2 | Ability to enter and maintain the following additional elements for firearms: | | | | |
| | Gun Type | | | | |
| | Action (automatic, bolt action, carbine, pump) | | | | |
| | Caliber | | | | |
| | Shot Capacity | | | | |
| | Barrel Length | | | | |
| | Finish | | | | |
| | Make/Model | | | | |
| | Type of Firearm | | | | |
| | Condition | | | | |
| | Year Made | | | | |
| 3 | Ability to enter and maintain the following additional elements for boats: | | | | |
| | Boat Name | | | | |
| | Hull Shape | | | | |
| | Hull Material | | | | |
| | Propulsion | | | | |
| | Boat Length | | | | |
| 4 | Ability to enter and maintain the following additional elements for vehicles: | | | | |
| | Vehicle Type | | | | |
| | Color (top, bottom, interior) | | | | |
| | Vehicle Make | | | | |
| | Model | | | | |
| | License Plate/VIN | | | | |
| | Plate Year | | | | |
| 5 | Ability to enter and maintain the following information for bicycles: | | | | |
| | Bicycle Make | | | | |
| | Model (boys, girls, tandem) | | | | |
| | Serial Number | | | | |
| | Wheel Size | | | | |
| | Speed | | | | |
| | Color | | | | |
| 6 | Ability to tie a property item to a case. | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 7 | Ability to maintain complete evidence tracking audit trail until final disposition of the property item. | | | | |
| 8 | Ability to maintain details of all evidence retained in the property room for an indefinite amount of time. | | | | |
| 9 | Ability to maintain a disposition status for all evidence items after each item has been released. | | | | |
| 10 | Ability to track items from reception to disposal. | | | | |
| 11 | Ability to maintain lab reports on fingerprint tests. | | | | |
| 12 | Ability to enter and maintain information about the individual or organization to which the property was released. | | | | |
| 13 | Ability to print an evidence inventory report by case number. | | | | |
| 14 | Ability to print a property disposition report for all items disposed of. | | | | |
| 15 | Ability to generate a report of property scheduled to be disposed of. | | | | |
| 16 | Ability to print a property purge reminder list of items to be released within a user-selected date range. | | | | |
| 17 | Ability to print a separate report of all pawned item transactions within a specified date range. | | | | |
| 18 | Ability to print a report displaying all items of property/evidence pertaining to a single report. | | | | |
| 19 | Ability to restrict inquiry access to property/evidence records based on passwords. | | | | |
| 20 | At the time of entry, the module must compare property records with previously entered property records (i.e., pawned, impounded, stolen, etc.). | | | | |
| 21 | The module must allow users to search for property based on the following search criteria: | | | | |
| | Serial Number | | | | |
| | Owner's Name | | | | |
| | Tag Number | | | | |
| | Case Number | | | | |
| | Owner Applied Number | | | | |
| | Make/Brand Name | | | | |
| | Property Type/Kind | | | | |
| | UCR/IBR Property Class | | | | |
| | Storage Location | | | | |
| | Vehicle Identification Number | | | | |
| 22 | Ability to print barcodes for the following: | | | | |
| | ORI | | | | |
| | Officer | | | | |
| | Disposition | | | | |
| | Receiving and Release Status | | | | |
| | Locations | | | | |
| 23 | Ability to print location labels by specific location or range. | | | | |
| 24 | Ability to set agency-defined label height, width and font size. | | | | |
| 25 | Ability to print labels individually. | | | | |
| 26 | Ability to automatically generate tag numbers. | | | | |
| 27 | Ability to automatically enter a transaction when a tag is scanned. | | | | |
| Training | | | | | |
| 1 | Ability to create and maintain records on all the training courses for which fire personnel can register. | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 2 | Ability to enter and maintain the following basic information for each course: | | | | |
| | Course Title | | | | |
| | Category | | | | |
| | Keyword | | | | |
| | Description | | | | |
| | Active/Inactive | | | | |
| | Instruction Method | | | | |
| | Recertification Period | | | | |
| | Recertification Units | | | | |
| | Equivalent Courses | | | | |
| 3 | Ability to enter and maintain course information regarding hours and default provider, including the following: | | | | |
| | Duration | | | | |
| | Units | | | | |
| | Number of Days | | | | |
| | Credit Hours | | | | |
| | Other | | | | |
| | LOSAP Category Type | | | | |
| | LOSAP Category | | | | |
| | LOSAP Points | | | | |
| | Default Provider Name, Address and Phone | | | | |
| 4 | Ability to enter and maintain course information regarding default costs, including the following detail: | | | | |
| | Expense Type | | | | |
| | Amount | | | | |
| | General Ledger Account | | | | |
| | Percentage | | | | |
| 5 | Ability to view course history and the scheduling of a given course, including the following information: | | | | |
| | Course Title | | | | |
| | Category | | | | |
| | Start Date/Time | | | | |
| | End Date/Time | | | | |
| | Provider | | | | |
| | Address | | | | |
| | Location | | | | |
| | Phone Number | | | | |
| 6 | Ability to create and maintain course objectives. | | | | |
| 7 | Ability to attach multiple supporting documents of various types to each course record. | | | | |
| 8 | Ability to search for existing course records based on the following user-defined search criteria: | | | | |
| | FDID | | | | |
| | Course Code | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|---|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| | Title | | | | |
| | Category | | | | |
| | Keyword | | | | |
| | Active/Inactive/All | | | | |
| | Program | | | | |
| 9 | Ability to create, maintain and track scheduled course records, i.e., schedules for individual courses. | | | | |
| 10 | Ability to enter and maintain the following basic information for each scheduled course record: | | | | |
| | Start Date/Time | | | | |
| | End Date/Time | | | | |
| | Provider | | | | |
| | Course Required/Not Required | | | | |
| | Course | | | | |
| | Course Location | | | | |
| | Address | | | | |
| | Phone Number | | | | |
| | Activity Code | | | | |
| | Days of the Week | | | | |
| | Class Format | | | | |
| | Training Type | | | | |
| | Level of Training | | | | |
| | Remarks (free-form narrative) | | | | |
| 11 | Ability to enter and maintain the following cost related information for each scheduled course record: | | | | |
| | Expense Type | | | | |
| | Amount | | | | |
| | General Ledger Account | | | | |
| | Percentage | | | | |
| 12 | Ability to indicate all subjects associated with the scheduled course, including instructor and attendees. | | | | |
| 13 | Ability to select scheduled course attendees by entering individual personnel subjects, linking to master name files, entering names in free-form narrative, or by group, which displays all subjects associated with a selected FDID, Station, Shift or Unit. Individuals from group lists can be selected for inclusion or exclusion. | | | | |
| 14 | Ability to enter and maintain information about the registered attendees' course results (grade/score), see at-a-glance all of the objectives associated with a current scheduled course, and track which objectives have been completed by which attendees. | | | | |
| 15 | Ability to attach multiple supporting documents of various types to each scheduled course record. | | | | |
| 16 | Ability to search for existing scheduled course records based on the following user-defined search criteria: | | | | |
| | FDID | | | | |
| | Course Code | | | | |
| | Course Number | | | | |

Appendix A - RMS Functionality Requirements

| Records Management System | | Fully Compliant | | | |
|---------------------------|---|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| | Provider | | | | |
| | Location | | | | |
| | Instructor | | | | |
| | Program | | | | |
| | Course Start Date/Time Range | | | | |
| 17 | Ability to create, maintain and track training program records. | | | | |
| 18 | Ability to associate multiple required courses with a training program. | | | | |
| 19 | Ability to associate personnel with a training program by selecting individual personnel subjects or a group, which displays all personnel associated with a selected FDID, Station, Shift or Unit. Individuals associated with a group can be selected for inclusion or exclusion. | | | | |

Appendix A - RMS Functionality Requirements

| Activity Time Tracking | | Fully Compliant | | | |
|------------------------|---|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| 1 | Ability to track the amount of time personnel spend on system-wide RMS related activities. | | | | |
| 2 | Ability to track time against the following activity types: | | | | |
| 3 | Accidents | | | | |
| 4 | Administrative | | | | |
| 5 | Arrests | | | | |
| 6 | Building Documents | | | | |
| 7 | Business | | | | |
| 8 | Cases | | | | |
| 9 | Field Investigations | | | | |
| 10 | Gun | | | | |
| 11 | Impounded Vehicles | | | | |
| 12 | Incidents | | | | |
| 13 | Personnel | | | | |
| 14 | Persons | | | | |
| 15 | Property | | | | |
| 16 | Tickets and Citations | | | | |
| 17 | Vehicles | | | | |
| 18 | Wants and Warrants | | | | |
| 19 | Ability to define and track time against multiple agency-defined activity codes (or activity sub-types) per activity type. | | | | |
| 20 | Ability to generate a time tracking report to facilitate the analysis of time that personnel spend on RMS related activities. | | | | |
| 21 | Ability to import data from existing system into new system | | | | |

Appendix A - RMS Functionality Requirements

| Career Criminal Registry | | Fully Compliant | | | |
|--------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 1 | Agency-defined categories are required, e.g., Sex offender, Violent Offender, DUI. | | | | |
| 2 | Agency-determined violent vs. non violent is required. | | | | |
| 3 | Ability to create agency-defined statuses. | | | | |
| 4 | Ability to identify parole/probation agents. | | | | |
| 5 | Ability to capture terms and conditions. | | | | |
| 6 | Ability to capture complete registrant department history. | | | | |
| 7 | Ability to indicate all (unlimited) offenses. | | | | |
| 8 | Ability to capture registration dates. | | | | |
| 9 | Ability to import and attach a variety of document types to career criminal records. | | | | |
| 10 | Ability to enter additional comments (i.e., free-form narrative). | | | | |
| 11 | Ability to automatically create officer warnings throughout system. | | | | |
| 12 | Ability to display an image of the subject within the record, whether captured by directly connected digital camera or by if uploaded from local workstation or any connected media. | | | | |
| 13 | Ability to automatically create system wide alerts on all registrants. | | | | |
| 14 | Ability to create department-specific reports from any and all captured fields. | | | | |
| 15 | Ability to quickly reference all activity of listed registrants. | | | | |
| 16 | Ability to quickly reference all registrants' department activity. | | | | |

Appendix A - RMS Functionality Requirements

| Case Management | | Fully Compliant | | | |
|-----------------|--|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | |
| | | | Not available | | |
| | | | | | Comments |
| 1 | Ability to maintain a database of current cases and statuses. | | | | |
| 2 | Ability to use the module as a supervisory tool. | | | | |
| 3 | Ability to assign or reassign officers to cases. | | | | |
| 4 | Ability to assign case activities to officers. | | | | |
| 5 | Ability to enter and maintain solvability factors. | | | | |
| 6 | Ability to view status history. | | | | |
| 7 | Ability to view disposition history. | | | | |
| 8 | Ability to generate numerous breakdown statistical reports. | | | | |
| 9 | Ability to track assigned and unassigned cases. | | | | |
| 10 | Ability to track cases by case status. | | | | |
| 11 | Ability to track cases by officer, squad, assigned bureau, activity type and activity officer. | | | | |
| 12 | Ability to enable automatic e-mail notifications to appropriate personnel whenever a case is updated or a report is added to a case. | | | | |
| 13 | When information is entered into the module, it must be automatically updated in the master name file in RMS. | | | | |
| 14 | Ability to interface with existing OnBase system for case status | | | | |

Appendix A - RMS Functionality Requirements

| Civil Paper Tracking and Receipting | | Fully Compliant | | | |
|-------------------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 1 | Ability to create civil papers of unlimited types (e.g., executions, distress warrants, etc.). | | | | |
| 2 | Ability to create and maintain unlimited civil paper statuses (e.g., active, satisfied, partially satisfied, expired, etc.). | | | | |
| 3 | Ability to enter and maintain information about all the subjects associated with a civil paper, including the role they serve in regard to the paper (e.g., plaintiff, defendant, person to be served, customers, payment recipients, etc.). | | | | |
| 4 | Ability to enter and maintain personnel assignments. | | | | |
| 5 | Ability to enter and maintain all the activities associated with a civil paper. | | | | |
| 6 | Ability to enter and maintain all service attempts, including attempted date, time, officer, service type, person to be served, substitute person to be served, address and miscellaneous comments (free-form narrative). | | | | |
| 7 | Ability to view all service history. | | | | |
| 8 | Ability to enter, maintain and void associated fees. | | | | |
| 9 | Ability to correct account discrepancies with "write-off" transactions. | | | | |
| 10 | Ability to associate fees with agency-defined paper types. | | | | |
| 11 | Ability to set up payment allocations and easily review a given paper's allocations. | | | | |
| 12 | Ability to easily review and post a civil paper's disbursements. | | | | |
| 13 | Ability to enable automatic disbursements. | | | | |
| 14 | Ability to import prepayment information into a new civil paper record. | | | | |
| 15 | Ability to document and set travel rates. | | | | |
| 16 | Ability to track payments received. | | | | |
| 17 | Ability to create a payment schedule. | | | | |
| 18 | Ability to view payment history. | | | | |
| 19 | Ability to print checks. | | | | |
| 20 | Ability to tie each civil paper category (e.g., general paper, distress warrant, execution, etc.) to a specific bank and check template. | | | | |
| 21 | Ability to tie each civil paper charge code to a fee or expense amount, disbursement codes and general ledger accounts. | | | | |
| 22 | Ability to tie each civil paper process activity to a rate (e.g., fee) and disbursement codes (in and out). | | | | |
| 23 | Ability to enable the automatic updating of civil paper statuses. | | | | |
| 24 | Ability to enable the automatic creation of activity records whenever service attempts are recorded. | | | | |
| 25 | Ability to enable automatic commission calculation for civil papers based on the amount of money paid against a judgment. | | | | |
| 26 | Ability to create and maintain a list of civil paper customers (e.g., the treasurer's office, law firms, etc.). | | | | |
| 27 | Ability to enable automatic interest rate calculation based on date range and the number of days in a year for which interest is calculated. | | | | |
| 28 | Ability to set up the automatic crediting and debiting of general ledger accounts when monies are paid toward charges. | | | | |
| 29 | Ability to tie general ledger accounts to charge codes and track monies received and monies paid out for the processing of civil papers. | | | | |
| 30 | Ability to create department-specific reports from any and all captured fields. | | | | |

Appendix A - RMS Functionality Requirements

| Data Analysis & Mapping | | Fully Compliant | | | |
|-------------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 1 | The module must automate the reporting process using a report wizard that guides users through the steps of generating reports. | | | | |
| 2 | Authorized users must be able to run a query on nearly every field in the RMS software to generate reports. | | | | |
| 3 | The Management Reports must track statistical, operational, investigative, management and administrative data. | | | | |
| 4 | The module must be fully integrated with RMS and all optional modules. | | | | |
| 5 | Once data is extracted from a query, the user must be able to: | | | | |
| | Save and Edit the query at a later date | | | | |
| | Export to one of the supported formats (Excel, XML, CSV, and Text) | | | | |
| | Plot data on a map | | | | |
| | Generate and Print the final report | | | | |
| 6 | Users can only query data they are authorized to view within the system. | | | | |
| 7 | The module must allow users to customize the following report elements: | | | | |
| | Font | | | | |
| | Color | | | | |
| | Alignment | | | | |
| | Titles and Subtitles | | | | |
| | Graphics (e.g., agency logo) | | | | |
| 8 | The module must support electronic transfer of reports to management officials. | | | | |
| 9 | The module must provide customizable pull-down menus that allow users to quickly select data to query. | | | | |
| 10 | The software must support pin-mapping and plot incidents on a map to show: | | | | |
| | Incidents near specific businesses, such as liquor stores | | | | |
| | Incidents near specific street, cross streets, stop lights, etc. | | | | |
| | Incidents near specific schools | | | | |
| | Incidents in specific regions | | | | |
| | Incidents by type | | | | |
| | Incidents by date/time | | | | |
| 11 | The software must provide an agency-defined list of topics located in the drop down menus, including: | | | | |
| | Accidents | | | | |
| | Incidents | | | | |
| | Cases | | | | |
| | Offenses | | | | |
| | Arrests | | | | |
| | Warrants | | | | |
| | Tickets/Citations | | | | |
| | Jackets | | | | |
| | Quick Calls | | | | |
| | Property | | | | |

Appendix A - RMS Functionality Requirements

| Data Analysis & Mapping | | Fully Compliant | | | |
|-------------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Case Subjects | | | | |
| | Fire Incidents | | | | |
| | Bookings | | | | |
| | Field Investigations | | | | |
| 12 | The wizard must allow users to specify information such as, but not limited to, the following: | | | | |
| | Date and Date Ranges | | | | |
| | Time and Time Ranges | | | | |
| | ORIs | | | | |
| | Address and Address Ranges | | | | |
| | Types | | | | |
| | Maps | | | | |
| | Specific Beats | | | | |
| 13 | Ability to name and save a query, and quickly access a saved query at a later date. | | | | |
| 14 | Users can only query data they are authorized to view within the system. | | | | |
| 15 | The module must support agency-defined icons to represent records from the query. | | | | |
| 16 | Ability to display detailed information about an incident, accident, etc., on mouse-over of each map icon. | | | | |
| 17 | Ability to zoom and pan. | | | | |
| 18 | Ability to apply multiple and various layers for more details. | | | | |
| 19 | The module must have a density map to provide a number of levels, including crime areas, streets, common places, etc. | | | | |
| 20 | The module must have a hot spot map to show high crime areas. | | | | |
| 21 | Ability to import data into other spreadsheets or database programs so users can create high quality, meaningful reports. | | | | |
| 22 | The module must be able to map crime trends by M.O., location, subject or weapon. | | | | |

Appendix A - RMS Functionality Requirements

| Equipment Tracking | | Fully Compliant | | | |
|--------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 1 | Ability to enter and maintain detailed records on all department equipment. | | | | |
| 2 | Ability to create and maintain agency-defined equipment categories. | | | | |
| 3 | Ability to create and maintain agency-defined equipment types. | | | | |
| 4 | Ability to define equipment type by equipment category. | | | | |
| 5 | Ability to track and assign equipment by: | | | | |
| | Personnel | | | | |
| | Station | | | | |
| | Unit | | | | |
| 6 | Ability to capture equipment issued and return dates. | | | | |
| 7 | Ability to capture equipment condition when assigned to personnel. | | | | |
| 8 | Ability to capture equipment condition when returned. | | | | |
| 9 | Ability to capture the name of the officer who issued the equipment. | | | | |
| 10 | Ability to capture equipment purchase information, such as purchase date, the name of the individual from whom an equipment item was purchased, P.O. number, and retail and original cost. | | | | |
| 11 | Ability to schedule replacement date. | | | | |
| 12 | Ability to update personnel jackets with issued equipment. | | | | |
| 13 | Ability to schedule equipment for department-specific maintenance. | | | | |
| 14 | Ability to associate with department-specific inventory number. | | | | |
| 15 | Ability to capture and report by equipment serial number. | | | | |
| 16 | Ability to create and maintain department-specific equipment activities (maintenance). | | | | |
| 17 | Ability to enter and schedule department-specific equipment related activities. | | | | |
| 18 | Ability to track complete equipment history. | | | | |
| 19 | Ability to attach multiple and various supporting documents to equipment records. | | | | |

Appendix A - RMS Functionality Requirements

| Field Investigations | | Fully Compliant | | | |
|----------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 1 | The module must provide immediate access to all information about field investigations. | | | | |
| 2 | Ability to associate an investigation to a specific case. | | | | |
| 3 | Ability to enter and maintain the following basic contact information: | | | | |
| | Contact date/time | | | | |
| | Contact type | | | | |
| | Contact reason | | | | |
| | Location | | | | |
| 4 | Ability to enter and maintain information sources (e.g., rumors, anonymous tips, confidential informants and first-hand accounts from a law enforcement officer). | | | | |
| 5 | Ability to grade the credibility of each source (e.g., reliable, unreliable, unknown, etc.). | | | | |
| 6 | Ability to associate an investigation with a specific bureau. | | | | |
| 7 | Ability to associate an investigation with a specific reporting district. | | | | |
| 8 | Ability to identify a contact by master name or by associated case subject. | | | | |
| 9 | Ability to enter and maintain contact vehicle information. | | | | |
| 10 | Ability to enter and maintain all officers associated with the investigation. | | | | |
| 11 | Ability to attach multiple document of various types to an investigation record. | | | | |
| 12 | Ability to link or group all known associates at a given criminal location. | | | | |
| 13 | Ability to track field investigations by: | | | | |
| | Contact type | | | | |
| | Case number | | | | |
| | Contact reason | | | | |
| | Date/date range | | | | |
| | Field investigation number | | | | |
| | Investigating officer | | | | |
| | Contact name | | | | |
| | Location | | | | |

Appendix A - RMS Functionality Requirements

| Property Room Bar Coding | | Fully Compliant | | | |
|--------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 1 | Supports bar code scanning. | | | | |
| 2 | Ability to locate and access property items based on information obtained from scanned property bar codes. | | | | |
| 3 | The software must maintain the following data: | | | | |
| | Property Room Bar Coding | | | | |
| | Complaint Number | | | | |
| | Item Number | | | | |
| | Piece Number | | | | |
| | Serial Number | | | | |
| | Item Involvement (i.e. stolen, pawned, evidence) | | | | |
| | Property Tag Number | | | | |
| | Owner Applied Number | | | | |
| | Storage Location in Property Room and Original Evidence Locker Number | | | | |
| | Quantity | | | | |
| | Value – Nearest Dollar | | | | |
| | Property Owner | | | | |
| | Date and Time Property Received | | | | |
| | Item Category (guns, tools, vehicles, bicycles) | | | | |
| | Lab Report Cross-Reference | | | | |
| | Date of Disposal/Release | | | | |
| | Employee Authorizing Release | | | | |
| | Date Scheduled for Disposal | | | | |
| | Item Class (UCR) | | | | |
| | Free-form Descriptions | | | | |
| | Color | | | | |
| | Recovered for other Jurisdiction Flag | | | | |
| 4 | The module must maintain additional elements if the property item is a firearm: | | | | |
| | Caliber | | | | |
| | Number of Shots | | | | |
| | Barrel Length | | | | |
| | Finish | | | | |
| | Model | | | | |
| | Type of Firearm | | | | |
| 5 | The module must maintain additional elements if the property item is a boat: | | | | |
| | Boat Name | | | | |
| | Hull Shape | | | | |
| | Propulsion | | | | |
| | Boat Length | | | | |
| 6 | The module must maintain additional elements if the property item is a vehicle: | | | | |
| | Vehicle Type | | | | |

Appendix A - RMS Functionality Requirements

| Property Room Bar Coding | | Fully Compliant | | | |
|--------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Color | | | | |
| | Vehicle Make | | | | |
| | Model | | | | |
| | License Plate/VIN | | | | |
| | Plate Year | | | | |
| 7 | The module must maintain the following information for bicycles: | | | | |
| | Bicycle Make | | | | |
| | Model (boys, girls, tandem) | | | | |
| | Serial Number | | | | |
| | Wheel Size | | | | |
| | Speed | | | | |
| | Color | | | | |
| 8 | The module must maintain complete evidence tracking audit trail until final disposition of the property item. | | | | |
| 9 | The module must maintain details of all evidence retained in the property room for an indefinite time. | | | | |
| 10 | The module must maintain a disposition status for all evidence items after each item has been released. | | | | |
| 11 | The module must track fund items from reception to disposal. | | | | |
| 12 | The module must maintain lab reports on tests of fingerprints. | | | | |
| 13 | The module must maintain the person or organization released to | | | | |
| 14 | The module must provide the ability to print an evidence inventory report by case number. | | | | |
| 15 | The module must provide the ability to print a property disposition report for all items disposed of. | | | | |
| 16 | The module must provide the ability to print a property purge reminder list of items to be released within a user-selected date range. | | | | |
| 17 | The module must generate a report of property scheduled to be disposed of. | | | | |
| 18 | The module must provide the ability to print a separate report of all pawned item transactions within a specified date range. | | | | |
| 19 | The module must provide the ability to print a report displaying all items of property/evidence pertaining to a single complaint report. | | | | |
| 20 | The module must support restricting inquiry access to property/evidence records based on passwords. | | | | |
| 21 | The module must compare property records (at time of entry) with previous property records (i.e., pawned, impounded, stolen, etc.) | | | | |
| 22 | The module must allow for online inquiry into property records via: | | | | |
| | Serial Number | | | | |
| | Owner's Name | | | | |
| | Tag Number | | | | |
| | Complaint Number | | | | |
| | Owner Applied Number | | | | |
| | Make/Brand Name | | | | |
| | Property Type/Kind | | | | |
| | UCR/IBR Property Class | | | | |

Appendix A - RMS Functionality Requirements

| Property Room Bar Coding | | Fully Compliant | | | |
|--------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Storage Location | | | | |
| | Vehicle Identification Number | | | | |
| 23 | The module must provide the ability to print barcodes for: | | | | |
| | ORI | | | | |
| | Officer | | | | |
| | Disposition | | | | |
| | Receiving and Release Status | | | | |
| | Locations | | | | |
| 24 | The module must print location labels by specific location or by range. | | | | |
| 25 | The module must provide agency-defined label height, width and font size. | | | | |
| 26 | The module must allow labels to be printed by individual basis. | | | | |
| 27 | The module must provide the ability to automatically generate tag numbers. | | | | |
| 28 | The module must automatically enter a transaction when a tag is scanned. | | | | |
| 29 | The module must print inventory report by storage location. | | | | |
| 30 | The module must print a property release form (receipt). | | | | |

Appendix A - RMS Functionality Requirements

| State/NCIC Interface | | Fully Compliant | | | |
|----------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 1 | The interface must support two way communication between the application suite and the National Crime Information Center (NCIC), as well as local and state systems. | | | | |
| 2 | Ability to authorize individual clients or workstations to access the State/NCIC application based on IP address or device name. | | | | |
| 3 | Ability to direct a single query to the state/NCIC, local database, or both. | | | | |
| 4 | Ability to create user-designed format screens. | | | | |
| 5 | Ability to specify security access permissions for any request format. | | | | |
| 6 | Ability to specify the maximum number of requests your agency can send to the NCIC. | | | | |
| 7 | Ability to log all transactions in a history file for viewing and reporting purposes. | | | | |
| 8 | Ability to search for state/NCIC responses by date/date range. | | | | |
| 9 | Ability to print messages received via a state/NCIC request/response. | | | | |
| 10 | Ability to send messages to specified units. | | | | |
| 11 | Ability to use information contained in a response to auto-populate a new online query for additional information to submit to NCIC. | | | | |
| 12 | Ability to edit the string of data that is sent to the local, state, or NCIC system. | | | | |
| 13 | Ability to setup the automatic transmission of license plate or driver license information based on CFS type. | | | | |
| 14 | All automatic transmissions that are attached to a CFS must be logged on the call and easily accessed. | | | | |
| 15 | All responses that can be matched to the original transmission and are attached to a CFS will be logged on the call in the same area as the transmissions. | | | | |
| 16 | Application must support encryption up to AES 256 for state/NCIC traffic on the LAN and FIPS 140-2 for wireless state/NCIC traffic. | | | | |

Appendix A - RMS Functionality Requirements

| Vehicle Tracking | | Fully Compliant | | | |
|------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 1 | Ability to track department vehicles by department-specific vehicle type. | | | | |
| 2 | Ability to track department vehicles by department-issued unit number. | | | | |
| 3 | Ability to associate a vehicle with an inventory number. | | | | |
| 4 | Ability to enter and maintain purchase information, including the following: | | | | |
| | Purchase date | | | | |
| | Individual or business from whom the vehicle was purchased | | | | |
| | Original cost | | | | |
| | Received date | | | | |
| | First in service date | | | | |
| | Scheduled replacement date | | | | |
| 5 | Ability to indicate the vehicle's current status and the date the status was set. | | | | |
| 6 | Ability to flag a vehicle as in/out of service. | | | | |
| 7 | Ability to enter and maintain the following basic vehicle information: | | | | |
| | Make and model (model ties make) | | | | |
| | Model year | | | | |
| | Color | | | | |
| | VIN | | | | |
| | License plate | | | | |
| | License plate state | | | | |
| | Vehicle style | | | | |
| | Description (free-form narrative) | | | | |
| 8 | Ability to assign a vehicle to a station, unit number, and location. | | | | |
| 9 | Ability to document the following information about vehicle size: | | | | |
| | Height | | | | |
| | Width | | | | |
| | Length | | | | |
| | GVWR | | | | |
| | Wheel base | | | | |
| 10 | Ability to track the following information about operation specifications: | | | | |
| | Turn radius | | | | |
| | Maximum altitude | | | | |
| | Maximum grade | | | | |
| 11 | Ability to track information about air temperature range. | | | | |
| 12 | Ability to track engine information: | | | | |
| | Manufacturer | | | | |
| | Model | | | | |
| | Serial number | | | | |
| | Oil type | | | | |
| | Fuel type | | | | |

Appendix A - RMS Functionality Requirements

| Vehicle Tracking | | Fully Compliant | | | |
|------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| | Fuel tank capacity | | | | |
| | Units | | | | |
| | Number of cylinders | | | | |
| | Horsepower | | | | |
| | Transmission Type | | | | |
| 13 | Ability to track battery manufacturer, model, capacity and installation date. | | | | |
| 14 | Ability to track the number of volts the vehicle's electrical system requires, as well as the vehicle's output in amperes. | | | | |
| 15 | Ability to track any tanks the vehicle may contain, including type, capacity, and installation date. | | | | |
| 16 | Ability to track tire information, including make, model, type, size, pressure and installation date. | | | | |
| 17 | Ability to create, maintain and track department-specific vehicle activities. | | | | |
| 18 | Ability to schedule a vehicle for any type of maintenance. | | | | |
| 19 | Ability to track a vehicle's maintenance history. | | | | |
| 20 | Ability to track all vendors that have performed maintenance on a vehicle. | | | | |
| 21 | Ability to track maintenance costs. | | | | |
| 22 | Ability to record a vehicle's fuel/oil usage. | | | | |
| 23 | Ability to generate the following vehicle related reports: | | | | |
| | Vehicle Detail Report | | | | |
| | Vehicle Fuel/Oil Usage | | | | |
| | Vehicle Listing | | | | |
| | Vehicle Maintenance Schedule Report | | | | |
| 24 | Ability to attach any number of supporting documents to a vehicle record. | | | | |

Appendix A - RMS Functionality Requirements

| Activity Reporting and Scheduling | | Fully Compliant | | | |
|-----------------------------------|---|-----------------|------------------------------|---------------|--|
| | | | Modification/Custom Software | | |
| | | | | Not available | |
| | | | | | |
| 1 | Ability to create and maintain department-specific schedule activities. | | | | |
| 2 | Ability to create and maintain personnel shifts and schedules. | | | | |
| 3 | Ability to view ORI-specific schedules for stations, shifts, and individual personnel subjects. | | | | |
| 4 | Ability to easily toggle between two different schedule layouts, one that displays daily schedule detail and one that displays monthly schedule detail. | | | | |
| 5 | Ability to document and track personnel hours. | | | | |
| 6 | Ability to automatically update schedule from training module. | | | | |
| 7 | Ability to add personnel to specific units. | | | | |
| 8 | Ability to create a rotating schedule. | | | | |
| 9 | Ability to record attendance of personnel subjects assigned to a specific shift for a specific date. | | | | |
| 10 | Ability to view roll call history. | | | | |
| 11 | Ability to document the reason for a personnel absence. | | | | |
| 12 | Ability to see at-a-glance all personnel subjects who are on-shift and off-shift. | | | | |
| 13 | Ability to easily move on-shift personnel off-shift, and vice versa. | | | | |
| 14 | Ability to easily change a personnel subject's shift status. | | | | |
| 15 | Ability to easily change a personnel subject's shift assignment. | | | | |
| 16 | Ability to mass on-shift/off-shift personnel. | | | | |
| 17 | Ability to generate a Daily Unit Assignment Report. | | | | |
| 18 | Ability to generate an Other Shift Assignment Listing. | | | | |
| 19 | Ability to generate Roll Call Listing. | | | | |
| 20 | Ability to generate a Scheduled Hours Listing. | | | | |

Appendix A - RMS Functionality Requirements

| LiveScan Interface | | Fully Compliant | | | |
|--------------------|---|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | |
| | | | Not available | | |
| | | | | | Comments |
| 1 | Supports communication between Bookings module and third-party LiveScan software. | | | | |
| 2 | Supports ID Networks. | | | | |
| 3 | Ability to utilize interoperability via web services to provide interface to Livescan/AFIS system. | | | | |
| 4 | Ability to determine exactly which booking and master file name data elements are exported from the bookings module to the LiveScan software. | | | | |
| 5 | Ability to start and stop the interface. | | | | |

Appendix A - RMS Functionality Requirements

| Field-Based Reporting (FBR) | | Fully Compliant | | | |
|-----------------------------|--|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 1 | The software must support entry of incidents, cases, arrests, supplements, and user-defined forms. | | | | |
| 2 | The software must also offer an option for field investigations/contact cards so they can be done in the field but still support a review process | | | | |
| 2 | Forms and report merge (into RMS) process must be agency-defined. | | | | |
| 3 | The software must support entry of accidents. | | | | |
| 4 | The software must have the ability to add business logic to form entry. | | | | |
| 5 | The software must be support an IBR compliant data schema | | | | |
| | FBR must be able to have configurable form/field rules that will catch most Incident Based Reporting (IBR) /Unified Carrier Registration (UCR) errors at data entry time | | | | |
| | The printed output from any particular field report type must be agency configurable to support mandated report outputs. | | | | |
| 6 | The software must have the ability to use a scanned image as a background for the report. | | | | |
| 7 | The software must allow an officer to review the report for errors and warnings before submitting to a supervisor. | | | | |
| 8 | The software must support Supervisor Review. | | | | |
| 9 | The software must allow for upload of officer reports to the Supervisor via the following means: | | | | |
| | Removable/Portable media (thumb drives) | | | | |
| | Wireless (RF) over any protocol and network (RF, GPRS, IPMobileNet, Cellular) | | | | |
| 10 | The software must support printing of a Field Report prior to being merged into the RMS database. | | | | |
| 11 | The software must allow a user to merge officer reports into an existing Records Management Database, eliminating duplicate entry and any re-keying of data. | | | | |
| 12 | The software must be able to attach an exact copy of the report into the RMS as a PDF. | | | | |
| 13 | The software must be able to attach an exact copy of all supplements into the RMS as a PDF | | | | |
| 14 | FBR must support an exact copy of an officers report, as it existed when approved, for agencies that treat the officers report as evidence in court proceedings | | | | |
| 15 | The Field Reporting module must support the downloading of tables to all mobile devices, eliminating the need to update tables on individual devices. | | | | |
| 16 | The software should support user password protection | | | | |
| 17 | Software should allow an officer to save an incomplete report for completion at another time. | | | | |
| 18 | Incomplete reports can be completed in station or on any other device that has the FBR software installed | | | | |
| 19 | Software must support narrative text entry with spell checker. | | | | |
| 20 | Software must have automatic spell check. | | | | |
| 21 | Software should be table-driven. | | | | |
| 22 | All field reporting drop down lists should come from RMS avoiding duplicate configuration and setup and to ensure both RMS and FBR are in synch | | | | |
| 23 | The merge process should support merging one record at a time, allowing the merge administrator to make changes if necessary. | | | | |
| 24 | The Field Reports should be capable of automatically populating the Fields in the RMS database during the merge process. | | | | |
| 25 | Should provide the ability to complete accident diagrams. | | | | |

Appendix A - RMS Functionality Requirements

| Field-Based Reporting (FBR) | | Fully Compliant | | | |
|-----------------------------|---|-----------------|------------------------------|---------------|----------|
| | | | Modification/Custom Software | | Comments |
| | | | | Not available | |
| 26 | Any completed accident diagram must be part of RMS and accessible from both FBR and RMS. | | | | |
| 27 | Should support hidden data for report entry allowing the administrator to configure default values and text that is available based on any report field. | | | | |
| 28 | Should allow agency-defined data entry screens for all field reports. | | | | |
| 29 | Must support multiple report types for each incident and/or case so an agency can have separate screens for specific report types like domestic violence | | | | |
| 30 | Should support copying of data from different report sections and between different reports to cut down on data entry. | | | | |
| 31 | Should allow a user to base a report on an existing report. This would copy the applicable data out of one report and into another. | | | | |
| 32 | Should allow users to prompt data from the report into the narrative. | | | | |
| 33 | Should provide the ability to print in the car. | | | | |
| 34 | Should allow notes on every form and field as needed by the officer or supervisor | | | | |
| 35 | Should support touch screen functionality. | | | | |
| 36 | Should allow agencies to define business rules on any form. | | | | |
| 37 | Should allow agency defined actions in the field report based on a certain text string or predefined setup. For example if a report has a certain value in a field than other field(s) can be made mandatory. This type of action should be allowed on any form or any field on any form. | | | | |
| 38 | The software should allow for a report to be transmitted to a supervisor and back to individual for review and editing all over the wireless network. | | | | |
| 39 | The software should allow for agency defined colors and modes on all forms and screens. | | | | |
| 40 | The software should allow all toolbars and toolbar buttons to be agency defined. In a multi-jurisdictional environment each agency can layout the system the way they desire. | | | | |
| 41 | The software should allow for patches and updates to be applied from a central site without having to go to each individual mobile unit to load. | | | | |
| 42 | The software should support encryption during all processes both on the local client and over the wireless network. | | | | |
| 43 | The software should fully utilize XML to store, transmit, and edit data. | | | | |
| 44 | Any form that is built or scanned into the field reporting software should also have ability to print with the appropriate data as the original form. | | | | |

Appendix A - RMS Functionality Requirements

| Facilities Maintenance | | Fully Compliant | | | |
|------------------------|---|-----------------|------------------------------|--|----------|
| | | | Modification/Custom Software | | Comments |
| | | | Not available | | |
| | | | | | |
| 1 | Software must support entry of work orders relative to facilities maintenance | | | | |
| 2 | Software should have the ability to enter work orders with specific site, location, date of request, repair needed, status of repair, repair staff assignment | | | | |
| 3 | Ability to edit work order | | | | |
| 4 | Approval of work orders with sections to note all repairs made | | | | |
| 5 | Search work orders by status (not started, in progress, complete, etc.) location, date, approved by, completed by | | | | |
| 6 | Must include the ability to run statistical reports on information entered | | | | |

Appendix B - Prosecutor's Office Requirements

| Prosecutor Office Requirements | | Fully Compliant | | | |
|--------------------------------|---|------------------------------|--|--|----------|
| | | Modification/Custom Software | | | |
| | | Not available | | | Comments |
| | | | | | |
| 1 | Interface with PA ECM System - Any vendor submitting a response must include the cost of a complete, two-way, interface with the current electronic case management system used by the Prosecutor's Office. Imagesoft should be able to provide the full API and any additional details about what would be necessary to complete this requirement. | | | | |
| 2 | Electronic Citations - Create a process to receive electronic subpoenas and receive/send communications on citations scheduled for formal hearing or trial so our office can effectively prosecute these violations. | | | | |
| 3 | Personal Protective Orders - Create a process to send the PPO, Proof of Service, Charging Document Form, Incident Report and any related documents to our office so we can appear and prosecute PPO violations. (Our office previously developed a PPO eForm with identified data fields and workflow) | | | | |
| 4 | Drug Forfeiture - Create a process to send the Forfeiture paperwork and incident report to our office so we can start the civil forfeiture process in cases involving controlled substances. (Our office previously developed a Drug Forfeiture eForm with identified data fields and workflow) | | | | |
| 5 | Labeling Evidence Documents - Create the ability to label/identify documents submitted to our office through the RMS with more specificity. This would require increasing the drop-down menu choices officers have when sending documents with the police report or when subsequently submitting other evidence. (OnBase currently has many additional choices not included in the current RMS/QF) | | | | |
| 6 | Distinguish State Law vs. Ordinance Violation - Create a process for an officer submitting a warrant/petition request to notify our office as to whether the request involves a State Law or Ordinance violation. Suggest creating a "warrant/petition request" data entry field with the ability to choose the following: Ordinance - "Yes" or "No" with identifying header on report. (OnBase currently has a field for Ordinance Yes or No) | | | | |
| 7 | Officer's Name - All officer information should be broken into the following four parts: Rank / First Name / Last Name / Type. (OnBase currently has drop-down choices for Rank and Type). | | | | |
| 8 | Officer Information - OnBase divides witnesses into one of the following categories: "Officer", "Victim" or "Witness". Currently, only the Officer in Charge is imported into OnBase as an Officer. All the other officers are imported into OnBase and listed merely as Witnesses. Need to create a process to import all Police Officers into OnBase and label them as Officers. | | | | |
| 9 | Suspect's Name - If an AKA for a suspect exists then this data needs to be included in a data field separate from the suspect's name so it can be pushed into OnBase and subsequently to ACT/JCT. | | | | |
| 10 | Suspect Information - Create a drop down choice for School District and a related drop down for the specific School. (OnBase has the list for School Districts and related Schools) | | | | |
| 11 | DNA - Create a drop down with following choices: (a) DNA not collected - On file previous case, (b) DNA not collected - Not felony or listed Misd, (c) DNA collected - Submit to MSP upon arraignment | | | | |
| 12 | State Identification Number (SID) - Create a field for SID number | | | | |
| 13 | Transaction Control Number (TCN) - Create a field for TCN | | | | |
| 14 | Booking Number - Create a field for Booking # | | | | |
| 15 | Suspect's Vehicle Information - Create data fields for Type, Year, Make, Model, VIN, Plate No. and Plate State | | | | |
| 16 | Concealed Pistol License (CPL) - Create data fields for CPL "Yes" or "No", CPL No. and CPL County | | | | |
| 17 | Redundant Warrant/Petition Requests - Need to create a process to reduce/eliminate an officer from submitting the same warrant/petition request twice | | | | |

Appendix B - Prosecutor's Office Requirements

| Prosecutor Office Requirements | | Fully Compliant | | | |
|--------------------------------|---|------------------------------|--|--|----------|
| | | Modification/Custom Software | | | |
| | | Not available | | | Comments |
| | | | | | |
| 18 | Supplemental Reports/Documents - Need to create a process to reduce/eliminate an officer from creating a redundant warrant/petition request when submitting a supplemental incident report or an additional document on the original case | | | | |
| 19 | Access to other RMS Agency Reports - Need to create a process to attach all related incident reports from other RMS/QF agencies (eg, Stalking, criminal episode involving multiple agencies . . .) | | | | |
| 20 | Photographs - Create ability to include notes describing photographs in a format that does not require us to print the officer notes on the actual photograph. Need to be added in chronological order. Line-ups and other photographs need to be submitted in color/viewable format. | | | | |
| 21 | Storage Issue - Is it possible to maintain photographs, audio/visual files and other digital evidence only in the law enforcement agency's data base and merely create a pathway for our office and defense attorneys to view this evidence? This would eliminate the need to store this evidence in two separate locations. | | | | |
| 22 | Checklist of Evidence - Create a checklist for officers to review before submitting the warrant/petition request which would provide a Yes or No answer to what type of evidence exists in the case. (eg, Body Cam, Patrol Video, 911 Tape, Photographs, Taped Interview . . .) | | | | |
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