Isabella County Law Enforcement Consortium

Request for Proposal (RFP)
Specification No. ICLEC-06-11
For
Isabella County Law Enforcement Consortium
"Record Management System"
<u>Proposals will be Opened Publicly</u>

Dear Proponent:

The Isabella County Law Enforcement Consortium (ICLEC) is soliciting written proposals from qualified vendors for a comprehensive and fully integrated public safety technology system. Ideally, this will be a turnkey system that will include applications for police, jail and Central Michigan University Police Dispatch Center; along with considerations for electronic data transmittal to the Prosecutor's Office, Isabella County Trial Court and Michigan State Police (Citations and Crash Forms).

Please note there are several reference documents to assist in the system specifications for all of the ICLEC disciplines. The documentation set includes: 1) Vendor Comparison ICLEC Core Requirements – This document **MUST** be completed by any proponent, 2) Michigan State Police (MSP) Crash Electronic Requirements Guide, and 3) Michigan Incident Crime Reporting (MICR) Specification Handbook 175574_7.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 3:00 p.m. E.S.T, Wednesday, June 1, 2011.** All responses must be in a sealed envelope and have **"Records Management System** and **Specification No. ICLEC-06-11"** clearly marked on the outermost side of the mailing envelope. Please submit one original and five copies of the proposal.

Mail or Hand Deliver Proposals To:
Mt. Pleasant City Hall – City Clerk's Office
320 W. Broadway St.
Mt. Pleasant, MI 48858

Proposals will not be accepted after the date and time stated above. Incomplete proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the ICLEC to award a contract, nor is the ICLEC liable for any costs incurred by the proponent in the preparation and submittal of proposals for the subject work <u>The ICLEC retains the right to award all or parts of this contract to one or several proponents, to reject any or all proposals, to not select any proposal and not award the work to any proponent, to re-solicit proposals, to waive irregularities or non-conformities in any proposal, to negotiate with one or more proponent, and to select the proposal deemed to be in the best interest of the ICLEC and its members.</u> The act of submitting a proposal is a declaration the proposer has read the RFP and understands all the requirements and conditions.

If you should need any assistance, contact: Lt. Paul Lauria, Project Manager by calling 989-779-5108 or by e-mail at plauria@mt-pleasant.org. Questions answered by any other person or department are unofficial.

We look forward to receiving and reviewing your proposal.

Sincerely,

Lt. Paul C. Lauria, Project Manager
Mt. Pleasant Police Department

Isabella County Law Enforcement Consortium Members*: Central Michigan University Police Department, Clare Police Department, Isabella County Prosecutor, Isabella County Sheriff Department, Michigan State Police, Mt. Pleasant City Police Department, Saginaw Chippewa Tribal Police Department, Shepherd Police Department*

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APPENDIX B – HARDWARE FORMS

APPENDIX C – PRICING FORMS

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General Information and Background

Introduction

Proposals are respectfully requested from interested parties for the furnishing of software for a records management system, which includes a Computer-Aided Dispatch (CAD) system with mapping (Central Michigan University Police), Records Management Systems (RMS – county-wide law enforcement), mobile data system with mapping, field based reporting (FBR) system, jail records management system (JRMS), and/or an information sharing system (ISS).

Project Objectives

The Isabella County Law Enforcement Consortium desires to implement a records management system that will streamline and enhance law enforcement agencies ability to provide service for all residents and visitors of Isabella County in the most efficient manner possible. General goals and objectives expected to result from the new system include:

- Increase productivity by eliminating redundant tasks and data entry.

- Increase officer safety and reduce response times by providing field access to crucial information.

- Strengthen communication and relations within law enforcement through powerful integration and communication tools.

- Keep Law Enforcement Agencies in Isabella County on the leading edge with new technologies.

- Prepare for the future with agile solutions that facilitates for the ease of change.

Isabella County Law Enforcement Consortium Background Location

Isabella County is located in the center of Michigan, and is located within one hour of the major metropolitan areas of Lansing, Saginaw, and Grand Rapids. The county seat is Mt. Pleasant. Mt. Pleasant is the hub for employment, education, medical treatment, shopping, and entertainment. The two largest employers are the Soaring Eagle Casino (owned and operated by the Saginaw Chippewa Indian Tribe) and Central Michigan University. Isabella County has 8 law enforcement agencies. The Isabella County Law Enforcement Consortium (ICLEC) is made up of department heads from Central Michigan University Police Department, Clare Police Department, Isabella County Prosecutor, Isabella County Sheriff Department, Michigan State Police, Mt. Pleasant City Police Department, Saginaw Chippewa Tribal Police Department, and the Shepherd Police Department. The ICLEC's primary responsibility is to provide for the public safety of the residents and visitors within Isabella County along with our neighboring communities.

Current Platform(s)

Isabella County 9-1-1 Central Dispatch currently uses OSSI/SunGard Public Safety Solutions for their CAD, GIS Mapping and Mobile Communications Terminal (MCT) applications. Central Dispatch is

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connected to the Sheriff's Department through a T1 line (fiber optic upgrades are being considered). The Sheriff's Department, County Building (Prosecutor's Office), City of Mt. Pleasant, Central Michigan University, and Saginaw Chippewa Indian Tribe are connected by fiber optic lines. The Shepherd Police Department is not connected at this point, however, several solutions are being considered. Mobile data is also being used within the county and is an essential piece of this project. Mobile Data, GIS mapping, messaging, Law Enforcement Information Network (LEIN) and CAD are integrated into police vehicles through the use of Mobile Communications Terminals (MCT). The LEIN in the mobile units is through an OSSI interface and not Core Technology. This is accomplished by the use of Gemini 2 data radio modems functioning on an 800MHZ system that can transmit 43 kilobytes per second. Wireless connectivity (Air Cards) may be considered and implemented if included in your proposal. If included, hardware and software (such as NetMotion) costs per mobile unit must be included in your solution.

The records management systems that are currently being used by the 5 participating departments include LEMS software for jail management and Automated Incident Capture System (AICS), TIMS (Core Technologies), Justice Solutions (Custom Micro, Inc.) and ARMS (End 2 End, Inc.) for departmental records management.

Additional considerations need to include the electronic flow of information and interfacing with the Isabella County Prosecutor's Office (Prosecuting Attorneys Association of Michigan software) and the County Court Judicial Information System (JIS), keeping the "Going Green" or paperless concept in high regard. Electronic transmission, including the emailing of incident reports and attachments must be simple, preferably with a "one-click" or icon option. Police agencies throughout our area work very closely with one another and often form multi-jurisdictional task forces to investigate and solve crimes. The sharing of information is a major component to this project and should not be sacrificed under any circumstance.

Workstation Information and Requirements

CAD Workstation Requirements:

Agency	Dispatch WS	Monitor WS	Admin WS
Central Michigan University Police	2	12	4
Mt. Pleasant Police	0	1	0
Isabella Co Sheriff	0	2	0
Shepherd Police Department	0	1	0

RMS/JMS Workstation/Vehicle (MCT) Requirements:

Agency	Data Entry WS	Remote Access WS (vehicle/web-based)	Admin WS
Central Michigan University Police	16	9	4
Mt. Pleasant Police Department	20	8	4
Isabella Co Sheriff	17 (RMS) 10 (JMS)	11	4 (RMS) 2 (JMS)
Shepherd Police Department	2	1	1

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Miscellaneous (listed below)	Data Entry WS	Remote Access WS (vehicle/web-based)	Admin WS
County IT/GIS	0	0	1
Prosecutor	0	1	0

Required/Desired Interfaces

An assessment of each requirement's priority and availability is provided in Appendix B.
Given the mission critical nature of ICLEC and the nature of the environment in Isabella County, the following requirements must be satisfied across each of the component sub-subsystems provided:

    A. Multi-agency operational capabilities,

    B. High reliability or fault tolerance (based on the application),

    C. High level of system security

    D. Consistent, easy-to-use user interface such as standard Microsoft Windows graphical user interface (GUI),

    E. Relational database management system,

    F. Management reporting including mandatory reports (MICR, National Highway Traffic Safety Administration (NHTSA), Jail Population Information System (JPIS), mandated jail reporting, and ad hoc reporting capabilities. All state of Michigan or Criminal Justice Information Systems (CJIS) certifications should be noted in vendor proposals.

Another critical element of the requirements is the determination of the level of integration needed. Integration between systems can vary widely from an integrated COTS (commercial off the shelf) product suite, separate systems that are interfaced or integrated during the implementation process, or maintaining systems as separate free standing applications.

Essential Terms and Conditions

1.1 Contract Award Procedures

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the ICLEC is seeking a solution as described herein, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of the service. Qualifications, experience, methodology, and timelines, may be overriding factors. Price may not be a determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the ICLEC. The evaluation and award of this proposal shall be reviewed on the following (not in any relevant order):

➢ Relevant prior experience with multiple agency integration (in and out of Michigan),
➢ Reputation of firm based on references, **with a strong commitment to Customer Service**,
➢ Percentage of functional requirements met with least amount of customization,

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- ➢ Project management methodology,
- ➢ Ability to complete tasks and produce the necessary products within the required time frame and within budget,
- ➢ Proposed costs (broken down by module and as a whole solution),
- ➢ Adherence to RFP instructions and specified proposal format,
- ➢ Results of interview or demonstration, if required,
- ➢ Other relevant information.

ICLEC may, at its discretion, request interviews or additional information that may be used prior to award. In addition, reference checks and any other due diligence deemed necessary by the ICLEC to select a finalist will be performed. The price proposed shall be considered firm and cannot be altered after receipt per the terms of this proposal. However, once a vendor is selected and contract negotiations begin pricing can change. All proposals will be reviewed and the recommendation for a selection will be made to the ICLEC. The ICLEC will review and vote on the recommended vendor and their proposal. Final approval will be granted by the City of Mt. Pleasant's City Commission as the fiduciary of this project.

The ICLEC may reject any or all proposals, waive irregularities and non-conformities in any proposal(s), negotiate with selected proponents, and select the proposal(s) for all or any portions of the work that it deems is in the best interests of the ICLEC. ICLEC will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer. The selected vendor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the ICLEC. The selected proposer will perform all services indicated in the proposal packet and in compliance with the negotiated contract.

The contents of this RFP and the proponent's response will become contractual obligations if a contract ensues. Failure of the successful proponent to accept these obligations may result in cancellation of the award.

1.2   Proposal Process

1. Questions regarding proposal specifications shall be directed to the Project Manager, Lt. Paul Lauria at plauria@mt-pleasant.org. All questions and answers will be posted on the City of Mt. Pleasant's website at www.mt-pleasant.org in the "Bids and Quote" section. Go to the link for *RFP# ICLEC-06-11, click on the "Questions and Answers" section* to view all responses to this RFP. All questions must be posted no later than Wednesday, May 9, 2011 at 3:00 p.m. Questions posted after this date will not be answered. If you need any assistance, contact:

Lt. Paul Lauria, Project Manager
Mt. Pleasant Police Department   **989-779-5108**
plauria@mt-pleasant.org

Questions answered at the department level are unofficial.

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2. One original (clearly identified as such) and five (5) exact paper copies of the proposal, as well as an electronic version (CD or USB memory device) of the proposal in Microsoft Word, must be received at Mt. Pleasant City Hall, City Clerk's Office located at 320 W. Broadway St. Mt. Pleasant, MI 48858 no later than **3:00 p.m. E.S.T, on Wednesday, June 1, 2011.**

3. <u>Reservation of Rights</u> - ICLEC reserves the right to reject any and all proposals, to award the agreement to other than the low proposal, to award separate agreements for separate parts of the services required, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities and/or formalities, and in general to make award in the manner as determined to be in the Board's best interest and its sole discretion.

4. <u>Responsive Proposals</u> - Companies are expected to examine the RFP requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all information requested herein. The person signing the proposal must initial all erasures or other changes.   If any person contemplating submitting a proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP, they are advised to have the portion in question clarified.

5. <u>Changes and Addenda to Proposal Documents</u> - Each change or addendum issued in relation to the RFP will be on file at the Mt. Pleasant Police Department. In addition, all changes and addenda will be posted on the City of Mt. Pleasant Website at www.mt-pleasant.org in the "Bids and Quote" section and the link to RFP# ICLEC-06-11. It shall be the contractor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proponents shall be bound by such changes or addenda.

6. <u>Taxes, Terms and Conditions</u> – The City of Mt. Pleasant is exempt from Federal Excise and State Sales Tax. The City of Mt. Pleasant's tax exempt number is G 386004717. Payment terms are Net 30 days upon receipt and acceptance.   In case of any discrepancy between a unit price and the extended price, the unit price will be presumed to be correct and the proposal will be evaluated based on a corrected extended price.

7. <u>Withdrawal of proposal</u> - Proposals may be withdrawn in person by a proponent, or authorized representative, provided their identity is made known and a receipt is signed for the proposal, but **only** if the withdrawal is made prior to the stated proposal deadline. In case of error by the proponent in making up a proposal, the ICLEC members may, by discretion, reject such a proposal upon presentation of a letter by the Proponent which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

1.3   Conditions

All proponents must be willing to adhere to the following conditions and must positively state this in the proposal:

1. All proposals in response to this RFP are to be the sole property of the ICLEC. Proponents are encouraged **not** to include in their proposals any information which is proprietary. All materials associated with this procurement process are subject to the terms

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of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.

2. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the ICLEC.

3. Timing and sequence of events resulting from this RFP will ultimately be determined by the ICLEC.

4. All proposals shall remain valid for a period of 180 days after the closing date for the submission and may be extended beyond that time by mutual agreement.

5. The ICLEC may amend the terms or cancel this RFP any time prior to the execution of a contract for these services if the ICLEC deems it to be necessary, appropriate or otherwise in the best interests of the ICLEC. Failure to acknowledge receipt of amendments, in accordance with instructions contained in the amendments, may result in a proposal's not being considered. At its option, the ICLEC may provide all proponents with a limited opportunity to remedy any technical deficiencies identified by the ICLEC in their initial review of proposals.

6. Proponents must certify the personnel identified in their responses to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the project must be approved by the ICLEC, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the ICLEC. All replacements must have the experience and expertise, as determined in the sole discretion of the ICLEC, to fulfill the selected proponent's responsibilities under the contract. At its discretion, the ICLEC may require the removal and replacement of any of the selected proponent's personnel who do not perform adequately, regardless of whether they were previously approved by the ICLEC.

6a. Because some of the work will involve secure law enforcement information networks, the selected proponent and any of the selected proponent's personnel who will be working on the project must pass a security clearance check and drug tests prior to assignment to this project. The selected proponent must present certifications evidencing drug tests for all staff identified for assignment to this project. The proponent shall authorize the investigation of its personnel proposed to have access to city, county, and state facilities and systems on a case-by-case basis. The scope of the background check is at the discretion of the ICLEC. The results will be used to determine eligibility for working within City, County, and State facilities and systems. Such investigations will include Michigan State Police background checks including state and FBI (IAFIS) fingerprint check. Failure of any of the proponent's selected personnel to pass the background check could result in the proponent's disqualification.

The proponent must submit a completed Background Check Authorization Request to the Project Manager, Lt. Paul Lauria, for approval prior to the individual(s) starting of the project. As part of the background check process, the proponent will be required to submit an RI-8 Fingerprint card or submission of fingerprints via a

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livescan device. Depending on the nature of the contract or work assignment, the proponent may also be required to include a security addendum as part of the contract. The proponent is responsible for any and all costs associated with the background check process.

7. All subcontractors hired by the proponent must have prior approval of the ICLEC.

8. Any costs and expenses incurred by proponents in preparing or submitting proposals are the sole responsibility of the proponents.

9. A proponent must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.

10. No additions or changes to the original proposal will be allowed after proposal opening and review. While changes are not permitted, clarification of proposals may be required by the ICLEC at the proponent's sole cost and expense.

11. One or more proponents may be required to give a product demonstration or oral presentation to the extent necessary to satisfy the ICLEC's requirements or needs. In some cases, proponents may have to give presentations or further explanation to the RFP selection committee and/or the City of Mt. Pleasant's City Commission.

12. Each proposal represents and warrants the proposal is not made in connection with any other proponent and is in all respects fair and without collusion or fraud. The proponent further represents and warrants they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and no agent, representative or employee of the ICLEC, or law enforcement agencies within the County participated directly in the proponent's proposal preparation.

13. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.

14. The contract document will represent the entire agreement between the proponent and the ICLEC and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The ICLEC shall assume no liability for payment of services under the terms of the contract until the contract is fully executed.

15. The selected contractor shall hold the ICLEC (defined for purposes of this paragraph and paragraph 17 to include its officers, its employees, its members and the officers and employees of its members) harmless from, indemnify it for, and defend it (with legal counsel reasonably acceptable to it) against any claims, demands, lawsuits, administrative proceedings, judgments, awards or other losses arising from or related to the wrongful or negligent acts of the selected contractor or the selected contractor's officers, employees, subcontractors or other agents.

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16. <u>Equal Employment Opportunity</u> - The selected contractor and its subcontractors, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relates to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this covenant is a material breach of the Contract.

The Contractor shall post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees placed by or on the behalf of the selected contractor with respect to its work under the Contract will state all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status and religion.

17. The selected contractor shall obtain and maintain during the term of the contract the following insurance coverage. All insurance shall be with insurance companies licensed and admitted to do business in the state of Michigan that are acceptable to the ICLEC and have an A.M. Best Company's Insurance Reports Rating of A or A- (Excellent).

17a. Workers' Disability Compensation and Employer's Liability Insurance Coverage shall be in place as required by law. In the event the Contractor uses subcontractors and sub-subcontractors for the performance of services required under this proposal, the Contractor shall ensure said subcontractors and sub-subcontractors carry Workers' Disability Compensation and Employer's Liability Insurance coverage, as required by law.

17b. Commercial General Liability Insurance on an "Occurrence basis" with limits of liability of not less than $1,000,000 per occurrence and aggregate combined single limit, for Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (1) Contractual Liability; (2) Products and Completed Operations Coverage; (3) Independent Contractors Coverage; (4) Broad Form General Liability Extensions or equivalent; if not in policy proper.

17c. Vehicle Liability Coverage and Michigan No-Fault coverage's including all owned, non-owned, and hired vehicles, of not less than $1,000,000 per occurrence combined single limit.

17d. The Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be **Additional Insured's:**   the ICLEC, its officers, its employees, its members and its members respective departments, elected and appointed officers, employees, volunteers, boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

17e. The Workers' Compensation Insurance, Commercial General Liability Insurance, and Vehicle Liability Insurance as described above shall include an endorsement stating the following: It is understood and agreed thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent

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to: Mt. Pleasant Police Department Attn: Lt. Paul Lauria 804 E. High St. Mt. Pleasant, MI 48858.

17f. Cancellation Notice: If any of the above coverage's expires during the term of the Agreement, the Contractor's insurer shall deliver renewal certification and/or policies to: Mt. Pleasant Police Department Attn: Lt. Paul Lauria 804 E. High St. Mt. Pleasant, MI 48858, at least thirty (30) days prior to expiration.

17g. Copies of the policies, including all amendments, endorsements and extensions, and copies of certificates of insurance showing the amounts of coverage, additional insured and other relevant information and showing that premiums have been paid, shall be delivered to the Lt. Paul Lauria at the above address before commencing any work under the Contract.

18. The selected contractor will be an independent contractor. All employees, servants, or agents of the contractor shall in no way be deemed to be and shall not hold themselves out to be employees, servants or agents of ICLEC and shall not be entitled to any compensation or any fringe benefits which the members of the ICLEC or its members provides their employees. The Contractor shall be responsible for their payment of the salary, wages or other compensation which may be due its employees, servants and agents for services performed under these specifications, for the withholding and payment of all applicable taxes including, but not limited to, income and social security taxes to the proper Federal, State and local governments, and for any worker's disability or unemployment compensation coverage.

19. No proponent shall make or offer to any ICLEC officer or employee, or the officers or employees of any ICLEC member any personal gifts, gratuities, credits or other benefits of economic value.

Vendor Instructions/Rules

Qualifications of Proponent

ICLEC reserves the right to inspect Proponent's physical site prior to award. ICLEC further reserves the right to inspect other agencies currently using Proponent's products.

Project Timetable

The following schedule details key dates related to this RFP. ICLEC reserves the right to revise this timetable as necessary.

Date	Time	Activity
05/01/2011		RFP Distribution
05/09/2011	3:00 p.m. E.S.T	Deadline for RFP Questions
05/16/2011	3:00 p.m. E.S.T	Response to RFP Questions
06/01/2011	3:00 p.m. E.S.T	RFP Response Due Date
Submission + 60 - 90 days		Select Potential Vendor

Response Submission

One (1) original (clearly identified as such) and five (5) exact paper copies of the proposal, as well as an electronic version (CD or USB memory device) in Microsoft Word of the complete proposal must be received on or before the time and date stated in the Project Timetable, at which time all proposals will be opened and reviewed.

The Vendor Comparison ICLEC Core Requirements spreadsheet MUST be completed with all detail and submitted along with proposal.

The original and all copies must be submitted in a sealed envelope/container delivered to:

Mt. Pleasant City Hall – City Clerk's Office
320 W. Broadway St.
Mt. Pleasant, MI 48858

Vendors are responsible for all delivery requirements. Any response received after the time and date stated in the Project Timetable will not be considered.

General Guidelines for Developers

Proposals will be evaluated in accordance with their adherence to project objectives as well as accuracy and completeness in responding to the RFP requirements. The following general rules and comments are provided for the use in responding to this RFP:

- Proposals may be ranked without interviews; hence, vendors are encouraged to submit their initial proposals as comprehensively as possible.

- Proponents may be invited for interviews to present their proposals in more detail and to answer any questions the evaluation panel might have. All provided specification pages must be completed and returned with the vendor's proposal.

- Any information which may have been released by ICLEC either verbally or in writing prior to the issuance of this request for proposal will be disregarded. Requests for clarifications may be made to contact identified in the RFP Questions section.

- Any such clarification shall be made on the City of Mt. Pleasant's website at www.mt-pleasant.org in the "Bids and Quotes" section and the link to RFP# ICLEC-06-11.

- Any expenses for proposal development are entirely the responsibility of the vendor and will not be reimbursed in any manner.

- All design drawings, plans and proposals submitted in response to the RFP shall be retained by ICLEC and shall not be returned.

- The evaluation panel reserves the right to reject any or all proposals should they be deemed unsatisfactory or to conclude that there are no satisfactory proposals and discontinue evaluations.

ICLEC reserves the right to waive informalities and make the award in any manner deemed in the best interest of ICLEC members.

Response Format

To assure similarity in proposal presentation and allow the evaluation team to easily compare competitive proposals, the format described in this section must be used for responses. If the discussion of a particular subject cannot be found because it is placed elsewhere, the proposal may not receive the highest evaluation it might otherwise merit.

Proponents may attach additional sections or appendices, if desired, to substantiate their proposal claims. These attachments must be specifically referred to within the proposal as appropriate. If reference is made to an attachment, the same number of copies of that attachment must be submitted as the number of proposal copies to allow each evaluator access to the referenced material.

Brochures may be included if incorporated logically into the substance and format.

All requested options should be included and CLEARLY identified as options. Otherwise, Vendor will be required to provide item as listed.

Pages are to be numbered. Additional "header" or "footer" information (such as company or section title) may be included.

Proponents may follow their standard proposal format concerning line length, spacing, indentations, etc. Pages may be reproduced either on one side or both sides of the sheet.
Proposals are to be bound in accordance with the proponent's standard practice. Each copy, complete with appendices, is to be separately bound.

Proponents shall include the materials included below in the order as described.

LETTER OF TRANSMITTAL

The response should include a letter of transmittal including the following information:

- Include the title (and number if applicable) of the RFP being responded to.

- Include the vendor company name.

- Include the vendor contact information, including name, title, and telephone number.

- Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal.

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SECTION 1 – EXECUTIVE SUMMARY

This section should include an overall description of the proposed solution, including a brief overview of each of the public safety products proposed.

SECTION 2 – CORPORATE AND COMPANY INFORMATION

This section should provide introductory information about the proponent's company, history, client and industry involvement, executive team bios, and company awards and recognitions.

- Include the company name, address, telephone number, and website.

- Include a description of the company's history.

- Provide executive team bios.

- Identify your company's commitment to the Industry that you serve. List your corporate participation in organizations like International Association of Chief's of Police (IACP), Michigan Association of Chief's of Police (MACP), Michigan Sheriff's Association (MSA), National Sheriff's Association (NSA), MSA Jail Subcommittee, and the National Institute for Corrections (NIC). Please list out all employee participation on Committees or Boards within these organizations as well as any certifications held from these organizations.

- Please identify any certifications held with any of the technology companies as well.

- Please list your company's and any individual's certifications with Microsoft, CISCO, Symantec, ESRI, Citrix and any other relevant companies within our space.

SECTION 3 – REFERENCES

The section should establish the vendor's ability to perform the required work by experience with similar projects. This section shall include reference information from current customers.

The Proponent must have successfully implemented five or more presently operational public safety systems comprising applications similar to those required in this RFP. Provide a brief synopsis on at least five such projects, including:

- Agency name

- Agency address

- Contact name

- Contact title

- Contact telephone number

- Contact email address

- Software provided by vendor

- Project Dates

SECTION 4 – RESPONSE TO REQUIREMENTS

This section shall include the completed responses to the requirements. All responses must be completed on the provided forms. Any proponent failing to include these forms may be disqualified. Any specification without a response will be recorded as "**N** – Proposed software does not meet the specification and cannot be modified." All proponents are required to use the following response code system for each specification:

Y – Current proposed software meets specification without modification. The function is fully developed and can be demonstrated in the proposed software package.

N – Proposed software does not meet the specification and cannot be modified.

M – Current proposed software will require modification to meet the specification.
For each "**M**" response, the proponent must include an explanation of the modification required, a time frame for when the feature will be available, and a modification cost summary. Include the RFP Section number, the section name, and the statement of compliance or exception. All modification expenses must be included in the final cost summary.

Clear explanations of all modifications to the specifications are required and expected. Proponent's failure to clearly explain all or any of the deviations from the specifications identified in this RFP could be grounds for rejection of the proposal.

Use the forms provided in Appendix A. Also complete and submit the supporting "Vendor Comparison ICLEC Core Requirements" spreadsheet.

SECTION 5 – PRODUCT FEATURES

This section shall include detailed product information that will help reviewers evaluate each of the proposer's products. A thorough description of the base product(s) as well as any optional and special modules should be included. Screen samples of the software should also be included, if available.

SECTION 6 – IMPLEMENTATION

This section should include information pertaining to project management, including the overall process as well as a sample implementation schedule. **It is the desire of the ICLEC to implement one (1) department at a time.**

- A project manager must be assigned by vendor to oversee the implementation of the vendor's solution. The project manager must have at least 5-years of project management experience and must hold a Project Management Professional (PMP) certification from the Project Management Institute (PMI). Please provide a resume for this individual.

- Provide a high level overview of the vendor's project management function, implementation, and change management processes.

- Provide a sample implementation schedule. Include information on data migration to the new proposed system.

- This project has a desired completion date of June 1, 2012. All participating agencies must be completely implemented and "live" by this date. A more aggressive timeline is acceptable, keeping in mind the desire to implement one agency at a time.

- Vendor must provide a sample statement of work that defines the scope of the project and responsibilities of all parties. Please describe vendor's process.

- List the vendor's process for ensuring all ICLEC member facilities are ready for implementation.

SECTION 7 – TRAINING

The vendor's training program shall be designed and conducted to provide cost effective and complete familiarization with applicable system and operation knowledge for selected ICLEC public safety management, police officers, clerks, and technical personnel. ICLEC has not determined if the selected vendor is going to train all of the users of the RMS or if the "train the trainer" principle will be applied. Please provide training costs on both methods, if possible. ICLEC will provide a suitable environment for training. This section shall include training information, including training plans and sample course descriptions. Please provide a resume for the training instructor. Desired credentials include 3-4 years of experience in delivering user, systems administrator, and technical training, 2-3 years of experience working with the proposed software, and 2 years of experience developing training plans to align with customer needs.

At a minimum, the descriptions for each training course should include:

- Purpose

- Class size

- Recommended participants

- Class objectives

- Class length

- Pre-requisites

- Materials required

Additionally, vendors must provide an electronic means of providing training material for end users. Training material must be accessible via a standard web browser in a WBT (web based training) format. Please describe vendor's process for tracking individual training progress and results. Vendor shall also provide a means of on-line testing to assess user's readiness for product usage. Ideally this training material will be available 24x7 and accessible prior to and following system go-live.

Any availability for follow-up or future training should be notated in detail, including any cost that might be incurred by individual public safety disciplines and/or departments.

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SECTION 8 – SUPPORT

The maintenance plan should be for 365 days per year, 24 hours per day, and seven days per week coverage. However, the ICLEC reserves the right to downgrade Support Services during contract negotiations or within 3 months of implementation. Please also specify if maintenance and support is waived for the first year(s) and is included with the purchase price of the RMS.

This section shall include support information, including procedures for reporting problems and escalation processes, as covered and non-covered maintenance, general service level agreement, and software upgrade information in detail. Also include information on remote problem diagnosis and correction as well as on-site problem correction and response time.

SECTION 9 – LEGACY DATA

ICLEC wants to emphasize the importance of retaining access to its legacy data after the transition to the new system is complete. Consideration must be made to accommodate the ongoing need for managing active cases and civil processes, for developing long-term statistical trends, for comparing criminal histories and patterns, and for reducing the re-entry of configuration parameters. In addition, the ICLEC member's public safety departments may have additional data that will not directly convert into the proposed new system, but is currently being maintained in a legacy system that may or may not be replaced.

The vendor is asked to describe its methodology and pricing guidelines for the successful incorporation of all of ICLEC member's public safety departments' necessary legacy data within the new system. (Include pricing guidelines in the pricing section.) Describe, in detail, the roles and responsibilities of ICLEC in effecting the legacy data extraction and transfer. Summarize the steps involved in the data transfer process during the course of the project in order to complete the transition from the current to the new system. Address alternate proposals of housing and accessing legacy data in addition to direct conversion.

The vendor is asked to propose a more cost-effective solution than direct one-to-one conversion wherever practical. This solution must have a well-defined user interface that is accessible from and similar to the main client applications. The user must be able to easily search and extract data through the user interface. The user must be able to create simple, columnar reports without the need of additional software packages. Data must be housed in a separate, legacy database in order to reduce the loading and maintenance requirements of the live database. General users must not be able to modify the legacy database through the standard user interface. Administrators must have a separate user interface to facilitate expunging or otherwise modifying the legacy data for necessary business purposes.

SECTION 10 – HARDWARE

This section shall include thorough hardware configuration recommendations for the proposed system(s). *Use the forms provided in Appendix B.*

SECTION 11 – SAMPLE LICENSE OR CONTRACTS

This section shall include Sample License or Contracts.

SECTION 12 – EXCEPTIONS

This section shall include any exceptions to the terms of the RFP. Please identify and list your exceptions by indicating RFP, the section or subsection number. Be specific about your objections to content, language, or omissions.

SECTION 13 – ADDITIONAL INFORMATION

This section shall include any additional information the proponent deems necessary. Proponent must submit any and all State and Federal certifications and/or approvals.

SECTION 14 – PRICING

This section shall include pricing for the proposed public safety products (software and hardware, if required) with the components listed item by item.

The proponent shall provide an optional quotation for maintenance of the applications software for an additional five years.

ICLEC desires a proposer that develops and provides maintenance of all products provided. All modifications, if necessary, must be priced per item. A per hour charge is unacceptable.
Use the forms provided in Appendix C.

GENERAL Specifications

Requirement	Response
Operating System	
Provides state-of-the-art client/server access to shared information and processes by means of industry standard Microsoft Windows.	
Supports the .NET framework	
Supports New Technology File System (NTFS).	
ODBC (Open Database Connectivity) compliant.	
Capable of running 32-bit Windows applications.	
Utilizes open system compatibility for use with practically all "off-the-shelf" software.	
Provides peer-to-peer networking.	
Provides virtual memory support.	
Utilizes client/server architecture.	
Client and server utilize a true Graphical User Interface (GUI).	
Supports multi-threading.	
Provides support for LAN Manager.	
Provides platform independence.	
Utilizes page flags for every page in virtual memory.	
Enables coexistence with other network servers.	
Allows application access by double-clicking on the appropriate icon.	
Supports simultaneous multiple processors.	
Allows for true multi-tasking capabilities on the server and workstations enabling multiple windows and functions to perform concurrently.	
Features system security providing control over access to the system and files and subdirectories within the system.	
Features system security providing protection of individual processes and operating system, which prevents bugged or deliberately destructive programs from crashing other programs or the entire system.	
Allows the ability of having multiple modules simultaneously open.	
Allows any activity screen to be minimized or maximized.	
Support	
Provide a Client Service Center (CSC) that is a 24-hour a day, 7 day a week, 365 days a year operation, which provides service per a maintenance agreement with agency.	
Provide periodic enhancements and new releases of software as part of an ongoing software maintenance agreement.	
Provide unlimited, direct toll fee Telephone Support during contracted calling hours.	
Provide a human "Triage" – always speak with a trained Client Services Representative.	
Provide trained Technical Analysts with a wide range of certifications. (MCSE's, MCP's, A+, etc.)	
Provide Client Services organized into Teams, providing a small group of specialists knowledgeable in the product area of the issue.	

Requirement	Response
Provide a defined escalation policy, providing issue status as well as a forecast for issue resolution.	
Provide a Client Service Center equipped with systems representing the full range of hardware and operating systems encountered at client sites. A custom laboratory setting allows duplicating issues locally, thus minimizing the need to disrupt a client site.	
Provide a remote service tool to troubleshoot issues. This tool should allow Client Services to see, diagnose, and solve ICLEC public safety specific issues directly from the Client Service Center through a secure, fast, and reliable connection. This tool should make use of the Internet and advanced encryption technology to establish a secure session with remote computers. This allows support technicians to take control of ICLEC public safety specific servers or workstations and immediately return comprehensive system diagnostics as well as real-time control yet keep the client in constant control of the session for security purposes. The client may take over or terminate the session at any time. This feature requires authorization from ICLEC member(s) or their designee.	
Provide a Client Relations Management software tool that tracks all client issues from cradle to grave. Status of service requests is available for instant reporting.	
Provide a Client Service Center (CSC) Web Site that is available online as an alternative resource.	
From this CSC web site, provide a Public Safety Software Knowledge Base with entries covering the software, operating systems, hardware, Federal-reporting requirements, State reporting requirements and more.	
From this CSC web site, provide up-to-date status on service requests and allow submittal of new service requests online.	
From this CSC web site, provide articles, white papers, and notices.	

Records Management System (RMS) Software Specifications

Requirement	Response
General	
Allows the use of relational databases in conjunction with Microsoft SQL server.	
Provides a normalized relational database, which eliminates data redundancy and allows the sharing of master record information.	
Provides field-to-field data entry, with each field identified on the screen.	
Supports the use of color monitors and makes extensive use of color-coding for easily identifiable text and fields.	
Allows different users, agency information, and configurations for each	
Allows open-file back up of data, so as not to interfere with normal operation of the ICLEC.	
Produces a code table containing the information presented in selection menus throughout the system.	
Allows each user to elect his/her preferred mechanism for accessing system functions, including use of a mouse or pointing device, or "quick key" combinations.	
Allows for the provision of remote diagnostics via modem.	
Allows simultaneous access to the records database by a virtually unlimited number of users, to the extent provided by the ICLEC Public Safety hardware.	
Provides "permission based" use of system, allowing the designation of definable user groups.	
Allows the storage of records tracked by the system to the full extent permitted by the size of the storage device.	
Records and permanently stores all data entered into the system.	
Supports laser printing in portrait and landscape modes and allows print jobs to be directed to various network or local printers.	

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Requirement	Response
Requires little or no computer experience in order to use the system.	
Provides helpful functions, including pop-up menus, on-line help, validation warnings, automatic checks to prevent users from exiting a data entry screen without saving the record, the transfer of data between databases eliminating redundant or inaccurate data entry, coded entries to be validated against user-defined code tables thus ensuring accurate data entry, and back up and edit of any field.	
Permits the display of general directory permission, as well as file access permission within the directory.	
Allows 9 digit length zip codes.	
Supports the record-keeping requirements of multiple agencies.	
Incorporates the use of pull-down menus listing the valid values for a particular field. These menus must be able to be customized by agency and may not be globally defined throughout the system.	
Allows the user to scroll forward one record at a time or move to the last record on the list through the use of scroll bars, arrow keys, and on-screen buttons.	
Uses scroll bars to further display or narrow view of information contained within a particular window.	
Common menu items available on all screens and forms allowing the user to perform common functions, such as print, save, copy, paste, and find specific records.	
Provides common menu options to control window positioning and toggling.	
Provides an easy access toolbar allowing the user to perform common functions, such as exit the current window, save the current record, add a new report, view an audit trail, modify or delete the current record, or find a record.	
Issues a warning when the user attempts to close a form without saving it.	
Provides a "close" function that allows the user to exit the current screen and return to the previous screen.	
Provides a "save" function that allows the user to save information added or modified to the current screen.	
Provides an "add" function that allows the user to add a new record.	
Provides a "modify" function that allows the user to make changes to records that have been previously saved.	
Provides a "delete" function that allows the user to delete a record from a form screen.	
Provides a "synopsis" function that allows the user to view information related to a record in outline form by applying one touch of a button.	
Provides an "undo" function that allows the user to undo any information entered into a form prior to being saved.	
Provides an "up one level" function that allows the user to navigate easily to the parent record.	
Provides a "set browse, font, colors" function that allows the users to change the field, order, and colors displayed on the user interface with the administrative option of being able to turn this feature off.	
Provides a "change password" function that allows the user to change his/her login password without having to go to the system administrator for assistance.	
Provides a "main menu" function that allows the user to exit the current screen, without closing it, and go straight to the main menu screen.	
Provides a "historical data" function that allows the user to cut and paste name information from historical data into the software product.	
Provides a "calendar" function that allows the user to display a calendar pop-up window to add or verify dates when editing or adding a record.	
Permits the automatic entry of current date and/or time by clicking a mouse, entering a limited number of keystrokes, or use of hot keys.	
Provides an "audit trail" function that allows the user to view a detailed record of all changes that have been made to a record including the date and time of the change, who made the change, and the "before" and "after" values of the changed field.	

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Requirement	Response
Provides a Record History option allowing the user to view when a record was entered, from where on the network it was entered, when a record was edited, and from where on the network the editing occurred.	
Alerts the user to any unserved civil papers or outstanding warrants stored in the system.	
Allows the user the option to either view or ignore the visual warning regarding unserved papers or records.	
Provides emulation of many official state incident, arrest, and DMV/Accident Report forms, including allowance for on-line accident sketches.	
Enables the user to query the state criminal database.	
Allows the ability to email incident reports and attachments (preferably one-click or icon selection).	
Provides a NCIC interface.	
Provides a Law Enforcement Information Network (LEIN) interface.	
Provides a "FireHouse" Software interface to access fire department records.	
Security	
Ensures content integrity by providing a "central configuration" module, which enables owning jurisdictions to restrict file/information usage.	
Allows security at table level through SQL server insuring that no unauthorized person can view the data, even when using third party software.	
Enables the system administrator to set up security based on jurisdiction.	
Allows the system administrator to set up security based on user ID, case type, and such that each user can only view, edit, add, print, and/or delete the types of records for which he/she is authorized.	
Provides password security, which allows for unique levels of protection in all areas of the program.	
Provides a high level of operating system security including passwords that will permit designation of access by user level or group. There will be multiple departments by discipline utilizing this system.	
Allows the user limited attempts at entering the correct password after which the program will shut down.	
Enables the ICLEC to use case type security to control access to incident and arrest records involving juveniles and rape victims.	
Master Indices	
Allows the user to query and interface with the master name index, the master address index, the master property index, and the master vehicle index, subject to system rights granted by the administrator.	
Maintains lists of all the names, property, addressees, and vehicles entered into ICLEC records from any module. Searches the database(s) for matches automatically whenever a new record is added. Alerts the user whenever a match is found in any Master Index module.	
The master name index contains the following fields for data entry: name type, first name, middle name, last name, suffix, moniker, address, apartment, city, state, zip, country, county, place of birth, date born, age, sex, race, ethnicity, resident, social security number, marital status, eye color, hair color, hair style, hair length, facial hair, skin type, build, glasses, height, weight, body identification markings, home phone, work phone, cell phone, license number, license state, miscellaneous ID, ID number, ID state, occupation, attorney, employer name, employer address, city, state, zip, phone, and fingerprint codes.	
The master address index contains the following fields for data entry: address, apartment, city, state, and zip.	
The master property index contains the following fields for data entry: description, make, model, quantity, serial number, owner applied number, value, date recovered, location, status, and class.	
The master vehicle index contains the following fields for data entry: vehicle identification number, type, year, make, model, style, color, plate number, state, expires, first name, middle name, last name, suffix, address, apartment, city, state, zip, and home phone number.	

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Requirement	Response
All text entry fields are searchable, allowing for searches on single or multiple fields.	
If a match is found when entering any master index information, allows user to select the matching record and fills in corresponding text entry fields automatically with the same information.	
Allows the user to add information to the Master Indices directly, independent of other records.	
Uses a Master Alias database that contains a separate record for every name (and every version of that name) that has ever been added to the system.	
Keeps track of both individual names and business names and distinguishes between the two types in record searches.	
Allows the linking of one Master Name record to numerous Master Alias records, such that whenever a name search is performed it must actually search the Master Alias Database first.	
Allows the viewing of an image attached to any of the various name modules by associating the image with the appropriate Master Name record.	
Permits the user to view a list of aliases for any Master name.	
Links alias records that belong to the same Master Name record automatically.	
Allows the user to manually link names having different Master Name records.	
Allows the disassociation of manually linked Alias records.	
Allows a user with the appropriate user rights to remove Internal links of alias records to Master Name records if they were established by the system.	
Allows the merger of two master names records into a single record.	
Allows the user to view a synopsis of an individual's history throughout the records management system.	
Allows the user to add gang affiliations records to individual's in the Master Name database.	
Provides the ability to associate Alerts with name records, such that a user is alerted whenever he/she accesses that record.	
Allows the user to add known associate records to individuals in the Master Name database.	
Provides the indication of scars, marks, tattoos, and other body identifiers through use of a front and back body chart. Links body identifiers to Master Name records upon entering, updating, or querying any associated name module	
Allows the user to add Modus Operandi (MO) records associated with individuals in the Master Name file.	
Provides the ability to attach audio-visual information on buildings, landmarks, and structures, including floor plans, photographs, audio clips, video clips, and other multi-media information.	
Alerts the user automatically if a master name entry is the subject of an outstanding civil paper or un-served warrant in any jurisdiction.	
Folder System	
Provides a single point of reference for all information associated with both present and historical law enforcement activity.	
Allows the creation of folders for use in managing individual cases, all case assigned to individual officers, all cases belonging to a given department, and any use defined by an individual or organization.	
Allows law enforcement supervisors effective means for monitoring the assignments of officers under their jurisdiction.	
Provides complete visibility to associated details of a case, including incidents, arrests, and custody by means of a synopsis.	
Allows the user to organize investigations that are related, accidents and citations attributed to a given officer, accidents and citations associated with a given shift, warrants by type, and warrants by any user defined category.	
Shares information with the Master Indices modules (address, name, property, vehicle), and uses the capabilities and information of the accessories (images, objects, reports).	

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Requirement	Response
Maintains groups of folders by jurisdiction number, jurisdiction/agency name, folder description, confidentiality flag, and folder number.	
Allows sub-module records to be organized within the appropriate folder.	
Allows the movement of records to other folders within the same jurisdiction.	
Provides the following sections: tracking (citation, civil, DMV, evidence, field interview, log, pawn, and warrant), case management (case, arrest, juvenile custody, incident, IBASE reporting, management), registration (bike registration, gun permit), and other (pawn broker).	
Includes the jurisdiction number and name in an easy drop down box. Also includes the folder description, confidentiality check box and folder number, which automatically populates once the record is saved.	
Permits the entry and verification of jurisdiction information whenever a new folder record is entered; this field may not be subsequently modified.	
Arrest	
Enables the user to record arrest information on pre-formatted, state-specific templates such as charge, drug, property, name and vehicle.	
Provides a main arrest form which includes sequence number, transaction number, date of arrest, type of arrest, address, city, county, multiple clearance indicators, cleared before, officer ID, and officer name fields.	
Provides a name form which includes personal information about the arrestee including first name, middle name, last name, moniker, suffix, address, apartment, city, state, zip, social security number, birth date, age, race, sex, resident, ethnicity, phone number, scars/marks/tattoos, eye color, hair color, height, weight, weapon/automatic, and 10 NCIC fingerprint classification fields, criminal history record State Identification (SID), Federal Bureau of Investigation (FBI) number.	
Provides a charge form, which includes UCR code, offense description, counts, felony/misdemeanor and types of criminal activities, disposition date, disposition, and sentence fields.	
Provides a drug form which includes code, description, status, quantity, measure, and other fields which designate specific drug charges including buying, cultivating, distributing, exploiting children, operating, possessing, transporting, and using.	
Provides a property form, which includes description, location, make, model, serial number, quantity, initial value, and date recovered fields.	
Provides a vehicle detail form which includes type, year, make, model, style, color, license plate, year of plate, state of plate, expiration date, vehicle identification number, hull number, serial number, registration year, registration expires, inventory file, inventory by, inventory date, insured by, type of loss, status, secured, date left, storage location, release to another, and comments fields.	
Provides a vehicle owner form, which includes person/business, owner/lessee, first name, middle name, last name, suffix, address, apartment, city, state, zip code, phone, and date born fields.	
Allows complete user-defined ad hoc reporting and several pre-formatted reports.	
Allows for automatic form-level validation for all arrest records.	
Standardizes incident based reports with Uniform Crime Codes and validates entries to ensure correct codes are used.	
Automatically links to related incident reports.	
Automatically alerts user to outstanding warrants.	
Associates files with an unlimited number of people, crimes, vehicles, stolen/seized/other property, and narratives.	
Arrest forms produced on laser printers emulate official state forms.	
Matches state arrest and booking reports.	
Allows user to validate an entire record including arrest, charge, drug, property, and/or vehicle with one button.	

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Requirement	Response
Indexes Master Name, Property, Vehicle, Location, and Alias databases during data entry to facilitate quick keyword searches.	
Queries and interfaces with Master Name and Alias databases during data entry to facilitate quick keyword searches.	
Bike	
Allows the user to assign unique bike tag numbers, record registration fees, track bike owner information, record bike thefts, and record bike recoveries.	
Allows the user to select an existing name or add a new master name record upon entering a bike owner into the bike module.	
Allows the user to query and interface with the Master Name and Alias, database.	
Provides fields to capture the following detailed information regarding bike registration: tag number, file number, make, model, serial number, color, bike type, description, active, date registered, bike fee, comment, officer ID, officer name, stolen, date stored, release date, release reason, released by, and released to.	
Allows the user to generate detailed reports from ICLEC bike records.	
Captures the following information regarding the bike owner: first name, middle name, last name, suffix, moniker, (or business name), address, apartment, PO box, city, state, zip, country, county, telephone information, sex, date born, age, place of birth, race, ethnicity, eye color, hair color, height, weight, skin type, resident , SSN, license number, license state, and scars/marks/tattoos may be indicated on a body figure diagram.	
Case	
Case records are the basis of all other incident type records including arrest, juvenile custody, and incident.	
Tracks incidents related to a case, arrests related to a case, and narratives added to a case report.	
Provides access to the pertinent case elements by means of a case number reference on all associated records.	
Ability to store and retrieve interviews, finds case records, or generates reports from records.	
Automatically changes all associated records when any changes are made to a case record.	
View the case number, case description, folder number and jurisdiction in the browse window at the top of the form.	
Ability to add a case by completing and saving the "main case form" before adding additional information to a case, such as arrests, juvenile custody records, or an incident.	
Main case form includes case number, jurisdiction, case description, CAD call number and CAD jurisdiction.	
Records description of incident as user defines it or by UCR code titles.	
Jurisdiction associated with the call number is automatically filled in the main case form if a call was generated using the computer aided dispatch (CAD) program.	
Select case type as reportable or non-reportable.	
Assigns the case number after a record is saved according to the mask defined with the initialize numbers function.	
Includes the ability to attach objects and images within each incident with imaging capabilities.	
Allows user to change folder from the case records form when necessary.	
Specifies the type of case, such as MICR or miscellaneous, and what jurisdiction the case falls in.	
Assists and aids the user in MICR reporting by requiring the elements mandated by the MICR system.	

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Requirement	Response
Includes the ability to modify records when validating a case. All missing or incomplete information appears on the display screen. Simply click the incomplete field and it will automatically take the user into that field on that particular form for updating.	
Allows user to validate case from the case records form.	
Allows user to validate that a case is ready for submission to the state by selecting "validate case" from the tool bar. This process ensures that all information is complete by displaying a "no error found - valid case".	
Includes pre-defined reports.	
Case Management	
Includes detail form available via one keystroke from any incident form.	
Allows for short form incident reporting, as well as detailed general case reporting. Both utilizing CAD data.	
Allows supervisors to assign investigative status and monitor case progress.	
Allows supervisors to track and maintain officer availability, task assignments, and solvability ratios as defined by user.	
Allows supervisors to update investigative status, case dispositions, and view cases in any order by using view manager.	
Allows officers to update their status on incident assignments and track his/her tasks.	
Enables user to access records defining which officers are assigned to which parts of a case.	
Automatically links the various parts of a case as they are added.	
Automatically links incident reports to arrest records, warrant records, evidence records, and citation records.	
Allows for freedom of movement between various parts of the case.	
Allows investigator or approved personnel to close an incident if no investigation is to occur.	
Includes audit trail function to display the specifics of each change made to a record including the date and time of the change, who made the change, and the before and after value of the field.	
Ability to generate and print pre-defined reports and any ad hoc report.	
Maintains information, which populates automatically whenever possible, including: jurisdiction, folder number, case number, number of victims, primary offense, date incident, total solvability weight, date approved, approved by, operation method, offense tract, case description, address, investigate (drop down box), close case (checkbox), case status (drop down box), case disposition (drop down box), date cleared, except clear code (drop down box), date exceptional clear, and incident narrative (memo field).	
Allows cross-referencing a solvability code file in order to weigh the probability factors in solving a given crime.	
Includes the following information for solvability factor: jurisdiction, folder number, case number, solvability factor, and weight.	
Maintains officer availability information including: date, officer ID (drop down box), assigned as, date cleared, first name, middle name, last name, title, social security number, shift, section, and squad.	
Allows supervisors to view and update which officers are available for task assignment related to a case and the date officer is assigned within the officer availability form.	
Provides a task assignment form allowing supervisors to assign individual tasks to each officer and monitor officer's progress or completion of assignments.	
Maintains task assignment information including: suspense start (date and time), review date (date and time), officer ID (drop down box), officer name, anticipated start date, review date, completed (checkbox), actual end date, task, and officer comments/resolution.	
Includes seek function for quick retrieval of necessary information.	
Includes synopsis function enabling user to review a list of all parts of a record and sub-records simultaneously.	

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Requirement	Response
Includes narrative function allowing user to attach a note, memo, etc. to a form, which contains vital supplementary information.	
Allows user to specify the type of reporting criteria to be used (e.g. MICR).	
Includes pre-defined reports.	
Citation	
Maintains information about every aspect of a citation including charge, fee, name, payment, and vehicle.	
Provides main citation form which includes notices, date of last notice, classified by driver's license or division of criminal information (check boxes), number of charges, offense date, using alcohol and/or using drugs (check boxes), area, weather, visibility, traffic, accident, speed, zone, address, city, vicinity, witness, chemical analyst, tested (check box), results, commercial driver's license, class, issued by highway patrol or other ICLEC Public Safety Department (check boxes), other agency name, comments, citation number, and associated case number fields.	
Provides charge form, which includes violation, type, UCR code, charge, disposition date, disposition, and sentence fields.	
Provides name form which allows the user to record information about people involved with the citation and includes involvement type, first name, middle name, last name, moniker, suffix, address, apartment, city, state, zip, country, county, date born, age, race, sex, social security number, eye color, hair color, height, weight, scars/marks/tattoos, home phone, work phone, license number, state, miscellaneous ID number, state, attorney, occupation, employer name, employer address, employer phone, city, state, zip code fields, citation number, and associated case number fields.	
Provides payment form, which allows the user to, associate a payment to individual citations and includes total fee, total payment, total unpaid, amount, receipt number, and reference number fields.	
Provides vehicle form which includes vehicle type, year, make, model, style, color, license plate, year of plate, state of plate, expires, vehicle identification number, serial number, registration year, registration expiration, insured by, transmission type, transmission speeds, comments, first name, middle name, last name, suffix, phone number, address, apartment, city, state, zip, and date born fields.	
Alerts user if citation subject has any outstanding warrants.	
Allows complete user-defined ad hoc reporting as well as pre-defined reports for citation by category and citation-by-citation number.	
Allows user to associate a citation record (including all sub-records) to already existing folders and cases.	
Standardizes data entry by providing pull-down menus whenever possible.	
Allows the printing of citations from a vehicle or other portable device.	
Allows electronic transmission of citations (paperless) to issuing officers department.	
Provides fee form, which allows the user to associate a fee to individual citations and includes total fee, total payment, total unpaid, fee type, and amount fields.	
Indexes Master Name, Vehicle, Location and Alias databases during data entry to facilitate quick keyword searches	
Queries and interfaces with Master Name and Alias databases during data entry to facilitate quick keyword searches	
Civil	
Have modules available for maintaining information about every aspect of a civil paper including personal information about the subject and complaint of the civil paper, information about the officers assigned to the case, and information about the efforts to serve the paper.	
Is able to track civil papers.	

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Requirement	Response
The following fields appear in the Civil module on the Civil Form: comments, civil number, case number, date issued, source, date received, how received, juvenile, days to expiration, expiration date, type 1 – 10, court docket, title of action, court state, court county, court type, court name, court date, responsible party code/description, and document list.	
The following fields appear in the Civil module on the Name Form: person/business, involvement type, subject type, first name, middle name, last name, suffix, moniker (or business name), contact name, address, apartment, PO box, city, state, zip, phone 1 & 2, date born, age, race, sex, ethnicity, SSN, received by, license state, license number, occupation code, occupation description, hours working, employer name, employer phone, employer address, employer O box, employer city, employer state, and employer zip.	
Provides date fields within the civil paper records to include those for when the paper was received, served, entered, returned, and/or rendered unservable.	
Provides a form for capturing the following status information: civil status, status date time, officer ID, officer name, type service, reason nonservice, reason returned, mileage, comments, and location/area.	
Provides a form for capturing the following information for the person accepting substitute service to the person that is the subject of this civil paper: relationship, first name, middle name, last name, suffix, moniker, address, apartment, PO box, city, state, zip, date born, age, race, sex, ethnicity, and phone.	
Provides a form to capture the following civil property information: property status, date seized/levied, date released, date sold, estimated value, sold value, released to, property class, description, make, model, serial, quantity, year, and color.	
Provides a form to capture the following civil fee information: fee type, fee date, fee amount, explanation, and related to.	
Provides a form to capture the following civil payment information: payment date, payment type, payment amount, payment method, check number, and receipt number.	
Provides a civil summary page to give an overall view of the Civil Paper, including fees, payments, court dates, and related names.	
Is capable of producing reports of all outstanding civil papers.	
Civil screens are specially formatted to follow layouts of common civil papers.	
Checks the database and warns the user of any outstanding warrants when entering any civil paper name.	
Accommodates unlimited plaintiffs and defendants.	
Indexes names of all civil plaintiffs and defendants during data entry to facilitate fast searches.	
Is able to query and interface with the following databases from the civil module: master name and alias and location.	
Dissemination Log	
Provides a dissemination log to store requests of an individual's criminal history.	
Dissemination log tracks requestor, subject, and officer information.	
Provides a form to capture the following information: agency name, jurisdiction, case number, type of agency requesting, requesting person, phone, date of request, reason for request, fee paid for request, address, city, state, requesting zip, type of information requested (criminal history, investigative, treatment), specific identifier used (ID voice print, ID MO, ID genetic typing, ID other & description), subject first name, middle name, last name, suffix, subject SSN, subject date born, subject address, apartment, PO box, city, state, zip, printing officer ID and name, date printed, reviewing officer ID and name, date reviewed, deciding officer ID and name, date decided, decision, distributing officer ID and name, and date distributed.	
System generates an Information Release Report.	
System generates a Dissemination Log Report.	

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Requirement	Response
DMV/Accident	
Maintains accident and incident reports involving vehicles and/or pedestrians.	
Is able to query the DMV database.	
Integrates with sketching software for quick generation of detailed accident diagrams.	
Allows the use of a standard off-the shelf scene-drawing tool such as Visio.	
Allows the user to add, edit, view, and delete an agency's DMV records.	
Complies with state specific DMV forms.	
Standardizes data entry by providing user with a list of valid DMV codes.	
Provides unlimited narratives depending on hardware storage capacity.	
Allows complete user-defined ad hoc reporting and pre-formatted DMV reports by file number.	
Allows the electronic submission of Michigan's UD-10 form to a reporting officers department.	
Queries and interfaces with Master Name and Alias, Location, Vehicle, and Property databases.	
Indexes Master Name, Property, Vehicle, Location, and Alias databases during data entry to facilitate quick keyword searches.	
Equipment Maintenance	
Provides the following sub-forms: Daily Entries (Equipment Reading, Fuel Tickets, Fluid Servicing, Walk around Inspection, Vehicle Damage), Maintenance (Assign Maintenance Schedules, Issue Maintenance Tickets, Edit maintenance Tickets, Print Maintenance Tickets, View Maintenance History), Miscellaneous (Purchase Orders, Current Equipment Information), Setup (Equipment, Define Inspections, Vendors), and Accessories (Reports, Objects, Images).	
Ability to track daily equipment readings for equipment requiring maintenance on an hourly or counter basis.	
Tracks fluid servicing including equipment ID, date serviced, servicing person, meter reading, fluid type, quantity, and quantity type.	
Fluid type field on fluid servicing screen includes the following choices from the pull down menu: battery fluid, brake fluid, engine oil, other, power steering fluid, radiator antifreeze fluid, radiator water fluids, transmission fluid, and windshield wiper fluid.	
Quantity type field on fluid servicing screen includes the following choices from the pull down menu: gallon, liter, ounce, pint, and quart.	
Tracks fuel consumption detailing equipment ID, date fueled, and odometer reading at time of fueling, gallons, cost, fueled by, vendor, and invoice number.	
Allows user to record walk around inspections to show up-to-date vehicle status by detailing equipment ID, inspecting officer, date inspected, and odometer reading at time of inspection.	
Records vehicle damage including the following information: highest odometer reading, date of reading, entered from module, equipment ID, date reported, reporting person, meter reading, whether or not accident related, accident report number, damaged area, type of damage, whether or not repaired, date repaired, purchase order number, invoice number, and vendor who repaired the damage.	
Ability to add more than one damaged area to vehicle damage reports.	
Damaged area field on vehicle damage screen includes the following choices from the pull down menu: driver's door, driver's window, emergency flashers, emergency lights, front bumper, front driver's mirror, front grill, front left flasher, front left tire, front passenger door, front passenger mirror, front right flasher, front right tire, front wind shield, hazard flashers, hood, horn, left break light, front left quarter panel, left front rim, left head light, left rear passenger door, left rear passenger window, left rear quarter panel, left rear rim, left reverse light, license plate light, rear bumper, rear left flasher, rear left tire, rear right flasher, rear right tire, rear view mirror, rear window, right brake light, right front passenger window, right front quarter panel, right front rim, right head light, right rear passenger door, right rear passenger window, right rear quarter panel, right rear rim, right reverse light, siren, spare tire, top, and trunk hood.	

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Requirement	Response
Defines maintenance schedules by equipment ID, meter start reading, maintenance start date, primary maintenance period, alternate maintenance period, and user-defined fields.	
Ability to issue and edit maintenance tickets by percent of meter before due or number of days before due.	
Maintenance tickets include information detailing equipment ID, type of inspection due, current meter reading, meter inspection due, date inspection due, whether or not a ticket was issued, issue date, odometer reading, purchase order number, and vendor to perform maintenance.	
Ability to view completed tickets, non-completed tickets, and all tickets with details including date completed, completed odometer reading, invoice number, total cost, equipment ID, type of inspection performed, date issued, issued odometer reading, vendor who performed inspection, phone number, contact person, date service completed, item service cost, whether or not completed, type service performed, and item serviced.	
Ability to view tickets not printed, all tickets printed, and print maintenance tickets with details including equipment ID, type inspection performed, date issued, issued odometer reading, vendor assigned to perform maintenance, phone number, contact person, type of service performed, and item serviced.	
Maintains maintenance history including the details of equipment ID, type of inspection performed, total cost, date issued, issued meter reading, date completed, completed meter reading, vendor who performed inspection, contact person, phone number, service performed, type of service, service item, date completed, and cost of item.	
Maintains vendor information including vendor code, type of vendor, whether or not contracted, primary vendor, company name, address, city, state, zip code, contact, phone, whether or not bonded, and the bonded amount.	
Maintains contractor information including date contracted, length contracted, and contract basis.	
Tracks vendor types including automotive repair, complete automotive services, gasoline/fuel services, office machine repair, office machine supplier, office supplies, and miscellaneous services.	
Maintains purchase order information including purchase order number, jurisdiction, requesting officer, department, date of request, equipment ID, vendor, date issued, date approved, approving officer, approved amount, date completed, and invoice number.	
Maintains specific items detailed in a purchase order including equipment type, item part number, and brand name, model, and item description, number of items, cost per item, and total item cost.	
Ability to view and print purchase orders.	
Ability to view current equipment information including jurisdiction, date placed into inspection cycles, meter/counter/hour reading when inspections started, last date maintenance was completed, current meter/hour/counter reading, ID/name of person who took last meter/hour/counter readings, module last reading taken from, next type of year/month/week/day inspection due, next date year/month/week/day inspection due, next type meter/hour/count inspection due, and meter/hour/counter reading next maintenance due.	
Maintains equipment detail including equipment ID number, equipment type, manufacturer, model/type, serial number, year, description, jurisdiction assigned, purchase order number, date acquired, meter reading, and bar code.	
Maintains acquisition information including cost, estimated useful life, and useful life basis, under warranty, type of warranty, warranty length, and warranty basis.	
Allows user to associate images with equipment.	
Warranty type includes the following choices: conditional warranty, extended warranty on parts and service, extended warranty on parts only, extended warranty on service only, warranty on parts and service, warranty on parts only, and warranty on service only.	
Provides for recording of repairs and maintenance/parts episodes for each vehicle, including inspections. This information includes the various maintenance procedures performed per maintenance episode, costs, a list of parts, person performing the maintenance, and current odometer reading.	
Warranty and useful life based on counter, day, hour, mile, month, week, or year.	
Service information includes date placed in service, department/owner, responsible officer, location of equipment, whether or not the equipment has been disposed, and date of disposal.	
Provides for scheduling of maintenance, inspections, and registrations for department vehicles.	

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Requirement	Response
User definable maintenance report forms.	
User definable inspections include the ability to define cycle count, cycle base, equipment type (Office, personal, vehicle, or miscellaneous), specific type of equipment, description, type of service, and item serviced.	
Produces reports detailing all maintenance performed and all usage of the equipment.	
Alerts the user when scheduled maintenance is due.	
Definable maintenance schedule based on time, usage, or a combination of the two.	
Records and tracks the usage and maintenance of vehicles and other equipment.	
Provides a continuous update of service and repair records and tracks vehicle mileage and cost.	
Provides the ability to establish user-defined codes to be used when entering service and repair records.	
Attachment of an unlimited number of narratives determined by storage space.	
Evidence/Property	
Maintains information about every piece of evidence and/or property related to a case including associated case number, tag number, category, make, model, owner applied number, serial number, color, description, comments, date stored, received from, inventory date, inventory by, document number, location, officer ID, officer name, owners first name, middle name, last name, suffix, address, apartment, city, state, and zip.	
Associates items, case numbers and storage locations by agency. Read only rights for other departments querying the entire database.	
Information concerning evidence accessible through a search engine.	
Capacity for reports to be sorted by type of evidence and/or property, and by officer for evidence and/or property.	
Capacity of producing user-defined reports.	
Tracks every piece of evidence or property providing a place to record all points of the chain of custody including date and time released, person receiving, person releasing, and reason for release, and time and date returned.	
Indexes descriptions, brand, model, and serial numbers entered for any piece of evidence or property to facilitate quick keyword searches on these criteria.	
Allows user to designate evidence or property tag number field, and/or location as a barcode field.	
Searches the entire database and issues a warning if a match is found as the user enters information about a piece of evidence or property.	
Includes fields for property description, brand name, model number, serial number, dates and times, case file number, tag number, document number, location stored/bin number, property category, person storing the property, and unlimited narrative with the ability to search them and include them in printed reports.	
Ability to associate evidence and/or property record to a case.	
Allows objects to be imported from other applications.	
Allows user to work with objects, images, and reports.	
Ability to query and interface with the Master Name and Property databases.	
Standardizes data entry by offering pull-down menus whenever possible.	
Ability to track evidence or property using an evidence/property tag number that is automatically generated by the system when saving.	
Allow for user to define purge dates for disposal.	
Specially formatted screens for easy data entry.	
Provides an option of using a previous evidence or property record if an exact match is made on make, model, and owner applied number, and serial number.	

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Requirement	Response
Evidence or property records include the following fields: supplement date approved, approved by, UCR code, status, class, property description, property location, make, model, owner applied number, serial number, quantity, property value, date recovered, and person related to.	
Searches Master Evidence/Property database after entering serial number or owner applied number. If a match is made and the item is stolen, jurisdiction and case number will be listed for the stolen property, as well as send a notification to the originating agency.	
## Expungement	
Mechanism to expunge (completely remove from system) criminal history information.	
Provides security to allow only designated users to perform Expungement.	
Provides master name validation to ensure correct name is selected.	
Allows Expungement of Case, DMV, Citation, Civil, Warrant, and /or Arrest Records.	
Replaces all name information with "Expunged".	
After expunging a name the system routes the user to the Dissemination Log form, automatically filtered to show only those records from the Dissemination Log that involve the expunged person.	
## Field Interview	
Makes it possible to associate a field interview record (including all the sub records such as name or vehicle) to already existing folders and cases.	
Assigns a user defined number to field interviews after being saved by the user.	
Is able to query and interface with databases from the field interview module including master name and alias, master location, and master vehicle.	
Cross references field interview name entered with warrants database and issues a warning if the person has any outstanding warrants.	
Maintains the following field interview information: report number, associated case number, time of contact, reason for contact code and description, officer ID and name, address, apartment, PO box, city, state, zip, and intersecting street.	
If the GEO_VALIDATION system default is set to YES and the address corresponds to an address in the GEO table, which contains district, beat, tract (police reporting area), municipality, council, or neighborhood, then that data will display for viewing purposes only.	
Provides a form to enter the following field interview subject information: subject number, involvement type, known, later identified by follow-up investigation, alias/false information, first name, middle name, last name, suffix, moniker, address, apartment, PO box, city, state, zip, county, country, phone 1-2, license number, license state, misc. ID type, misc. ID number, misc. ID state, SBI number, metro ID, SSN, date born, age, to age, race, sex, ethnicity, nationality, height, weight, dominant hand, build, eye color 1-2, hair color 1-2, hair length, hair style, complexion, skin tone 1-3, facial hair 1-2, speech 1-2, appearance, demeanor, teeth 1-2, glasses, scars/marks/tattoos, gang name, gang set, gang type, NCIC code, weapons, employer/school, occupation, hours/shift/grade, work/alternate address, PO box/building number, city, state, zip, work phone 1-2, and employer/school information 2	
Provides a form to enter additional alias records for the selected field interview subject.	
Provides a form to enter associated vehicle records: VIN, type, year, make, model, style, color 1-2, license plate, license state, license type, vehicle damage, vehicle descriptors 1-3, owner entry type, owner first name, middle name, last name, suffix, (or business name), owner address, apartment, PO box, city, state, zip, owner phone, and related to.	
## Gun Permits	
Generate reports based on date applied, date approved, monthly totals, purchases in county and out-of-county, drivers' license checks, and money's received from the return of suspended or revoked licenses.	
Ability to generate and print pre-defined reports and any ad hoc report.	

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Requirement	Response
Maintains information of people providing a reference for the person asking for the gun permit including first name, middle name, last name, suffix, address, apartment, city, state, zip, country, county, social security number, home phone, and work phone.	
Maintains information about permit type and reasons to approve or deny the permit including: how long in county (enter amount of time), how long in county (select unit of time in which amount of time is measured from drop down box), illegal alien (checkbox), how long in state (enter amount of time), how long in state (select unit of time in which amount of time is measured from drop down box), pending case (checkbox), convicted felony (checkbox), fugitive (checkbox), mental disease (checkbox), drug use (checkbox), alcohol use (checkbox), dishonorable discharge from the military (checkbox), renounced US citizenship (checkbox), suicidal (checkbox), previous permit (checkbox), previous denial, (checkbox) previous state applied for (drop down box), protection (checkbox), target shooting (checkbox), collecting (checkbox), hunting (checkbox), concealed (checkbox), emergency temporary permit (checkbox), previous disqualifying crime (checkbox), previous prayer for judgment (checkbox), training class taken (checkbox), date class completed (date field), finger prints taken (checkbox), reason for emergency temporary concealed permit (memo field), first name, middle name, last name, suffix, address, apartment, city, state, zip, country, county, social security number, home phone, and work phone.	
Maintains information about the person and firearm for which the permit is being applied including: permit number, date approved, approved by, investigated by, date investigated, make, caliber, model, serial, NCIC checked (checkbox), NCIC results, fee received, permit status (drop down box), applicant first name, middle name, last name, suffix, moniker, street address, apartment, city, state (drop down box), zip, country (drop down box), county, social security number, place of birth, birth date, age, sex (drop down box), race (drop down box), resident (drop down box), eye color (drop down box), hair color (drop down box), skin type (drop down box), height, weight, day phone, night phone, driver license number, driver license state (drop down box), previous address, apartment, city, state (drop down box), and zip.	
Includes references, types of permits issued, and reasons for permit approvals and denials.	
Allows user to add, edit, and view the agency's gun permit records.	
Ability to query and interface with Master Name and Alias and Master Location databases.	
Provides a Gun Permit module allowing ICLEC to track gun permit records for their community.	
Impound/Towed Vehicle	
Maintains information about impounded and/or towed vehicles, including LEIN/NCIC status, LEIN/NCIC responses, fees, sales, vehicle drivers, vehicle owners, lien holders, and defendants.	
Tracks impound and towed records including: associated case number, ticket number, storage location, officer ID and name, and agency stored for/jurisdiction stored for.	
Tracks impound and/or towed vehicle information including: vehicle type, VIN, hull number, year, make, model, style, color, license plate, license state, license year, plate type, plate expires, assigned plate number, state, valid VIN, verified NICB VIN description, keys, damage, and comments.	
Allows impounded and/or towed vehicles to be associated to cases.	
Provides fields for LEIN/NCIC status including: LEIN/NCIC number (NIC), validation status, last validation date, validation officer ID and name, LEIN/NCIC result, and letter date.	
Provides fields for LEIN/NCIC responses including: response attached to record, alert response notifications, vehicle response notifications, person response notifications, and related records response notifications.	
Tracks holding information for impounded or towed vehicles, such as: on hold, hold date/time, reason hold, hold by ID and name, hold for bureau, release hold date, reason released, release by ID and name, and additional hold tracking information.	
Provides data capture for vehicle sales information such as: scheduled sale/auction date, date sold, sold by ID and name, sale price, agency involved, and amount 1-5 or assigned to scrap.	
Provides data capture for related names including: person/business, involvement type, first name, middle name, last name, suffix, (or business name), address, apartment, PO box, city, state, zip, phone 1 & 2, and SSN.	
Allow user to create a vehicle release form.	

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Requirement	Response
Tracks investigation of impounded vehicles including: processed date, processed by ID and name, bureau/division, reason processing, comments, vehicle description, content description, photo taken and explain, evidence removed and explain, lab analysis required and explain, processed for prints, print value, and lab case number.	
Allows set-up of predefined impound fees including: jurisdiction, fee category, fee type, fee description, and fee amount.	
Allows user to link with master address, master name, master property, and master vehicle.	
Towing company form provides information regarding the company or service selected for the job including the jurisdiction and location.	
Impound or towed vehicle form includes jurisdiction, case number, towing company, dated towed, vehicle date entered, vehicle date left, date certified, date letter, certified letter number, vehicle type, year, make, model, style, color, vin, plate number, plate state, plate year, plate expires, vehicle condition, condition description, reason towed, reason towed description, vehicle stored at, officer ID, officer name, receipt number, payment name, date release, fine collection, fine receipt 1, and release by.	
Allows user to select information from a drop down or check box from impound or towed vehicle form: jurisdiction, case number, towing company, vehicle type, style, plate state, reason towed, and officer ID.	
Allows user to create a form letter for instant notification of a vehicle being impounded or towed.	
Allows user to create ad hoc reports from the report function located on the tool bar.	
Incident	
Provides a method to add supplemental information to an approved incident while maintaining the security of the original form.	
Allows the user to enter an unlimited number of crimes, vehicles, property, reportees and witnesses.	
Indexes incident statistics to produce a monthly summary report, trend analysis report, UCR reports, stolen property reports and numerous user-defined reports.	
IBASE Report function validates all MICR cases for selected jurisdiction and month.	
IBASE Report function notifies the user of any validation errors for all MICR cases.	
Incident forms emulate official state forms when produced on a laser printer.	
Names, property, vehicles, locations and aliases indexed for fast keyword searches.	
Complete audit trail maintained to indicate any changes made to data.	
Searches performed by name, date, time, crime, location, vehicle, property or any combination thereof.	
Synopsis reports available to provide statistics on total numbers of closed incidents and the average number of days to clear cases.	
Capable of form level validation for the incident, incident offense, victim, suspect, drug, property, business, and vehicle forms upon saving.	
Includes an approve button that allows an officer with approval rights to approve the incident.	
Allows changes to an approved incident in a supplement form.	
Displays original, approved values, but will alert the user that a supplement exists.	
Supplement form includes fields that changes have been made to, along with the before and after values, and the name of the person who made each change.	
Validates all MICR cases for the selected jurisdiction and month, and notifies the user of any validation errors in conjunction with IBASE reporting.	
Allows the user to preset the rules governing how IBASE reports should be generated, including when the user would like to correct validation errors, which jurisdiction and month to use, whether or not a summary report is desired, and the name of the report file.	

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Requirement	Response
Intelligence	
Allows user to enter drug-related incidents involving the topic of an investigation as "follow-up" records.	
This module should be encrypted and stand-alone until ready to move Cases to RMS.	
Includes an Intelligence Module that enables the ICLEC public safety departments to keep track of drug activity, surveillance activity, interviews, and undercover drug transactions within multiple jurisdictions.	
Creates search and arrest warrants from intelligence records in accordance to state specific formats.	
Allows user to search any data field individually or in combination.	
Limits intelligence searches by passwords, so only records accessible to the officer initiating the search are displayed as matches.	
Allows user to perform a search on all fields in the entire database when working within this module.	
Allows user to attach several types of records to intelligence master record such as notes, surveillance, search, buy (narcotics purchase), evidence, person, location, vehicle, drug, property, and build case.	
Provides follow-up records in four categories: undercover drug buy, search results, surveillance, and general intelligence.	
Allows user to attach any type or amount of notes to a record where the officer can enter any related descriptive type of information.	
Includes a master record that maintains information including intelligence case number, officer ID, officer name, description, jurisdiction, and active.	
Incorporates a master record that tracks: surveillance records, interview records, buy records, and search records.	
Allows user to organize each record from a "master" record containing a topic of investigation (such as a person, location, gang or business), where the master record is designed to contain general information on the topic of investigation.	
Inputs every intelligence record as automatically confidential, which means the only person with access to this record is the individual who entered it unless other users are added to the intelligence reader's list.	
Provides special security at the module, record, field and database levels, with the database encrypted to prevent data copying and recreation.	
Because of the sensitive nature of the information, all names, vehicles, addresses, and property entered in this module are stored in separate databases from the RMS application.	
Validates each follow-up record according to State and Federal standards.	
Maintains evidence information including tag number, category, make, model, serial, color, comments, date stored, received from, officer ID, officer name, date inventory, inventory by, DOC number, location, first name, middle name, last name, suffix, address, apartment, city, state, and zip.	
Includes a build case option that will output a file from the data within the intelligence record in a format, which can be uploaded to a case record within the folder module.	
Maintains property information including UCR code, class, description, make, model, serial, value, date recovered, quantity, and property location.	
Maintains drug information such as drug type, drug name, status, measure, quantity, and activity fields (buying, cultivating, distributing, exploiting children, operating, possessing, transporting, and using).	
Maintains vehicle information including year, make, model, style, color, plate number, plate state, plate year, plate expires, vehicle identification number, hull number, serial number, vehicle type, first name, middle name, last name, address, apartment, city, state, zip, and phone number.	
Maintains location information for any address related to the record.	
Maintains information on the following person types: suspects, victims, complainants, guardians, parents, reportees, witnesses and any other type of person or business involved.	
Allows system administrator only to upload the following record types into the folder module from intelligence to create a case: names, property (evidence does not transfer), drugs, vehicles and vehicle owners, one location record, and narratives attached to any of the above records.	

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Requirement	Response
Maintains buy (narcotics purchase) information including reporting officer, reporting officer ID, purchased date, item type, item name, quantity, undercover officer, undercover officer ID, officer name, department, confidential source, confidential source type, undercover vehicle, were funds used for purchase serialized or copied, Confidential Informant (CI) searched by, undercover officer wired, undercover officer recorder, CSI wired, CSI recorder, who wired undercover and/or CI, undercover vehicle wired, who wired undercover vehicle?, is this part of an ongoing investigation?, were the suspects arrested at the time of purchase?, and was evidence collected during search of the arrestees?	
Maintains search information including date initiated, time initiated, search pursuant, executed by, affiant (1-3), was a residence or property searched, vehicle searched, evidence seized, collected by, copy analysis, audio/video evidence is in the custody of, photos taken, taken by, and photos included with the computer generated file.	
Maintains surveillance information including surveillance type, synopsis of surveillance, location started, date started, location ended, date ended, officer ID, officer reporting, weather, lighting, address, apartment, city, state, zip, source, photographed by, evidence custody, submitted by, department, and date submitted.	
Includes browse all option in the main menu where user can browse a display of all intelligence records by group (buy, surveillance, notes, search, evidence).	
Allows user to produce and access ad hoc reports specific to the module.	
Provides user the ability to work with reports, objects, and images.	
Maintain person information such as person number, involvement type, entry type, offenses involved (1-10), victim type, aggravated assault circumstance (1-2), justifiable homicide circumstance, injuries, and relationship of victim to offenders (1-10).	

Juvenile Custody

Requirement	Response
Provides security measures, which enable users to access records based on case types, ICLEC jurisdictions, and juvenile rights all definable in System Administration.	
Stores all juvenile data in separate secure tables including images and narratives.	
Maximum age limit for juvenile records is definable in System Administration.	
Enables the user to record arrest information on pre-formatted, state-specific templates such as custody, charge, drug, property, name and vehicle forms.	
Provides a main custody form, which includes sequence number, transaction number, and date of arrest, type of arrest, address, city, and county, multiple clearance indicators, cleared before, officer ID, officer name, and juvenile disposition fields.	
Provides a name form which includes personal information about the arrestee including first name, middle name, last name, moniker, suffix, address, apartment, city, state, zip, social security number, birth date, age, age2, race, sex, resident, ethnicity, phone number, scars/marks/tattoos, eye color, hair color, height, weight, weapon/automatic, and 10 NCIC fingerprint classification fields.	
Provides a charge form, which includes UCR code, offense description, counts, felony/misdemeanor, and types of criminal activities, disposition date, disposition, and sentence fields.	
Provides a drug form which includes code, description, status, quantity, measure, and other fields which designate specific drug charges including buying, cultivating, distributing, exploiting children, operating, possessing, transporting, and using.	
Provides a property form, which includes description, location, make, model, serial number, quantity, initial value, and date-recovered fields.	
Provides a vehicle detail form which includes type, year, make, model, style, license plate, year of plate, state of plate, expiration date, vehicle identification number, hull number, serial number, registration year, registration expires, transmission type, transmission speeds, inventory file, inventory by, inventory date, insured by, type of loss, status, secured, date left, storage location, release to another, and comments fields.	
Provides a vehicle owner form, which includes person/business, owner/lessee, first name, middle name, last name, suffix, address, apartment, city, state, zip code, phone, and date born fields.	
Allows complete user-defined ad hoc reporting and several pre-formatted reports.	

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Requirement	Response
Allows for automatic form-level validation for all arrest records.	
Standardizes incident based reports with Uniform Crime Codes and validates entries to ensure correct codes are used.	
Automatically links to related incident reports.	
Automatically alerts user to outstanding warrants.	
Associates files with an unlimited number of people, crimes, vehicles, stolen/seized/other property, and narratives.	
Custody forms produced on laser printers emulate official state forms.	
Matches state arrest and booking reports	
Allows user to validate an entire record including arrest, charge, drug, property, and/or vehicle with one button.	
Indexes Master Name, Property, Vehicle, Location, and Alias databases.	
Queries and interfaces with Master Name and Alias, Location, Vehicle, and Property databases.	
Log	
Includes a log record function, which allows the ICLEC public safety departments to maintain information about every aspect of the calls received, regardless of how they are received.	
Provides the user a browse list from which he/ she may select the relative log record and view the detailed information.	
Information captured from calls received includes but is not limited to: the names of people involved in the call (victims, complainants, accused), statistics regarding response times, and statistics regarding completion times of the call.	
Provides the user with the options to change folders, add a name to a log, or create a case from a log at any time.	
Provides fields to capture: associated case number, log number, the date a call is received, who received the call, how it was received, date of the offense, class of the offense, complaint type, Ten code, nature of call, status, action taken, address, and city.	
Allows the user to add names pertaining to log records only if the prerequisite main record has been completed.	
Provides data capture of the following name information: involvement type, entry type, first name, middle name, last name, suffix, moniker, (or business name), contact, apartment, PO box, city, state, zip, contact phone, contact SSN, and contact date born.	
Allows input of as many officers involved with the call as necessary including: officer ID and name, role, date/time dispatched, date/time arrived, and date/time cleared.	
Allows the user to transfer log calls into case records to increase the efficiency of data entry.	
Allows the user to query and interface with the Master Name and Alias and Location databases.	
Provides the capability to generate detailed reports from the systems log records.	
May be entered from the folder master menu via one mouse click.	
Automatically assigns log numbers based upon the number mask chosen by the system administrator.	
Cases generated from log records are designated as such and indicate the corresponding log number.	
Daily Activity Log	
Allows for individual user defined log of an officer's daily activity, including but not limited to: agency, department, officer, vehicle, vehicle number, equipment, equipment numbers, number of citations, starting mileage, ending mileage, miles driven, inspection of equipment, incidents investigated, field interrogations, and self initiated activities.	

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Requirement	Response
Daily Activity Log should include, but not limited to: date, start time, stop time, details of activities, lunch breaks, report writing, and out of service.	
Daily Activity Logs to be user defined by agency and/or department.	
Generate ad-hoc reports by all user defined fields.	

Parking Tickets

Requirement	Response
Maintains information about parking violations, permits issued, and payments.	
Allows user to establish codes from a number of code classes including violation and fee, payment method, permit class, permit type, and ticket disposition.	
Provides a parking ticket code form, which includes category, code, description, and category description fields.	
Allows ICLEC public safety departments to create different permits for various parking designations.	
Provides a parking permits form which includes jurisdiction, permit type, permit, vehicle number, first name, middle name, last name, suffix, phone, address, apartment, city, county, zip, vehicle identification number, type of vehicle, year, make, model, style, color, license plate number, plate year, plate country, plate state, plate expires, student year, banned, and comments fields.	
Records tickets entered against a permit number and tracks other parking tickets.	
Provides a tickets form which includes ticket number, jurisdiction, officer ID, officer name, fine due date, number, notice printed, violation, violation date/time, location, fine, disposition, type, paid, amount owned, comments, permit type, permit number, vehicle number, vehicle identification number, plate number, year, country, state, expires, type of vehicle, year, make, model, style, color, first name, middle name, suffix, address, apartment, city, country, state, zip, and phone number fields.	
Provides a payment form which records payments made to specific tickets and includes parking ticket number, first name, middle name, and last name of cited, suffix, permit type, permit number, fine, total paid, amount owned, amount paid, payment method, check number, receipt, date/time paid, first of payer, middle of payer, last of payer, suffix fields.	
Allows user to print payment receipts with one button.	
Allows ICLEC public safety departments to generate different "Official Notices of Delinquent Parking Citations" by offering several options including body style, body text and comments and set it up with one button.	
Allows complete user-defined ad hoc reporting and several pre-defined reports.	
Standardizes data entry by offering pull-down menus whenever possible.	
Allows user to work with objects, images, and reports.	
Allows the user to view, add, and edit the Master Address, Name, and Vehicle databases.	
Queries and interfaces with the Master Name and Alias, Location, and Vehicle databases.	
Indexes Master Name, Vehicle, Location, and Alias databases during data entry to facilitate quick keyword searches.	

Pawn

Requirement	Response
Tracks all pawn transactions within a jurisdiction.	
Alerts the user if the individual attempting to pawn item(s) has an outstanding warrant or civil paper.	
Allows the user to add, edit, and view pawn ticket records.	
Stores personal information about person(s) pawning items.	
Checks each pawned item to ensure it has not been reported stolen. Checks the local and LEIN/NCIC databases.	
Presents information about items that are reported stolen including jurisdiction and folder number in which the record was located, and notifies originating agency.	

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Requirement	Response
Allows unlimited pawnshops and/or items.	
Provides a pawnbroker form, which includes jurisdiction, entry type, contact first name, middle name, last name, suffix, (or business name), broker code, broker name, name address, apartment, PO box, city, state, zip, and contact phone 1 & 2.	
Provides a pawn ticket form, which includes jurisdiction, ticket number, date pawn, broker code, employee in, employee out, first name, middle name, last name, suffix, moniker, address, apartment, PO box, city, state, zip, county, country, home phone, work phone, SSN, license, license state, miscellaneous ID type, miscellaneous ID number, miscellaneous ID state, date of birth, age, race, sex, resident, ethnicity, eye color, hair color, skin type, height, weight, thumb print, and scars/marks/tattoos may be indicated on a body figure diagram.	
Provides a pawn property form, which includes category, property code, description, property description, property location, make, model, serial, color, quantity, value, and date of release fields.	
Provides reports, which list all pawned items, based on property type, brand, model, individual who pawned the property, and pawnshop.	
Allows complete user-defined ad hoc reporting and pre-formatted pawn data reports.	
Queries and interfaces with Master Name and Alias, Location, Property, and LEIN/NCIC databases.	
Personnel Administration	
Personnel Administration consists of classifications, courses, time codes, equipment information, shift information, personnel information, and tracking of personnel equipment, training and days off.	
Individual departments should have read and write access to their own department's information, and should not have access to other departments. The exception is view only into current schedules for all departments.	
Classifications option allows the user to manage ICLEC public safety department's equipment and training needs by setting up classifications based on the different job descriptions within ICLEC. Once he/she sets up the classifications, he/she may select those classifications when adding personnel, equipment items, and training courses. Each person has one classification, but equipment items and training courses can have multiple classifications such that the user may assign them to more than one type of employee.	
Courses option allows the user to maintain information about the various training courses available to ICLEC public safety department's employees.	
Time codes option allows the user to better keep track of days that employee's take off by establishing codes for the different reasons they might miss work.	
Equipment option allows the user to add inventory records of the different kinds of equipment used at the ICLEC public safety departments.	
Serial numbers for equipment option allows the user to enter a list of serial number records using the Serial Numbers forms.	
Shifts option allows the user to set up complex work schedules for employees encompassing multiple shifts as well as define a different shift for each time period that people work.	
Shift mix function allows the user to set up how many employees should be assigned to each day of the week.	
Schedule shifts option allows the user to schedule shifts using the shift and shift mix information previously set up.	
Personnel option allows the user to maintain personnel records for each employee including personal information, equipment, hours, and training needs.	
Equipment tracking function allows the user to easily assign a specific equipment item to a specific employee.	
Employee training function allows the user to track of the courses completed by each employee	
Days off function allows the user to keep track of the day's employees request off and the reason for each day off.	
Classifications form includes the following fields: jurisdiction, code, name, and description.	

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Requirement	Response
Course form consists of the following fields: jurisdiction, code, category, description, class 1, class 2, class 3, class 4, class 5, duration, required, and take only once.	
Time codes form consist of the following fields: jurisdiction, code, description, default work time, paid, and default off time	
Serial codes equipment form captures serial number, bar code, and when issued.	
Shifts form captures the jurisdiction, code, name, shift beginning time, and shift ending time.	
Personnel main form provides the following fields: jurisdiction, bar code, social security, name, suffix, address, city, state, zip, home phone, work phone, third phone, birth date, married, hair, height, weight, sex, race, ethnic, blood type, certificate, classification, shift, preference, days working, language 1, officer ID, hired, terminated, region, division, section, dept, team, crew, language 2, weapon, serial number, SS shirt, LS Shirt, pants, shoes, coat, hat, language 3, Next of Kin (NOK), NOK name, NOK address, NOK city, state, NOK zip, and NOK phone.	
Administration module allows the user to update classification and course record pull-down lists on personnel, equipment, and course forms.	
Administration module provides the ability to generate reports detailing training activity by officers including total accumulated hours.	
Administration module allows the user to flag training files to identify personnel in need of training.	
Administration module provides the ability to query the system for personnel having special skills.	
Administration module allows authorized users to view an individual's previous reviews, time taken off, number of years with the department, training completed, and overtime worked.	
Administration module tracks vacation and sick time taken and remaining.	
Administration module alerts the system administrator when an employee exceeds the allotted time off.	
Administration module provides a shift scheduler that allows the user to establish work schedules up to a year in advance.	
Administration module provides a shift scheduler flexible enough to allow the change of specific personnel and/or specific hours worked within a given period.	
Allows the user to generate reports specific to the administration module as well as Ad hoc reports on any field or combination of fields within the system.	
Allows for export of hours worked and import into payroll system using any field or combination of fields within the system.	
Administration module allows unlimited personnel files to be entered from single or multiple departments.	
Administration module allows classification of personnel by department, section, rank, and training and equipment requirements.	
Administration module includes specially formatted screens for personnel data, hours worked, equipment issued, department inventory, and training records.	
Administration module tracks course information including: course code, description, requirements, frequency required, length, next date given, location, comments, and official course title.	
Administration module allows the administrator to code training courses to indicate whether it is required for a specific classification of personnel.	
Administration module produces training schedules by requirement code and frequency required.	
Administration module tracks courses completed by employees including course, date of completion, and score in the employee's personal file.	
Administration module allows the user to retrieve course, date of completion and score by any one or any combination of the following: date range, employee's name, social security number, ID Number, and course name/code.	
Administration module generates training completion reports for employees based on time frame and type of course.	
Administration module allows training schedules to be produced by any date range and sorted by: department, name, course code, due date, or any combination thereof.	

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Requirement	Response
Administration module provides the ability to display all personnel due by a specific date for training or activities such as certification for first aid and medical exams.	
Administration module provides the ability to generate employee rosters showing those employees meeting selected criteria. List may be generated by name, rank, time in service, identification number, skill set, or other user defined criteria.	
Administration module provides for maintenance of personnel information including: employee name, address, phone, employee date of birth, emergency contact phones, assigned agency and division, hiring/termination dates, spouse's name, history of training completed, certification and learned skills, scheduled training courses employee must attend, and blood type.	
Administration module equipment function allows the user to easily assign a specific equipment item to a specific employee	
Administration module records each piece of equipment issued to an employee and subtracts the number issued of that item from inventory.	
State and Federal Reporting	
Including, but not limited to: MICR (separate guidelines document), JPIS (jail specific), and Social Security.	
Ability to view changes to incident report at any time by selecting Audit Trail from the menu.	
Federally mandating reporting of Clery Act Offenses to the Department of Education (CMU Only). Ability to populate statistical data, satisfying federal reporting requirements of the Student Right-to-Know and Campus Security Act of 1992 (a.k.a. Clery Act).	
General incident information includes ORI number, incident number, and report type, status of incident, exceptional clear code, and exceptional clearance date.	
Offense information includes the following fields: UCR offense code; start date and time of incident; end date and time of incident; offense fields; bias motivation (offense one); bias motivation (offense two and three); offense status (offense one, two, and three); offender(s) used (drugs, alcohol, or computer); number of premises entered (burglary only); method of entry (burglary only); location of offense one; location of offense two and three; type of criminal activity; and type of weapon/force involved.	
Ability to select up to three criminal activity types to describe the type of criminal activity from the pull-down selection menu.	
Ability to select up to three codes to describe the type of weapon from a pull-down menu.	
Ability to select whether or not a weapon is an automatic from the pull-down selection menu.	
Victim information form includes: victim name; victim phone; victim address; type of victim; race; sex; age; DOB; number of victims; resident status; ethnicity; aggravated assault/homicide circumstances; injury type; victim connected to offense above; and relationship of victim to offender.	
Searches Master Name/Alias database after entering victim name. Ability to select closest match and populate all information or add the new name to the database.	
Ability to select victim's address from Master Address database or geo-validate a new address.	
Age field will calculate automatically if date of birth is known.	
Capacity to select up to five injury types.	
Allows user to select up to ten offenses per incident.	
Ability to hit on Master Property when entering property information.	
Property information includes: type of property loss; classification code of each piece of property; quantity; property description including make, model, size, type, serial number, and color; value; and date recovered.	
Offender information includes: number of offenders; first, middle, and last name; street; city; state; zip; age; sex; race; height; weight; eyes; hair; and clothing.	
Searches Master Name/Alias database after entering offender name. Ability to select closest match and populate all information or add the new name to the database.	

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Requirement	Response
Ability to select offender's address from Master Address database or geo-validate a new address.	
Arrestee information includes: number of arrestees; multiple clearance indicator (associated with more than one incident); arrestee first, middle and last name; age; sex; race; DOB; arrestee ethnicity; resident status; arrestee was armed with; type of arrest; disposition of arrestee under 18; height; weight; eyes; hair; arrest number; arrest date; and UCR arrest offense code.	
Ability to select appropriate weapon code from a pull-down selection and indicate whether the weapon was automatic or not.	
Automatically generates arrest number according to the number mask set in system administration.	
Witness information includes: first, middle and last name; street; city; state; zip; residential phone; and business phone.	
Searches Master Name/Alias database after entering witness name. Ability to select closest match and populate all information or add the new name to the database.	
Ability to select witnesses' address from Master Address database or geo-validate a new address.	
Ability to attach narratives any record.	

Vehicle

Vehicle incident form includes a page for detailed information on the vehicle and detailed information on the owner.	
Searches Master Vehicle database after entering vehicle identification number. If a match is made vehicle record will automatically be populated.	
Vehicle information page includes the following fields: vehicle type, year, make, model, style, color, license plate, year of plate, state of plate, license plate expiration, VIN, hull number, serial number, registration year, registration expires, transmission type, transmission speeds, inventory file, inventory by, inventory date, insured by, type of loss, status, secured, date left, stored at, release to other, related to, and comments.	
Vehicle owner information page includes the following fields: first name, middle name, last name, suffix, address, apartment, city, state, zip, and phone.	
Searches Master Name/Alias database after entering vehicle owner. If a match is made owner record will automatically be populated.	

System Administration

Includes forms for the following: central configuration, which allows for defining access rights for each jurisdiction in a multi-jurisdictional environment; number controls, which allows for creating masks for generating case and record numbers; officer information, which allows for information to be displayed in all officer ID and name pull-down menus; code tables, which displays information found in selection menus throughout the system; system defaults, which defines the default information for each jurisdiction; synopsis setup, which defines how different parts of a record will be displayed; user rights, which determines the rights of each of the ICLEC public safety department's users; and keyword list, which defines the capability to search user defined key fields for specified key words.	
Allow for system administration rights to individual departmental specific data. There are multiple departments in law enforcement that require read and write access to their data, but not to other department data.	
Allows the system administrator to assign rights to other jurisdictions and/or individuals for purposes of sharing information using a "central configuration" form.	
Central configuration form contains an owner jurisdiction field that denotes the jurisdiction and/or individual with information to share, an authorized jurisdiction field that denotes which jurisdictions are authorized to access the owner jurisdiction's information, a module name field that denotes which module is providing the information, a table name field that denotes the table providing the source information, and an access permissions field that utilizes "selection boxes" to denote types of access permissions being granted.	
Code table records contain the information presented in selection menus found throughout the system.	

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Requirement	Response
Includes fields in the code table record for code table name, category, code, and description.	
Allows setting up user rights and privileges, multi-jurisdictional settings, defaults, key words, passwords, pawn brokers, code tables, number masks, form input orders, solvability codes and synopsis criteria.	
Allows the system administrator to modify any existing system default records.	
Allows system administrator to define how validation should be handled for a system from the system defaults form.	
Allows controlling table-level access rights on the Structured Query Language (SQL) server.	
Allows a system administrator to enable or disable fields.	
Disabled fields still readable to users.	
Confirmation required before allowing the system administrator to disable a field.	
Form input order option allows the system administrator to select the order in which forms appear (incident, drugs, names, property, vehicle, offenses) automatically. The incident form is the only form that appears automatically by default. The rest can be selected to show automatically or not, depending on ICLEC preference.	
Officer information form provides fields for: assigned jurisdiction; social security number; first, middle and last names; officer ID; employee ID; position; shift; section; squad; whether or not can approve; approving officer one; approving officer two; any approving officer; and whether or not a supervisor.	
"User names" form includes: user ID; password; officer ID; title; social security number; first, middle, and last name; shift; section; squad; whether or not in training; and training jurisdiction.	
"User rights" form includes fields for: name; user ID; module name; table name; and permission check box fields which designate the ability to view, add, edit, delete, or print.	
Allows generating system defaults for multiple jurisdictions.	
Alerts user if system defaults already exist for a given jurisdiction.	
Allows system administrator to assign or restrict the following permissions: view records, add records, edit records, print records, and delete records.	
Information entered in the officer information form will be displayed in all officer ID and officer name pull-down selection menus.	
Number control allows the user to design a different numbering system for each jurisdiction and each type of record.	
Number control allows system administrator to create a numbering template for each of the tables within the RMS module that includes placeholders for the year, month, day, sequential number, and a wildcard. These placeholders can be used in any order and combination.	
The number control form includes fields for: jurisdiction, module, mask, sample number, and last number.	
Ability to create number masks for four digit year, two digit year, two digit month, two digit day, three digit Julian year, incrementing number, or a wildcard.	
Synopsis setup defines how different parts of a record, along with a brief description of each part will be displayed.	
Synopsis Setup Form provides six fields for description and six fields for the literal text that will be displayed before the data.	
Key word search locates records when a specific piece of information is already entered into the record.	
Key word list defines the capability to search user defined key fields for key words that are specified.	
Key Word List form includes the following fields: table name, which will be the table used to define a key field; key field, which data will be saved to the key word search file for later searching; and field names, which display values which should help identify where the match was found when a search is executed.	
UCR code records define the State of Michigan mandated codes, descriptions, and offense types for Uniform Crime Reporting and the availability of these codes to incident records, arrest records, and summary reports.	

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Requirement	Response
UCR Codes form includes the following fields: UCR Code, which is mandated by the State of Michigan; description, which is a description of the UCR Code; OK Incident, which is selected if included in Incident Form; OK Arrest, which is selected if included in Arrest Form; In Summary, which is selected if included in Summaries; and Off Group, which is a read only field for grouping FBI mandated UCR codes.	
Ability to add any user definable UCR codes and group separately.	
Allows setting up a solvability code file in order to weigh the probability factors in solving a given crime through the Case Management module.	
The Solvability Codes form includes fields for: solvability factor, which is the name of the solvability factor; weight, which is the numeric value of the weight; and description, which is the description of the solvability factor.	
ICLEC system defaults include: activity date, agency address, agency city, agency county, agency name, agency phone, agency state, agency zip, first budget month, date IBASE reporting, and complaint number (Michigan specific).	
Other system defaults include: all upper case, enable auto tab, allow individual users to change browse settings, allow users to add/edit/change user defined fields on forms, automatically e-mail new case assignments, automatically e-mail overdue case assignments to supervisors, check for outstanding warrants or civil papers, check stolen property records, civil paper disposition, civil paper how received, civil paper type, and civil source.	
Fingerprinting defaults include: enable fingerprinting system interface, fingerprinting system identifier, path to fingerprint live scan system managing directory, and path to fingerprint live scan system requester directory.	
More specific defaults include: validate address information using GEO tables, maximum age of juveniles for juvenile cases, maximum records to return from a query, validate miscellaneous cases, validate reportable cases, and update keywords.	
Log defaults include: automatically fill log call class, automatically fill log complaint type, log how received, log ten code, and automatically generate case numbers for log call.	
## User Defined Forms	
Provides an equivalent "user defined" tab for every form, such that user defined field(s) may be defined by the user.	
Provides a "properties" button allowing the user to adjust the size, move, or change field labels.	
Allows for creation of user defined form(s) or report(s) by accessing and using any field or combination of fields within the system. This **MUST** be a GUI interface or have "Ease of Use" consideration.	
Provides the user with the option of hiding a user-defined field and recalling it at a later date.	
Allows the ICLEC Public Safety Departments to disable the ability to let every user create user-defined fields.	
## Bar Coding	
Provides a "bar code" function that allows the user to search and print barcode labels, which have already been saved within the software.	
Allows the scanning of bar code data or manual entry.	
Accepts multiple bar code formats including, but not limited to: EAN-13, Interleaved 2 of 5, Postnet, and UPC version A and converts them to Symbol 39.	
Stores Bar code data in both numeric and alphanumeric formats.	
Allows the user to search the database with a scanned bar code through seek and find functions.	
Allows user to print a bar code with or without the label of the field and in predetermined heights of 1/4", 1/2", 3/4", and 1" or allows customization of size by selecting "auto".	
Allows user to either print a bar code label or search for a bar code from the bar code function located on the tool bar.	

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Requirement	Response
Allows the use of bar coding within the evidence, equipment maintenance, and personnel administration.	
Is used to track inventory, tag numbers, serial numbers, and other items that may be bar coded.	
Narratives	
Provides a "narrative" function that allows the user to add unlimited narratives to a record.	
Allows the user to add, edit or delete unlimited narratives in any part of a record.	
Enables the user to title narratives and display them in a browse list.	
Allows anyone who has access to a record the ability to view the narrative.	
Allows rich text formatting for narrative text: font, size, bullets, align left, align right, align center, underline, bold, and italic.	
Allows cut, copy, paste, and undo function within the narrative text.	
Allow standard spell-checking ability for the narrative text.	
Allow a quick print option for the narrative.	
Display a visual indicator informing the user that a narrative(s) is attached to the selected record.	
Objects	
Provides an "objects" function that allows the user to attach a variety of file types to a record.	
Allow attachment of spreadsheets, sketches, documents, animations, images, video clips, audio clips, document, scanned document, and more to a record.	
Allows the addition, modification, and deletion of object files from any record or module.	
Allows the user to update an object's description, after an object is attached to a record.	
Allows the user to export (save as…) an attached object from the records system.	
Display a visual indicator informing the user that an object(s) is attached to the selected record.	
Imaging/Mugshots/Video	
Provides an "imaging" function that displays a menu that allows the user to produce line ups, preview mug shots, view images and/or video attached to records, attach images/video to records, and select a method of image capture.	
Allows attaching mug shots, video, accident scenes, and sketches.	
Enables the ICLEC public safety departments to capture and view high-quality color photographs, video, or digital images.	
Attach images of a person to specific records.	
Allows accessing image files of people and displaying them in a line-up.	
Provides the ability to present a "secure" line-up by limiting access to the suspects' information; user must enter a sequence of keys to access the Master Name database.	
Compares mug shot images produced in a search using certain criteria (e.g. comparing the location and/or design of a tattoo, mark or scar).	
Alerts the user when a suspect appears in the database several times, allowing the user to choose the most appropriate picture.	
Perform a search for images by a name.	
Search and print computerized images from records screens.	
Use images individually for mugshots, crime scenes, or collectively (e.g. line-up).	
Perform a search for images of people who match the known physical description of a suspect.	

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Requirement	Response
Produce a lineup from the images in the system using any combination of specified criteria including: height, which must also allow the user to define additional qualifiers (plus or minus inches), weight, which must also allow the user to define additional qualifiers (plus or minus pounds), age, which must also allow the user to define additional qualifiers (plus or minus years), build, social security number, date of birth, eye color, hair color, hair style, hair length, facial hair, skin, sex, race, and glasses worn.	
Use secondary search fields for user discretion in defining suspect search criteria (for example search for brown and blue eyes).	
View all images within the records management system on a single screen; select browse all from the images button located on the Master menu.	
Interface records software with a LaserJet printer.	
Apply additional software applications to provide imaging with the capabilities of capturing, storing and retrieving 24-bit digital color images for purposes such as mug shots, alert bulletins, lineups, and ID cards.	
Allows user to select an image of a suspect then retrieve his/her name and pertinent information by a single keystroke.	
Allows witnesses to view images with new reordering for positive identification.	
"Browse all' feature includes information regarding the folder number, case number, jurisdiction, description, first name, middle name, last name, and social security number associated with that image.	
Display a visual indicator informing the user that an image(s) is attached to the selected record.	
## Searches	
Allows users to search any data field or any combination of data fields from any database, table, or index.	
Allows approximation when conducting text searches.	
Allows searches or queries to be conducted for exact matches of specific data, or data meeting a range of parameters including greater than, less than, between, sounds like, and contains.	
Allows the user to search text, date, and numeric fields using the search descriptors and Boolean operators =, >, <, >=, <=, ?, #, and/or *.	
Offers a "find" option allowing the user to search for record(s) based on the information in one field.	
Provides a "key word" function that allows the user to search on keywords through predetermined fields set up in a key word list.	
Displays a browse list of all records meeting the users search criteria.	
Offers a "seek" option allowing the user to filter the records displayed in a browse list.	
Provides a "seek" function that allows the user to search for items using multiple criteria.	
Provides a "seek" function which features a pull down selection menu of search methods, including finding values greater than or equal to the value entered by the user; finding values less than or equal to the value entered by the user; finding values that equal the value entered by the user; finding values that are greater than the value entered by the user; finding values that are less than the value entered by the user; finding values that are not equal to the value entered by the user; finding values that are between the values entered by the user; finding values that are like the value entered by the user; and finding values that match any of a list of values entered by the user.	
Enables the user to identify any "match" found in a search by file number and access a browse screen for a complete synopsis of the record.	
Offers a "View Manager" function allowing the user to choose fields, define their sort order, and apply filters for records displayed in a browse list.	
Allows the display of data entered about specific vehicles.	
Provides several ways to search for help, including search for specific words, help topics, and the contents of the Help file itself.	

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Requirement	Response
Reports	
Provides a "reports" function that allows the user to view various predefined statistical/field reports or design a report using all information from any database within the system.	
Allows for creation of user defined report(s) by accessing and using any field or combination of fields within the system. This **MUST** be a GUI interface or have "Ease of Use" consideration.	
Allows users to preview, print, and export any report or graph.	
Provides an "export" option on the report menu allowing the user to export field values to mail merge documents in Microsoft Word.	
Allows the user to fax a report.	
Allows the user to send a report to a file so that the data can be imported to a text-based or word processing application.	
Allows the creation of synopsis reports, which provide statistics on the total number of closed incidents and average number of days to clear cases.	
Provides a report preview window that displays what a printed report will look like including scrolling, printing, exporting, and zooming options.	
Allows reports to be exported to HTML, a Microsoft Exchange folder, a Lotus Notes database, and e-mail.	
Allows the user to send a report to a file so that the data in the report can be imported into other programs like Microsoft Word or Microsoft Excel.	
Provides an ad hoc reporting function allowing the user to create and customize reports using information from the database.	
Prompts the user to name and save the ad hoc report so that it may be accessible for future retrieval via a "browse list."	
Allows the user to add a table, link tables, select fields, edit field properties, format the report, preview the report, save, and print the report when creating ad hoc reports.	
Enables users to create reports and graphs using data from ICLEC's records.	
Includes, but not limited to the following pre-defined, or "canned" reports:	
Arrest Report	
Arrest Summary Report	
Case Management Activity Summary Report	
Case Management Status Report	
Case Management Monthly Report	
Civil Cover Letter	
Civil Papers Report	
Electronic Briefing Report	
Evidence Inventory Report	
Evidence Report	
Incident Open Cases By Officer Report	
Incident Officer Case Analysis Report	
Parking Tickets	
Liquor Inspections	
Pawn Report	
RMS Monthly Report	
RMS Person History Report	

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Requirement	Response
Traffic Tickets	
UCR Report - Part 1 crimes	
UCR Report - Part 2 crimes	
The above pre-defined or canned reports can be generated by the following criteria: agency, individual officer, department, shift, date, time, location, time of day, day of week, event, type of arrest (misdemeanor or felony), etc.	
Allow for ranking of and sorting of pre-defined or canned reports based upon user defined criteria.	
Help	
Includes a help menu for all screens and forms, which is accessible via the mouse or a keyboard command.	
Features online help documentation on how to use the software.	
Features examples, reference information about using the software, and links to other related help topics.	
Includes a "Contents" category grouped under general overview headings.	
Includes an "Index" category (containing a comprehensive on-line help index).	
Includes a "Find" category (that will allow the user to search for particular words and phrases in help topics instead of searching for information by category).	
Provides a help "tool" menu, which gives the ability to shortcut to any other helpful program to start from within the module.	
GIS/Mapping	
GIS Statistical Pin Mapping/Incident Analysis	
Include an incident analysis system that provides statistical information on records stored in a variety of tabular databases such as CAD/RMS systems. Provide summary reports in graph and pie chart format and can also locate selected incidents on a GIS map.	
Allows the display of GIS map data symbols.	
Allows standard and custom incident symbols.	
Provides standard and custom queries.	
Includes 3-D graphs.	
Allows creation of report schedules.	
Includes customized data breakdown.	
Includes searchable database by geographic specifications.	
Provides graphing that imports multiple data formats, accepts GIS incident data, allows composite reporting, allows database breakdown processed across multiple classifications, enables customized data display, and includes 3-D moving graphics.	
Provides reporting that enables customized reports to display standard classifications, displays current classification based on categories defined by active database, displays reflection of graph data in tabular form, provides report development utilizing custom queries, allows automatic generation of reports, and provides crime analysis reporting.	
Provides mapping that graphically pinpoints incidents within a geographic area, allows multiple search capabilities, enables customized map layouts, and provides cartographic quality map displays.	

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Computer Aided Dispatch (CAD) Software Specifications

Requirement	Response
General	
Includes online help for step-by-step instructions on how to use CAD.	
Allows for CAD to CAD integration with OSSI CAD software.	
The CAD system provides a paging interface, which allows a dispatcher/telecommunicator to send select information associated with a dispatch incident to an alphanumeric pager, or group of alphanumeric pagers.	
CAD must provide command line functionality, or GUI equivalent, which allows the user to enter unit status information and perform many other routine tasks accessible at any time.	
Provides for the use of multiple applications/systems at dispatcher console work stations with a single mouse and keyboard.	
Provides ability to support CAD functions for multiple police and fire agencies.	
Allows user to add notes to all associated (cloned) calls simultaneously.	
Users can color code the unit display base on category or department. Colors are user-defined.	
Allows user to print information according to user-defined report formats.	
Allows for automatic location identifier (ALI) and automatic number identifier (ANI) to populate the appropriate fields.	
Allows front-end security option to restrict unauthorized users from running reports.	
Includes an internal automatic location identifier (ALI) to be set up for searches on name, address, or phone.	
Allows the user to "drag and drop" units onto call assignments.	
Allows the user to click and drag any window across screens when using two or more monitors.	
Allows user the following options when viewing CAD: to save the position of most pop-up windows with a one button option, save the size and position of the windows to a specific login that can be recalled later, and to restore the windows to a defined size and position named and saved for different layouts.	
Allows the creation of user data tables that can be used to lookup easily accessible, commonly used information.	
Provides terminology that is consistent throughout CAD.	
Provides use without a mouse for any common user activity.	
Uses global or local settings controlling parameters for custom CAD configurations.	
Allows multiple department dispatching.	
Allows interfacing with a mapping program to identify the location of incoming calls on the map.	
Provides monitor-only module for remote locations, such as in a watch commander's office.	
Allows user to view previously associated tag information when entering a traffic stop.	
Allows entry of unlimited persons, vehicles, dispositions, and narratives to a call.	
Provides specific reports in a variety of graphical formats such as Gantt charts and bar graphs.	
Provides edit function for all related data unless restricted.	
Operates on a network with simultaneous users and is multi-user compatible.	
Provides a fax interface for the automatic transmission of call data with optional choices to also send HAZMAT information, medical alerts, hospitals, or any other remote locations with a fax.	
Allows user to view multiple screens without windows overlapping.	

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Requirement	Response
Provides a dispatcher/telecommunicator access to special conditions including contacts, medical alerts and hazards through internal ALI.	
Allows user to enter calls using landmarks instead of addresses and validates them against a list of valid landmarks inclusive of noting freeway direction and mile markers.	
Allows user to enter calls substituting intersections for street addresses and validates them against a list of valid intersections.	
Takes advantage of GEO-validation, which ensures all street addresses, intersections, and landmarks are legitimate.	
Provides GEO select screen that displays information that may be helpful in finding an address and offers several options including select, all streets, landmarks, abort, locate, and incremental search.	
Automatically displays cross streets for addresses validated in the new call window.	
Standardizes data entry by providing pull-down selection menus whenever possible.	
Provides various hot keys, key combinations, function keys, control key combinations, and alt key combinations to provide quick ways to access options, functions, and areas of the screen.	
Automatically displays main windows from which users enter and dispatch calls: edit call, units assigned, all calls, and all available units. Window design is based on users' individual login or generic for all users.	
Automatically changes the order of browse columns when the title is clicked.	
Provides the ability to enter information without use of a mouse by command line entry.	
Windows can be sized and moved by user then saved with one button.	
Allows user to view historical calls in detail including injury, complaint, in progress (IP), incident report required(IR), priority, call owner, , class, jurisdiction, IRA, tract, incident location, inc apt, inc flr., city, bad data, time out, unit, caller name, , telephone, how received, weapons, categories, alarm code, alarm type, caller location, caller apt, caller floor, caller city, alternate phone number, landmark, wrecker area, call number, call taker, position, ESN, alerts for BOLO, warrant, medical, , images, RMS, RMS alerts, contacts, hazards and previous calls. Warn no dispatch, times shipped, received, call, transmit, dispatched, enroute, on scene, left scene, arrived destination and completed. Location comment, X and Y coordinates, Telco ID, Tower ID and incident narrative, press release information and directions.	
Allows use of ICLEC GIS address point data that will provide the dispatcher and responders exact locations. This is more accurate than the road centerline data, which GIS also captures.	
Access to vehicles, subjects, call log, assigned OCAs, call references, dept numbers, times for each unit, changed complaint types, dispositions and EMD information (if interfaced to Pro Q&A) associated to the call.	
Allows the user to change the column order back to the default order with one button.	
Allows user to assign one or more OCA numbers to a call.	
Allows user to place calls on hold and retrieve them for completion.	
Automatically reminds user of overdue calls (calls not dispatched, based on user defined parameters).	
Allows user to refresh data with one button.	
Provides ability to designate that an incident report is required based on any complaint type and transfer the call automatically to RMS and create an OCA number from either or both systems.	
Provides unit recommendations for dispatch customizable by time of day and day of week.	
Provides pop-up window warning user before a call can be cleared.	
## Security	
Front end security provides a secure method of allowing authorized users access to CAD applications while allowing CAD call takers and dispatchers/telecommunicators to quickly login and out without exiting the application.	
During the startup of CAD, the user is required to login (using their front-end id). CAD inquires the user id table and verifies the correct password. The user has a total of three chances to enter a valid id/password combination. After three tries, CAD closes.	

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Requirement	Response
Allows only the system administrator to: view existing user profiles, add new users, modify user profiles, delete user profiles and print a listing of user logins.	
Prevents unauthorized users from accessing data on the 'front-end' by using code within the programs. In addition to the user name and password required to log into Windows, a front-end user name and password are required to run the CAD application.	
Provides final user rights by combining the rights granted by the operating system and front-end security.	
Utilizes a combination of Windows, SQL Server and "front-end" security to provide users a secure method of accessing CAD applications.	
## Common Functions	
Provides a "finished" function that allows the user to exit the current screen and return to the previous screen.	
Provides a "save" function that allows the user to save information added or modified to the current screen.	
Provides an "add" function that allows the user to add a new record.	
Provides an "audit trail" function that allows the user to view a detailed record of all changes that have been made to a record including the date and time of the change, who made the change, and the "before" and "after" values of the changed field.	
Provides an "edit browse window" function that allows the user to determine how the records in the browse windows will be displayed.	
Provides a "calendar" function that allows the user to display a calendar pop-up window with starting and ending dates that calculate the number of days, the ability to add a specific number of days to the current date to calculate an upcoming date or then ability to convert a DOB to an age.	
Provides a "delete" function that allows the user to delete a record from a database.	
Provides an "imaging" function that displays a menu allowing the user to view images attached to records, attach images to records and select a method of image capture.	
Provides a "mapping" function that allows the user to pinpoint an address on a map providing the user has installed the proper mapping software and map files.	
Provides a "narrative" function that allows the user to add an unlimited narrative to a record.	
Provides a "reports" function that allows the user to view various predefined statistical/field reports or design and save an ad hoc report using the information from the databases.	
Provides a "find" function that allows the user to search for data in a field.	
Provides an "undo" function that allows the user to undo any information entered into a screen prior to being saved.	
Provides a "set colors" function that allows the users to change the colors displayed on the user interface.	
Provides a "change password" function that allows the user to change his/her login password without having to go to the system administrator for assistance.	
Provides a "historical lookup" function that allows the user to search for call information on closed calls.	
Provides system administrator with ability to assign or terminate text messaging rights by individual user.	
Allows user to convert a traffic stop into a call.	
## Menu	
Provides menu bar items including units, call, file, edit, view, window, moveups, wrecker, ALI, and help. Each item offers numerous options.	
Provides "units menu" which offers options for working with units including: bringing units on duty, checking units that are overdue for radio communication, locating a unit id or the call a specific unit is assigned to, initiating a roll call, initiating a mass patrol area change, performing a shift change, taking units off duty, defining unit responsibilities, viewing a unit log, and setting the units color scheme.	

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Requirement	Response
Provides "call menu" which accesses functions specifically related to calls including: adding a new call, adding a miscellaneous call, adding a traffic stop, adding a time-stamped comment, ability to turn on/off a warning when other users make edits to a call, call number sequence, call responsibilities, directions, call references, fax, full edit, map operations, open traffic window, overdue calls, overdue complaints, call color scheme, preview operations report, print operations report, view complaint type changes and view warrant when RMS is also available.	
Allows user to add a miscellaneous (unit initiated) call and provides the appropriate form including units, incident type, location, apartment, floor, city, vehicle state, vehicle tag, tag year, type, vehicle year, make, model, color, VIN, name, DOB, OLN and state, age range, race, sex, height, weight, subject description, role, vehicle owner, narrative, weapons description, directions, IRA, tract, ESN, , , cross streets; , hazards, images, medical, previous call, BOLO, RMS and RMS alerts.	
Allows ICLEC to define the calls for which a CAD position is responsible, from a pull-down selection menu, established by the system administrator. Choices include by: s, categories, ESNs, IRA, cities, s, tracts, all calls, categories & zone, categories & IRA, categories & cities, and categories & tracts.	
Allows user to delete unused ALI data when an incoming 9-1-1 call is not needed to initiate a call for service.	
Provides user with a "full edit" window which includes: number of injuries, incident type, in progress (IP) indicator, incident report (IR) indicator, subject required (SR) indicator, priority, call owner, , class, , jurisdiction, IRA, tract, incident and caller location, apartment/suite, floor/building, city, landmark, bad data indicator, time-out, unit, caller name, , telephone, alternate telephone, how received, weapons, categories, alarm code, alarm type, call number, taker, position, ESN; BOLO, traffic, previous, medical, , image and hazard alerts; warn no dispatch; times shipped, ALI, received, transmit, dispatched, enroute, on scene, left scene, arrived destination and completed; location comment, tower id, narrative, press and directions fields. One button access to subject, vehicle, call log, location changes, print, OCA, call references, GEO validation, department numbers, unit times, ability to add additional comments, complaint type changes, audit trail, fax, disposition and calendar.	
Provides a user-initiated way to report a bad address needing correction in the GEO file and/or ALI data.	
Allows user to access mapping (where installed), use the mapping function, and view details on a map. Map operations include: address, all calls, area, boundary, call zoom, fax map, hydrants, pan, point, reset maps, units and zoom.	
Allows user to preview or print an operations report consisting of all the data entered for a call. It is divided into the following topics: call detail information, call vehicles, wrecker tows, call locations, call log, call times, units assigned, call persons, call subject statistics, OCA numbers, department numbers, call dispositions, and call locations.	
Keeps a record of any changes made to a call complaint type and allows the user to view this information. Each entry is stamped with time/date and user that made the change.	
Provides "file menu" which allows user to select default printer, print, print setup, refresh tables maintained on the local hard drive, send message to another dispatcher/telecommunicator, view status and text messages sent from mobile units, logout, reset CAD windows, and exit the application.	
Provides "edit menu" which provides a number of options for working with records including: add a backlog call, browse forms, check spelling, local configuration access, edit historical, change password and configure paging.	
Allows user to access historical calls and to edit the call information for the following fields: start date, end date, injuries, complaint, in progress (IP) indicator, incident report (IR) indicator, subject statistics required (SR) indicator, ten code, priority, call owner, , class, , IRA, tract; incident location, apartment/suite, floor/building and city; grid, bad data, time-out, unit, caller name, , telephone, how received, weapons, categories, alarm code, alarm type; caller location, apt, floor and city; alternate phone number, landmark, wrecker area, call number, call taker, position, ESN; BOLO, warrant, previous, medical, images, RMS, contacts, traffic, , hazards and RMS alerts; warning no dispatch; time shipped, ALI, received, transmit, dispatched, enroute, on scene, left scene, arrived destination and completed; narrative, press release information and directions. Ability to perform an OCA, department number, unit, officer id, reference or user defined search. One button access to subject, vehicle, call log, location changes, print, OCA, reactivate, call references, GEO validation, department numbers, unit times, ability to add additional comments, complaint type changes, audit trail, fax, disposition, calendar, clear filers, dispositions and EMD.	

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Requirement	Response
Provides "view menu" which allows access to the following options: CAD users, calendar, CAD notes, view memo, hazmat, lookup menu, refresh all windows, RMS search, street type conversions, TC log, and to turn tool tips on/off.	
Displays window which user can look up and view information from the Hazardous Materials Response Guide. Three ways to look up information include: selecting a material ID, selecting a material name, and selecting a guide number.	
Allows user to view street type conversion table including various street type entries (such as St., Dr. Ct, Rd. or abbreviated street name) and the corresponding interpretation recognized by CAD.	
Allows user to view a log of actions performed by a user for a specific time period. Fields include position ID, date/time, action, operator id and comments.	
Provides a "windows menu" which displays the main four windows that are currently open within CAD and allows user to toggle between them.	
Provides "ALI menu" which allows user to remove unused ALI data from the system.	
Provides "help menu" which contains the CAD application release and copyright information as well as access point to CAD help.	
Home Screen Toolbar	
Allows the user to quickly access numerous CAD functions including spell-check, find, new call, miscellaneous call, traffic stop, displaying assigned departments, saving pop-up window settings, naming window settings, restoring window settings, working with held calls, changing a patrol area assignment, handling shift changes, bringing units on duty, taking units off duty, changing the appearance of browse windows, displaying a separate browse window for traffic stops, refresh and communicating with mobile units and performing queries.	
Provides spell-check user selectable option which checks the spelling of a section of text and offers suggestions for misspelled words, allowing the user to ignore the word, ignore the word every time, replace it with a suggestion or replace it every time.	
Allows user to find a record by searching on a field value.	
Allows user to add new calls and provides appropriate form including incident location, apartment, floor, city, caller name, phone number, complaint, if the call is in progress (IP), how many injuries, owner, , how received, weapons, units, status; caller location, apartment, floor and city; alternate phone number, narrative, directions, , , timeout for not dispatched, categories, cross streets, grid, safety & security ride-bys (SSR), alarm, alarm type, internal response area (IRA), class, time-out (T.O.), tower id, tract, telco id, priority; X, Y and Z coordinates; emergency services area number (ESN), wireless designator, bad data; BOLO, warrant, medical, , hazards, images, contacts, RMS alerts, RMS and previous alerts.	
Allows user to add miscellaneous calls and provides appropriate form including units, status, complaint, location, apartment, floor, city; vehicle state, tag, tag year, type, make, model color, owner and VIN; subject name (last, first and middle), suffix, DOB, OLN, age range, race, sex, height, weight, description and role; narrative, weapons description, directions, IRA, tract, ESN, , ; BOLO, warrant, medical, , hazards, images, contacts, RMS alerts, RMS and previous alerts; cross streets and grid.	
Allows user to view all of the departments assigned to a particular call and the associated department and OCA (if assigned) numbers.	
Allows user to temporarily save the position and size of windows within the main CAD window with one button.	
Provides a save name form which allows the user to permanently save the size and position of the windows to a specific named set that can be recalled later.	
Provides a restore settings option which allows the user to restore the windows to a defined size and position named and saved with the save name option.	
Allows user to view and work with held calls.	
Allows users to change the patrol area, zone, officer name, officer id, odometer, portable radio id, shift, and/or car radio id of a unit.	
Provides "on" button that allows user to bring units on-duty and includes unit, patrol area, zone, shift, vehicle id, officer name, officer IDs, car radio id, portable radio id, and odometer fields.	

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Requirement	Response
Provides "off" button, which allows the user to take units off-duty and includes unit and odometer fields.	
Allows user to initiate a shift change.	
Provides an edit browse window which allows the user to change and save the way the form, labels, and text appear in a browse window as well as the font, color, position of data, and the order in which fields display in a window.	
Allows users to manually refresh the screen.	
Provides MCT button, which allows the user to view messages sent from mobile units or other CAD users, send text messages to mobile units, or query and view NCIC/State returns.	

All Units

Requirement	Response
Displays which units are assigned and which ones are available for a call.	
Allows user to dispatch units and update their statuses.	
Displays information about the units, their responsibilities, and status. Typical fields include unit ID, special type, indicator, overdue units, incident code, incident description, call street, call number, priority, last log entry, warning time-out, call city, station, kind, and department.	
Allows user to use Windows "drag and drop" method when dispatching a unit to a call.	
Allows user to control which types of units are displayed: all units within user's ICLEC responsibilities, only fire units, only rescue units, only first responder units, only units defined as "other" category, available units in selected category, assigned units in selected category, and/or all units in selected categories.	
Provides "clone" option in a unit's window to create a new instance of the window with its own set of display criteria.	
Allows user to locate a unit ID or officer ID with one button.	
Allows user to check for overdue units.	
Automatically updates unit status with the appropriate picture icon when a unit is assigned to a call.	
Provides a number of buttons which access available options within the overdue units window including finished, reset, complaint type, unit, call details, refresh, reset all, and clear the warning fields.	
Allows unit display to be filtered based on any combination of unit, patrol, action, and/or department.	
Displays overdue units in a pop-up window that appears according to the time specified for it.	
Asks for verification when user tries to assign a busy unit to another call and gives the option of queuing a unit back on the original call.	
User defined display of additional unit information including unit ID, category, department, shift, division, description, available unit on duty, always, fire unit, special type, call number, user status, last communication, last log entry, overdue, call city, call street, complaint, priority, time, warn time, odometer start, odometer end, when, comments, call waiting, station, home street, home city, home phone, kind, and queued calls.	
Allows user to work with warning times by adding time to current warning time, setting warning to X minutes from now, setting warning to a specific time, and clearing the current warning time-out.	
Displays additional department information including code, group, department name, description, phone, fax, jurisdiction, next call, call format, formatted call, next OCA sequence, OCA format, and formatted OCA.	

CAD Codes

Requirement	Response
CAD codes database allows the user to define code choices for many pull-down selection menus within the CAD system.	
CAD codes database allows the user to define codes for the priorities assigned to calls. The priority of incident types is used to determine the display order of calls.	

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Requirement	Response
CAD codes database provides the option of defining alarm grade codes used to indicate the severity of a fire.	
CAD codes database allows agencies to define city and state codes. All valid state codes can be used in any address or location fields.	
CAD codes database allows the user to define codes for all call classifications such as general, escort, emergency, fire, etc., display it when a complaint type is selected and to use as a filter with reports.	
CAD codes database allows the user to define codes for each valid call disposition to be used when clearing a call.	
CAD codes database provides all NCIC 2-character state codes for US and Canada used in vehicle data and NCIC queries.	
CAD codes database allows the user to define codes for the methods by which ICLEC receives calls. For example, 911, by phone, and walk-in.	
CAD codes database allows the user to define codes for the valid classifications for internal ALI entries such as business and residence.	
CAD codes database allows the user to define person category codes for pull-down lists.	
CAD codes database allows the user to enter Offense Tracts used for statistics.	
CAD codes database allows alarm grades to be 1-10 characters.	
CAD codes database allows the user to define alarm types to be used in Internal ALI.	
CAD codes database allows the user to define Ethnic, Race, Sex, Eye Color, Hair Color, Hair Length and Hair Style to use in Person information fields.	
CAD codes database allows the user to define Vehicle Color, Make, Model, Style, Tag Type used in Vehicle information fields.	
CAD codes database allows the user to define abbreviated City codes received on a 9-1-1 call and convert it to the matching full City name in the geodatabase.	
CAD codes database allows the user to define additional status codes.	
CAD Codes database allows the user to define Wrecker Service Areas used in the rotation of tow trucks.	
CAD codes database allows the user to define the shift codes the ICLEC public safety department's assigns to its shifts.	
Call Number	
Call numbers database window provides the following fields: next CAD sequence number, format mask, formatted CAD number, and description. The FORMAT MASK options include: number only, literal and number, number and literal, year and number, year and month and number, and year and month and day and number.	
Call numbers database allows the user to set the beginning sequence numbers for CAD call records and the default format for the assigned numbers.	
Call numbers database displays the format mask being used to create call numbers.	
Call numbers database requires that CAD call numbers be displayed in the format indicated by the format mask and the next CAD sequence.	
Call numbers database provides an option for an automatic reset of sequence list to determine how and/or when call sequence numbers are to be reset, including an option for manual reset of the number, automatic reset each day at midnight, automatic reset on the first day of the month at midnight, or automatic reset on the first day of the year at midnight.	
Call numbers database indicates the call number on all call and unit logs.	
Call numbers database allows the user the option to use the call number as the OCA number.	
Call numbers database provides the following possible format masks: number only, 00000; literal and number, "WPD"00000; number and literal, 00000"WPD"; year and Number, yy-00000; year and month and number, yymm-00000; or year and month and day and number, yymmdd-0000.	

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Requirement	Response
Edit Calls	
Displays details about the call currently selected in the browse calls window and can be added to or changed as necessary in most fields provided which include injuries, complaint, in progress (IP), incident report (IR), priority, call owner, , class, ; incident location, apartment, floor and city; caller location, apartment, floor and city; internal response area (IRA), caller name, , telephone, alternate phone number, call number, taker, position, emergency service number (ESN); medical, images, previous, , hazards, RMS and RMS alerts; call, transmit, dispatch, enroute, on scene, left scene and arrived secondary location times; primary unit assigned, narrative and press release fields.	
Allows user to display detailed information on the complaint type for a particular call for description, ten code, warn not dispatch time, special units required, warn time, warn by complaint, priority, class, instructions by department and the ability to print the instructions.	
Provides a separate toolbar for editing calls which allows the user to save changes made to a call, undo changes made to a call, enter or edit subject and vehicle information, enter or edit a narrative for a call, change incident locations, view changes to call locations, view tows associated to the call, assign dispositions to calls, acknowledge edits to calls, display suggested units for the call, add or edit a call reference, view subject statistics and add comments to calls.	
Allows user to save changes with one button or hotkey.	
Allows user to undo unsaved changes made to a record with one button or hotkey.	
Allows user to add a call narrative to include additional details about the call situation with login and date/time stamp for each entry.	
Allows user to edit and view changes in the incident location.	
Allows user to enter an unlimited number of 1-4 character dispositions for each call.	
Allows user to view narrative in a separate window with the click of a button.	
When the color of a field or button changes, (indicating the call has been edited by another user), allows acknowledgement and resets the call.	
Allows user to add continuous comments to a call.	
Allows user to enter information into a press release form that prints the information to a report for the public or press.	
General Edit	
General Edit allows the user to enter information and records into the various databases that are the core of the CAD system.	
General Edit consists of multiple databases where the user may enter information specific to an agency, the area an agency serves, and the other agencies assigned to serve the area.	
General Edit allows the user to select the database required to work with and the functions that need to be performed. A scrollable list of the databases is provided so that the user may highlight a database name, and select a function by clicking the corresponding button.	
General Edit main menu provides the following options: list of items, scroll-down list displaying all databases available in General Edit; edit-opens the table and allows users to add, delete, or make changes to records in a database; check- to verify valid entries in tables used by CAD; reports-view or print reports of database records in the General Edit module; print setup- set up printing options; about- view the CAD product information and build information; help- brings up system administration help field; finished- closes main general edit module.	
General edit databases include: alarm grade instructions, audit trail, CAD call numbers, CAD codes, complaint type, complaint type instructions, contacts, departments, s, emergency phones, ESN, evacuation routes, fax groups, GEO, hazards, landmarks, images, internal ALI, internal response area (IRA), jurisdictions, medical warnings, planned calls, residence checks, street types, subject statistics setup, units, user data and wreckers.	
Each database in General Edit has function buttons at the top of the main window. These buttons provide access to the basic functions used to work within the databases.	

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Requirement	Response
Complaint Type database allows the user to set and re-set the default time for automatic communication checks from within the database. Automatic checks keep track of the last time that units communicated with the dispatcher/telecommunicator and, after a user defined time limit (according to the unit's status and complaint type) displays an alert.	
Function buttons common to all databases within General Edit include the following: Finished- indicated the user is done using the current database; Save- save an addition or change; Undo- revert any unsaved changes to their previous values; Add- display a new empty record to which the user can add new information; Copy- make a copy of an existing record which the user can then make changes to to create a new record; Delete- delete the currently selected record; Form- displays a formatted report of the currently selected record; All Forms- displays a formatted report of each record in the record set; Audit Record- display the audit trail for the currently displayed record and Audit Table- display the audit trail for the current database.	
The Reports option will allow the user to preview, then print, export or email a report. If the user elects to export the report a series of windows displays from which the user may select the format and destination of the file.	
The Reports option in the General Edit main menu will allow the user to create two types of reports, Form (divided by record with the data for the record listed following the heading) and Tabular (rows and columns of records and data).	

Mandatory Databases

Requirement	Response
Incident types may be user-defined such that each one has an associated description, priority and class.	
Incident type's database allows the user to indicate which groups and how many units from each group should respond to each type of incident. This information is used to determine the list of suggested and required units when a call is added.	
Incident type's database allows the user to enter the maximum number of minutes CAD is to wait, if the call is not dispatched, before it warns the dispatcher/telecommunicator that the call is still pending.	
Incident type's database allows the user to enter the maximum number of minutes CAD is to wait for the status of an assigned unit to change before warning the dispatcher/telecommunicator the unit is overdue and needs to be checked on.	
Incident type database allows the user to indicate what special units are required for a call as well as how many units from each group should respond.	
Incident type window includes the following fields: complaint, description, warn no dispatch, warn units overdue, warn by complaint, default , default disposition, priority, class, group, units, special type, function, number, report required and subject statistic are required.	
Department's database contains all departments for which ICLEC is responsible. The system uses unique four-character department codes when assigning calls and responsibilities.	
Department's database maintains the department's voice and fax phone numbers.	
Department's database provides a transfer option, which allows call data to be transferred to a records management system when an OCA is assigned.	
Department's database allows the user the ability to create an OCA number setup for each department.	
Department's database allows the user to specify whether or not an internal Originating Case Agency (OCA) number must be used to assign a number to a call and which series of OCA numbers to use.	
Department's database maintains codes and call numbering for each department.	
Department's database allows all the departments that ICLEC is responsible for to be entered into this database and assigned unique abbreviations up to four characters in length.	
Departments database consist of the following fields: department code, full name, description, category, phone number, fax number, an OCA number setup and jurisdiction. The OCA number setup portion of the window maintains the following fields: OCA destination, OCA number source, auto create option, associated ORI, and an export file setup.	
Departments database format mask options include the following: number only, 00000; literal and number, "WPD"00000; number and literal, 00000"WPD"; year and number, yy-00000; year and month and number, yymm-00000; and year and month and day and number, yymmdd-0000.	

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Requirement	Response
Departments database allows ICLEC to select an option from the Automatic Reset of Sequence list to indicate how the department and OCA sequence numbers should be reset, options include: never, only manual reset; each day at midnight, first day of month at midnight, and first day of year at midnight.	
Department's database allows the system administrator to disable OCA number creation.	
Unit's database is made up of all the units that ICLEC can dispatch. A unit might be one officer or a patrol car.	
Units database allows the user to enter a description of the unit as well as any special characteristics the unit possesses, such as a being a K-9 or first responder.	
Unit's database indicates the ID, name, and phone number of the officer that comprises a unit. The database also provides fields, which indicate whether the unit to be dispatched is available and if it is currently on or off duty.	
Unit's database allows the user to enter the code that indicates when the unit is to respond to roll calls, such as every half hour, every hour, both on the hour and on the half hour, or not expected to respond.	
Unit's database displays the unit's home street address and city. The user may also enter any general, helpful comments about the unit.	
Unit's database indicates the assigned shift of each unit.	
Unit's database provides the ability to assign each unit a patrol area and sub patrol area.	
Unit's database indicates the last status of a unit; either non-call or call related that is posted to the unit status log.	
Units database captures the following information about each unit: unit ID, category, department, shift, sub patrol, patrol area, , description, special type, fire unit, station, kind of unit, communicate when, comments, suggestible, functions, station or replacement unit, jurisdiction and last on scene date/time.	
Additional Databases	
Alarm grade instructions database allows agencies to enter and provide dispatchers/telecommunicators with specific sets of instructions for fires of different grades or levels, and make unit recommendations.	
Alarm grade instructions database provides the ability to select department to which the instructions apply.	
Alarm grade instructions database may only be edited by the system administrator or authorized user.	
Alarm grade database allows the user to enter the department, alarm grade, and instructions.	
Audit trail database allows the user to view all audit records for all databases in the general edit table.	
Audit trail function provides a log id for each record.	
Audit trail database provides a date and time stamp that shows the exact date and time that a change was made.	
Audit trail database shows, which databases and fields were changed, what change was made (changes, additions, and deletions), which user login made the change and when they made it.	
Audit trail database indicates the jurisdiction for which the record was defined.	
Audit trail database provides a table name that indicates in which database a specific change was made.	
Audit trail database provides a before value, which shows what the field value was before the change occurred, and an after value, showing what the field value was after the change occurred.	
Audit trail database allows the user to view audit records for all databases or filter down to a specific value in just one field.	
Contacts database allows the user to edit information for contacts.	
Contacts database allows the user to enter comments and information about the contact, reasons for contacting this person, or any additional useful details.	
Contacts database allows the user to view, modify, or delete location contacts (people who should be notified of incidents at the associated location).	

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Requirement	Response
Contacts database captures the following information about location contacts: relation, prefix, first name, middle name, last name, suffix, phone 1, phone 2, location, city, state, and comments.	
Contacts are initially entered through the Internal ALI database (Contacts option). The contacts database contains all contact data entered through the Internal ALI database.	
Emergency phones database maintains telephone and fax numbers that the user wishes to quickly reference.	
Emergency phones database captures the following information: description, category, department, phone, and fax number.	
Emergency Service area Numbers database allows the user to set up ESNs, in conjunction with the telephone company, to identify different responses within ICLEC's service area.	
ESN database utilizes the ESN associated with the calling 9-1-1 number, to determine which department should respond to the call. The user may attach response scenarios to ESNs through the Internal Response Area (IRA) database.	
ESN database maintains the following information: ESN, jurisdiction, and Internal Response Area (the user may select the link to the associated IRA that defines the response scenario for this area from a pull-down selection menu).	
Evacuation routes database allows the user to define evacuation routes for specific geographic areas that can be looked up when needed.	
Evacuation routes database provides dispatchers/telecommunicators instructions to give citizens, the quickest route to evacuate an area, in case of an emergency.	
Evacuation routes database maintains evacuation routes, jurisdiction, and evacuation route instructions.	
Fax groups database allows the user to categorize departments into logical groups so that a group of agencies can be specified as the recipient of a fax.	
Fax groups database maintains the following information: fax group, department and description.	
Geodatabase includes an intersection feature that uses streets and cross streets to populate valid addresses for an intersection or validate the intersection.	
Geodatabase provides fields that display the name of the city, street, quadrant and house number prefix (if used) associated with each particular record.	
Geodatabase allows the user to define the beginning and end of a valid address range being entered.	
Geodatabase allows the user to enter O for odd, E for even, or B for both; this information is used when the centerline of a street is the separator between responding agencies.	
Geodatabase allows the user to enter the grid and state road number if applicable for each address.	
Geodatabase displays the Internal Response Area (IRA) code, which defines a response scenario for the applicable area.	
Geodatabase allows the user to enter the ESN (Emergency Service Area Number) associated with a geographic area that determines which department should respond to the call.	
Geodatabase provides a Sub Patrol field to be used as a flag for temporary mass patrol changes to a particular GEO table.	
Geodatabase allows the user to select an evacuation route code and provide special instructions about anything unique or unusual about an area or its activities.	
Geodatabase provides fields indicating the name of the water, gas, electric, and phone companies that service the particular geographic areas.	
Geodatabase allows the user to enter the directions to an indicated geographic area from a user-established point of reference.	
Geodatabase provides a field for the user to enter any landmarks associated with the area indicated.	
Geodatabase includes neighborhood names.	
Geodatabase logs all locations that fail GEO validation to a GEO Fail report.	

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Requirement	Response
Geodatabase captures the following information regarding locations: city, quad, street, house # prefix, low/high (Enter the beginning and end of the address number range being added), O-E (odd, even, both), grid, IRA, ESN, , evacuation route, wrecker area, special instructions, water co., gas co., electric co., phone co., police, sheriff or ignore (to indicate if the street segment is in ICLEC or needs both to respond) directions from (the point of reference from which the directions are given) and directions, landmarks, cross streets, state road and neighborhood.	
Hazards database contains detailed information about hazardous conditions that exist at a specific location such as chemicals, explosives, gases, hostile persons, animals, or other hazards associated with the location and any comments that are applicable. An owner's name and phone number are also displayed.	
Hazards database information is initially entered through the internal ALI database (Hazards option) and contains all hazards entered into the internal ALI database.	
Images database allows the user to view, modify, or delete images.	
Images database contains images associated with internal ALI records and can include any images pertinent to a record.	
Images database information is initially entered through the internal ALI database (Image option) and the images database contains all images entered in the internal ALI database.	
Images database image window provides the following options: hide- close this image viewing window and return to the image database window; load- load a new image to replace the current image stored; paste- paste an image from the clipboard to replace the current image stored; save- save the image and attach; refresh- updates the image to the correct image, if image and title do not match; normal, size to form and zoom in/out- use these options to adjust the view of the image.	
Internal ALI database allows the user to enter and store details about locations and any special conditions that might exist at the location associated with a call.	
Internal ALI database window displays the first, middle, and last name of the individual associated with a location.	
Internal ALI database will allow the user to enter s for a location using the s function. Information maintained includes: sprinkler indicator, description, type, sprinkler other; gas shutoff indicator, gas shutoff location, electric shutoff location, alarm indicator, alarm description, alarm company, alarm phone, contact name, contact phone, instructions, fax names 1, 2, 3, fax phones 1, 2, 3, special comments, and fax group.	
Internal ALI database records indicate what type of user-defined classification is assigned to the record (whether a location is a residence, business, etc.).	
Internal ALI window allows the user to associate the number of occupants at a specified location.	
Internal ALI database provides the complete address of a specified location including apartment #/suite, bldg/floor, city, state, and zip code. A secondary location, city, state and zip may be entered to indicate a different mailing address from the physical location.	
Internal ALI window indicates which electric company/meter number; water and gas companies cover a specific address.	
Internal ALI window displays the business name and tax id number if the location is classified as a business.	
Internal ALI database provides directions to the specified location including the reference point from which the directions are provided.	
Internal ALI database allows the user to enter the alarm code, type, name, and phone number of the alarm company that services the location.	
Internal ALI database displays the CAD jurisdiction and Internal Response Area (IRA).	
Internal ALI database provides the X and Y coordinates for the location.	
Internal ALI window allows the user to enter special comments about a location.	
Internal ALI medical database provides the name and phone number of an individual's doctor and phone number; check boxes to indicate specific medical concerns such as blind, deaf, physically impaired, diabetic, suicidal, hostile, aged or other; next of kin name and phone number (2).	

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Requirement	Response
Internal ALI database prohibits the user from entering the same phone number twice with the exception of a blank one.	
Internal ALI hazards windows captures the following fields: owner's name, owner's phone, comments, check boxes to designate the hazard as a chemical, explosive, animal, if hostile, and a field to indicate other type hazard.	
Internal ALI images window captures image description, address, record the image is associated with, and link code.	
Internal ALI database provides links to other databases including: contacts, medical, response, hazards, residence, and images.	
Internal ALI database captures the following fields: phone number, first name, middle name, last name, class, , number of occupants, location, floor, apt, city, state, zip, special comments, electric co., meter #, water co., gas co., directions from reference, PSAP alarm co., Co. phone, alarm type, alarm code, directions, jurisdiction, IRA, X and Y coordinates, business name, and tax ID.	
Internal ALI database allows the user to add contact names for an address by using the contact function. Fields provided include: relation, prefix, first, middle and last name, suffix, phone 1, phone 2, location, city, state, and comments.	
Internal ALI database window displays the relevant internal response area database (IRA) information for a record. The user may select the response function to view response scenarios closer from this window.	
Internal ALI provides the user with a response scenario that displays a window containing the following fields: IRA, description, tract, wrecker area, and a browse list containing category, department, patrol area and order.	
Internal ALI database allows the user to enter hazard information about a selected location in the internal ALI hazard and chemical window. Fields provided include: check boxes for hazards that apply (chemicals, explosives, gases, hostile, animal), comments, owner name, owner phone, other hazards, ID number, material name, and comment.	
Internal ALI database will allow personnel checking a residence/business to tell the dispatcher/telecommunicator the reference code, such that they can enter the code number on the new call screen and the address and other information about the residence/business automatically displays.	
Internal ALI provides an image database, which allows agencies to associate images with a location record.	
Internal ALI database allows agencies to define multiple aliases or alternate names to a single location for rapid event location entry.	
Internal ALI residence checks window captures the following information: SSR code, start date, end date, and comment.	
IRA database provides a field for the user to select the tract, which applies to the record.	
IRA database provides an optional box for descriptive information.	
IRA database allows the user to select the department and group that applies to each scenario as well as the order to assign to the group (1 for primary, 2 for secondary, etc.).	
Internal response areas (IRAs) database allows the user to define response scenarios for specific areas. Response scenarios indicate which categories or types of agencies (Police, Sheriff, Fire) should respond to calls in a specific area and which departments should send responding units.	
Internal response areas database allows for multiple scenarios to be defined for an area, the user may elect to provide for a primary scenario and as many backups as required.	
Internal response area window consist of the following fields: IRA, tract, X and Y coordinates, and description. Upon completion of these fields the response scenario may be added. Users may define the response scenario to associate with this IRA code and include the fields: category, order, department and patrol area.	
Internal response area database allows the user to limit the entries that display at any time by selecting one of the buttons at the bottom of the response scenario window (all, police, sheriff, fire, rescue, first responder and other). For example, the user can click on FIR to display only fire entries. ALL displays all entries.	
IRA database initiates response scenarios, which indicate what types of units, should respond to calls and tract associated with a particular IRA code.	

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Requirement	Response
Jurisdictions database displays an established CAD jurisdiction and the ability to define a training jurisdiction so that data is kept separate from jurisdiction to jurisdiction.	
Medical warnings database allows the user to view and modify medical information about individuals at a specific location in the database. These warnings are entered in the database so that dispatchers/telecommunicators and emergency personnel can be made aware of medical conditions that exist when responding to a call.	
Medical warnings database provides check boxes to indicate conditions such as blind, deaf, aged, hostile, physical, diabetic and suicidal. Other fields captured include: prefix, first, middle, and last name, suffix, comments, other (condition), Next of Kin (NOK) 1 name, NOK 1 phone, NOK 2 name, NOK 2 phone, doctors name, doctors phone and associated internal ALI record the data is linked to.	
Planned calls database captures the following information: location, floor, apartment, city, ESN, , jurisdiction, name, phone, complaint, ten code, priority, class, dispatcher, popup when choices (one time, daily, week days or day of week) planned date and time, day of week, expire date, internal response area (IRA), response scenario, screen name, comments, date entered, entered by and last popup.	
Planned call database will not display calls in the browse active call window until the pre-determined time, so it will not clutter the screen until the call needs to be handled.	
Planned calls database offers users the option of entering an address and validating it against the geodatabase and using the internal ALI database as a source for the planned call address, phone, name and other pertinent information.	
Planned calls database allows the user to select the frequency a planned call should pop up including: one time- will only be added as call once; daily- should pop up each day for the specified time period; week days- should pop up at the same time each day Monday through Friday and day of week- should pop up at the same time on the same day of the week (for example every Tuesday at 10:00 am).	
Street type's conversion database maintains consistent and identical call location data. For example, a user may type "St.", one user may type "Street" and another user may type "ST". Using this conversion list, CAD can translate any entry into one consistent abbreviation for a street name or suffix to be properly geo-validated.	
Street type conversions database consist of two fields, convert from and convert to.	
User data database is used by the CAD system as an agency/department reference and can include officer and employee phone number lists, reference phone number lists not kept in the emergency numbers list, memos, non-call-related instruction sheets and references, pager and cellular phone numbers and unit on call lists.	
User data database fields include: code, jurisdiction, description and narrative.	
## Units Assigned	
Allows user to update a unit's status.	
Automatically updates, when a new unit is assigned, to display all units that are assigned to a call.	
Provides unit status indicators which display picture icons including dispatched, enroute, on scene, left for a secondary location, arrived at a secondary location, busy on a call but can be reassigned, removed from call, out of service, in service and queued for another call.	
Provides buttons to limit the assigned units view by Category (POL, SHE, FIR, etc).	
Provides function buttons, for easier use, including one for adding or viewing notes for the selected unit, one for viewing the unit log, one to locate a unit id and one to refresh the window with the most current information.	
Allows user to add, edit, or view notes for the selected unit	
Allows user to view the activity log for a specific unit including date/time the action was logged, department, comments associated with the action, officer id, officer name, operator who logged the action, patrol area and all user-defined (non-call) and call-related statuses.	

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Requirement	Response
Imaging	
Allows user to view normal, size to form, or zoom in or out by any percentage to adjust the view of image when viewing in the image window.	
Allows user to hide an image, load new image, paste image from clipboard, save image and attach via internal ALI, and refresh an image to update.	
Allows user to locate specific images record.	
Maintains information on the image description, linked internal ALI record and record number.	
Allows images to be captured from a variety of sources, including camcorders, still video cameras, and scanners.	
Alerts user to associated images when a call is received at a specific location.	
Allows user to view the file and image directly from the dispatch screen.	
Allows user to view associated images when viewing a file.	
Allows user to view, modify, or delete images associated with the internal ALI records.	
Internal ALI window has a field to allow user to associate electronic images and objects such as flow charts, diagrams, video objects, or any other OLE compatible images/objects, with the record.	
Reports	
The Reports option will allow the user to preview, print or export a report to another format or email. If the user elects to export the report, a series of windows displays, from which he/she may select the format and destination of the file.	
Allows user to preview reports before printing.	
Allows user-defined ad hoc reporting for unlimited report designing.	
Pre-defines the following reports for easy creation and printing: department activity, number of calls, unit activity, block activity, response time, call log, bad address, man power, press release, wrecker, GEO fail and false alarm.	
Allows user to specify if report is to include data from active calls, historic calls or both.	
Allows user to create reports from a number of databases and choose which data will appear in the report.	
Allows user to select jurisdiction from a list of established jurisdictions.	
Provides unit activity reports which show the activities of one unit, selected units or all units, for a specific date and time period.	
Provides unit activity reports, which can be customized to include a specific period of time or time frame (same time period for multiple days) and display by unit id, officer id or department.	
Provides department activity reports, which give a synopsis of calls for one or more departments for a specific date and time period.	
Allows user to select, sort and search on any field in every CAD database for ad hoc reporting.	
Allows query information to be printed according to user-defined report formats.	
Provides block activity reports which sort call activity by city, block, street name and number of calls, for a specific date and time period.	
Users can create either summary reports or detail reports for the following pre-defined areas: block activity, response time and manpower.	
Creates tabular style reports which show the number of calls handled during a specific time period sorted by complaint type, department, unit, or a number of other options provided in a pull-down selection menu.	
Presents data that involves time, such as number of calls per hour, in bar chart or graph form.	

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Requirement	Response
Provides call log report, in a number of pre-defined formats that allow the user to choose the data-sorting criteria from a pull-down selection menu.	
Provides response time reports that calculate and display the response times for the following categories: units, departments, shifts, complaint, priority, calls and dispatcher for a specific date and time period.	
Provides bad address reports which show information about calls for which the incoming Automatic Location Identifier (ALI) was incorrect for a specific 9-1-1 call.	
Provides man power reports which include information about unit work hours for a specific date and time period.	
Provides reports, which list all of the false alarms responded to, for a specific date and time period. The report may also designate a complaint type with a specific disposition.	
Provides reports, which list all incident locations that failed GEO-validation, when the calls were entered.	
Provides press release reports.	
Help	
Includes a help menu for all screens and forms, which is accessible via the mouse or a keyboard command.	
Features online help documentation on how to use the software.	
Features examples, reference information about using CAD commands, and links to other related help topics.	
Includes a "Contents" category grouped under general overview headings.	
Includes an "Index" category (containing a comprehensive on-line help index).	
Includes a "Find" category (that will allow the user to search for particular words and phrases in help topics instead of searching for information by category).	
Allows the user to bookmark a help topic for quick future access.	
Permits a user to make comments, notes or suggestions regarding a Help tip or Help procedure through the adding of an annotation.	
Optional Interfaces	
Provides a fax server to send calls to remote locations with a fax.	
Provides a Push To Talk (PTT) radio to CAD interface that displays the last unit id that transmitted and flashes the unit id red if an emergency button is depressed on the radio.	
Provides a TDD interface to CAD.	
Provides a Pro QA EMD, police and fire interface to CAD.	
Provides the ability to initiate a call, recommend the closest units based on AVL data and update the unit's status from the map (if mapping and AVL are available).	
GIS/Mapping	
GIS Dispatch Mapping	
The application and mapping software should be able to operate on a stand-alone workstation.	
For multiple position systems the workstations should be able to be connected to a network for simultaneous display of 9-1-1 ANI/ALI data.	
The system software should be configurable and customizable in the field by the system administrator.	
Allows system administrator to set default display settings individually for each loaded GIS text, point, line or polygon layer. These settings include the zoom level at which the layer appears and its cartographic representation (color, line, width, fill, font and symbol, etc.).	

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Requirement	Response
The system should include the ability to customize toolbars.	
The system should include the ability to customize icons.	
Ability to display the error tolerance of a wireless call with a buffered circle centered.	
Show evacuation areas and routes.	
The system should be scalable to allow for the easy addition of users, additional workstations and software functionality.	
For multiple workstation systems the software must allow for the display of all active 9-1-1 calls at all answering positions. The administrator must be able to configure the system to display calls differently for positions that answer the call than for positions that did not answer the call.	
The system should be capable of adding additional software modules (i.e.: AVL, map maintenance, statistic mapping and reporting, routing and network analysis).	
The system should have an open architecture and API for easy interface to other systems (i.e.: CAD).	
The system should be compatible with ESRI Standard Data Formats (i.e.: Shape files, etc.), AUTOCAD DWG's & DXF's to provide flexibility for possible future change. ICLEC GIS saves our data in ArcSDE SQLserver database.	
Allow Aerial Photo Integration.	
The system must be Wireless Phase I & Phase II mapping compliant.	
For Phase I wireless, the system must display polygon cell sector coverage depiction.	
For Phase I wireless, the system must automatically compute geographic map contents including ESNs, communities and address ranged street centerlines for the sector.	
For a Phase I call, have the ability to display both tower location and cell sector.	
For Phase II wireless, the system must display location and list x, y coordinates used to determine the callers' position.	
For Phase II wireless, the system must be able to calculate and display appropriate responders from the x, y coordinates.	
If the system does not receive the x, y coordinates for a Phase II wireless call; the system should automatically display the Phase I sector and information.	
For a Phase II call, have the ability to display latitude/longitude coordinates.	
Map maintenance should be accomplished with the use of a separate map maintenance tool on a PC or laptop separate from those utilized for call plotting in the communications center. A method must then be available for propagating the map updates to the user workstations.	
The system must support commonly used printers and fax machines	
The system must have Administrator, Group and Individual User access levels. The administrator must have the ability to set different user rights and privileges for each individual user and/or group of users and create passwords for user log on. The administrator should also be able to establish rights and privileges for a default group which can bypass the need for individual and/or group user logon.	
Main Application Window must include the following:	
An overview map of the entire service area.	
A single view Main Map Window capable of displaying multiple maps. The main map window should be configurable by the administrator to display multiple map views for either common or different map layers. The administrator should be able to set different preset zoom levels for each map displayed when an E9-1-1 call is received or an address is manually located. The administrator should have the capability to configure a different main map window for each individual user or group of users. The user should be able to easily resize maps in the main map window preferably using the mouse to point, click and drag the map to the desired size and position.	
The user must be able to select map views with mouse point and click functionality on the overview map. The location selected on the overview map should be centered when displayed on the maps in the main map window.	

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Requirement	Response
The system must include a set of standard user tools accessible either via a tool bar with large buttons to facilitate use of touch screen technology or via a right mouse click.	
The tools must include at minimum:	
The ability to show a view from closer to the ground (i.e.: zoom in).	
The ability to show a view from high in the air (i.e.: zoom out).	
The ability to click and drag the desired map in any direction (i.e.: pan).	
The ability to center the map on new location by point and click of the mouse.	
The ability for the user to make temporary map features in the individual map window without administrator intervention. The annotation may be a point, a line, a polygon, text or a symbol. The feature should be accessible by user, by workstation, by group or by all connected PSAP workstations.	
The ability to allow the user to print the active screen to a connected printer or plotter.	
The ability to measure the distance from point A to point B. Additionally to calculate the cumulative distance from point to point to point and beyond. Distances should be able to be displayed in multiple formats (i.e.: feet, miles, and meters).	
The ability to allow the user to drill down through map layers and display the information contained in the multiple layers. The administrator must have the capability to configure what layers or attributes are visible to an individual user or a group of users.	
The ability to populate a fax sheet that displays an overview map, detailed map, the X, Y coordinates in multiple formats (i.e.: Decimal Degrees and Degrees Minutes Seconds), Responder list, ALI information, phone number (if configured by administrator to be displayed), a place for user (dispatcher) typed comments, North direction indicator and an information window that displays Date and Time and any other pertinent information as configured by administrator.	
The ability to fax should allow for manual dialing and/or preprogrammed speed dialing. It should have the ability to display at least eight preprogrammed phone numbers per ESN. User must be able to select the number of copies to be sent to associated phone number. The Fax feature shall manage/gate the sending of multiple faxes, provide an activity log and be compatible with any class 1, 2 or 2.0 Fax modem and multi-modem card.	
The ability to allow the user to perform a query of map layers.	
The ability to allow the user to clear all address location symbols and text call and any wireless coverage sectors.	
Highly desirable tools would include:	
An administrator customizable list of preset map views that can be accessed by the user.	
A call log that can be configured by the administrator as to the number of calls to display before the oldest calls are deleted. The user should be able to select a number from the display list and have the map display the location of the call.	
A movable magnification tool the user can use to temporarily enlarge a section.	
A map tip window that displays attributes from map data when the mouse is hovering over a map feature. The map tip should allow for multiple lines of information from multiple map layers. The administrator should be able to configure the information to be displayed and the labels for the information, including the ability to display the Jurisdiction of the current mouse position.	
A tool to allow the user the ability to turn map layers off and on. The list of allowable layers the users can control must be configurable by the administrator and be assignable by individual or group.	
An administrator configurable hotlink map layer of a single image per location that can easily be accessed by the user with the point and click of the mouse.	
A tool that allows the user to search map layers to find closest features to a location (i.e.: fire hydrants, fire departments, driveways etc.).	
A tool that allows the user to enter two street names and have the map displays the intersection of the streets. If no intersection is found, an error message should appear.	

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Requirement	Response
A spatial search tool. Spatial searches e.g. point in polygon, and the computation, tabulation and mapping of summary statistics. The subsequent extracted information should be exportable to a file. An example of a spatial search is all phone numbers within a ½ mile radius of a particular address with the information to be used for reverse 9-1-1 dialing systems.	
A tool that allows the user to enter an error report for errors in either the ANI/ALI or GIS databases. The ANI/ALI errors the form should have the ability to be auto populated with the received E9-1-1 call info and have fields for the user to list the correct information. For GIS errors the user should be able to populate the form with a map view and have a field to enter text discussing the error. The user should have the ability to e-mail, fax, save and/or print the report.	
The Main Application Window must contain a status bar, which displays information about the current mouse pointer location. The Status Bar must be administrator configurable for up to eight panels. Information to be displayed can include current zoom level (width of the map in miles), calculated street address (reverse GeoCode address display), Emergency Service Zone Number, coordinates in decimal degrees, coordinates in degrees/minutes/seconds, coordinates in degrees/decimal/minutes, township or city name and date/time.	
The windows must be configurable by the administrator as to the information displayed and the windows that open upon receipt of an E9-1-1 call. The vendor's response must provide a list of the available windows, the information that can be displayed in each window and any additional functionality contained in the windows.	
The Main Application Window must allow the user easy access to additional information. Besides the Main Dispatch Map screen the software should include easy access to a minimum the following information.	
Image Database – The system must allow for the storage and retrieval of multiple raster images (i.e.: blueprints, Digital property images, CAD drawings) that are linked to a geographical location or address. The database should be built and maintained by the administrator and viewable by the users. The system should automatically search for images when a 9-1-1 call is received or a manual address search is initiated. If images are found, there should be a message displayed on the main dispatch screen. The user should also be able to Zoom In, Zoom Out, change the contrast of the in view image and print the images. The user should also be able to search for images by address.	
Tabular Database Access – The system should accommodate access to both internal and external databases that may be created and maintained by the administrator. Supplemental databases holding information helpful to emergency responders are an example (i.e.: hazardous materials, medical conditions such as aids, diabetes, asthma or handicaps). The user should have the ability to search the database by many fields like name, street, city, etc.	
Allow searches by address, street name, landmark, 100 block of street, intersection, interstate and mile marker and/or ramp, phone number, coordinate, and layer.	
An interface module that can receive and plot data from a CAD system.	
Vehicles are displayed as unique icons for ease of identification.	
Call taker can tie text to a specific address for later reference.	
AVL based unit recommendations.	
Allow Drag and Drop dispatching.	
Allow Incident initiation from the map.	
Allow Unit update from the map.	
Ability to display map for previous calls from call-history.	
Recall of previous calls.	
Internet/Intranet – The system should allow the administrator to configure "restricted access" web browser. Examples of possible sites or information are news sites, weather data, or HTML pages stored on a local workstation or LAN (such as contact lists or emergency plans).	

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Requirement	Response
The vendor should provide detailed explanations, which include screen shots to show how this information is accessed.	
GIS Map Data Synchronization	
Provide map data file synchronization between a centralized server location or locations and networked client workstations.	
This tool should provide for automatically distributing GIS data, software configuration and application updates to each workstation. This can be driven manually or can be scheduled to occur automatically.	
System administrators can quickly and easily send one or more updated files to one network workstation or all network workstations. Updates can be driven manually or can be scheduled to occur automatically.	
Update files can be compressed and encrypted for efficient and secure transmission through the network.	
GIS Statistical Pin Mapping/Incident Analysis	
Include an Incident analysis system that provides statistical information on records stored in a variety of tabular databases such as CAD/RMS systems. Provide summary reports in graph and pie chart format and can also locate selected incidents on a GIS map.	
Allows the display of GIS map data symbols.	
Allows standard and custom incident symbols.	
Provides standard and custom queries.	
Includes 3-D graphs.	
Allows creation of report schedules.	
Includes customized data breakdown.	
Includes searchable database by geographic specifications.	
Provides graphing that imports multiple data formats, accepts CAD and GIS incident data, allows composite reporting, allows database breakdown processed across multiple classifications, enables customized data display, and includes 3-D moving graphics.	
Provides reporting that imports data from CAD and dispatch mapping vendors using Oracle, SQL Server, Access, etc., enables customized reports to display standard classifications, displays current classification based on categories defined by active database, displays reflection of graph data in tabular form, provides report development utilizing custom queries, allows automatic generation of reports, and provides crime analysis reporting.	
Provides mapping that graphically pinpoints incidents within a geographic area, allows multiple search capabilities, enables customized map layouts, and provides cartographic quality map displays.	

MOBILE Software Specifications

Requirement	Response
Message Switch	
Utilizes open system architecture allowing for easy enhancement of system features.	
Application server technology allows tasks to be off loaded from the message switch onto other computers or processors allowing speed performance as the system grows.	
Includes the unique technique of message interleaving, which allows messages to go to various users simultaneously.	
Utilizes message interleaving, which prevents a single user from dominating the channel at any time.	

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Requirement	Response
Allows users to get priority messages first regardless of what other information is queued.	
Ability to send a priority message while user is receiving another message.	
Capable of integrating with proposer's computer aided dispatch and record management systems.	
Currently supports: RNC/VRM (Motorola); DMP (Dataradio); TCP/IP; CDPD (Cellular). Future Plans To Support: E-DAC (GE /Ericson); RAM (Ram Mobile Data); Michigan's Public Safety Communications System Integrated Voice and Data or proposer's recommended wireless infrastructure.	
Allows MDS features to be available regardless of transport medium (Dataradio, E-DAC, CDPD, etc.).	
Capable of multi-protocol support, where up to 10 different communications technologies can be supported at one time, and all protocols can be combined into a seamless network.	
Utilizes the best general compression algorithm to date, Lempel-Ziv-Welch (LZW) Data Compression.	
Utilizes LZW Data Compression, which gives on average 35% compression on plain text with some data patterns being compressed up to 90%.	
Secures the MDS by encrypting data using the Data Encryption Standard (DES) algorithm.	
Generates an acknowledgment of all transmissions from the receiving end.	
Works in tandem with a Global Positioning System (GPS) providing the following elements: latitude, longitude, speed, and direction.	
Supports Automatic Vehicle Location (AVL) through the system's GPS capabilities.	
Allows watch commanders and dispatchers to locate all units while in the field.	
Allows vehicles to update their location as a part of every transaction in addition to user determined time intervals.	
Allows users to lead units to the scene and to track the movement of other units through GPS.	
Allows LEIN/NCIC queries to automatically expand into additional queries, which is a significant feature known as telescoping queries (This feature is not allowed in some states).	
Allows a tag query to invoke a license query without user interaction through telescoping queries (This feature is not allowed in some states).	
Mobile Client	
Allows the addition of numerous third party hardware and software components through its open architecture.	
Provides for optional dynamic updating such that the system configuration can be downloaded at startup, and signing on will update units with the latest information.	
Provides keyboard (quick-key combinations), mouse, and touch screen activation for data access.	
Prohibits the user from getting more than two levels deep in the system.	
Capable of integrating with proposer's computer aided dispatch and record management systems.	
Provides the following capabilities when integrated with a CAD system: automatic voiceless transfer of new call data from telecommunicator to selected vehicle(s); officer sign-on and sign-off without telecommunicator intervention such that CAD is automatically updated; and officer initiated status changes such that the status automatically changes in CAD.	
Provides the following capabilities when integrated with RMS: allows the officer to perform master file searches from his car including Master Name, Address, Property, and Vehicle databases.	
Enables the officer to query and interface with the Master Name and Alias, Location, Vehicle, and Property databases from the vehicle.	
Allows users immediate access to status, dispatch, mail, reporting, map, field stop, and query (in NCIC and RMS) functions on the system's right-hand side toolbar, which is visible at all times.	
Allows the main form status button to always be available by touch, mouse click or by pressing the F1 key.	
Provides the following main screen functions/information: status, dispatch, mail, reports, map, field stop, and query.	

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Requirement	Response
Provides the following options for status: arrived second, left for second, remove, on scene, en route, emergency, black screen, off duty, out of service, busy, in service, view status, and narrative field.	
Displays a status screen, which indicates the current location, call type, and status of all units presently assigned to a call.	
Allows the status function button to provide the following options from the main screen: send status text and messages to dispatch, set the user's status to arriving at second location, indicate the user left second location, set user's status as on scene, set user's status as en route, indicate officer emergency (e.g. officer down) which can only be deactivated with a password, darken screen when user may be in a surveillance mode, illustrate status of all units, indicate user's status as out of service, indicate user's status as in service, indicate user's status as off duty, indicate user's status as on duty.	
Provides the following fields for dispatch: call number, call type, location, city, apartment, floor, phone number, injuries, caller, cross street, weapons, officer comments	
Provides the following options upon receipt of dispatch: displays basic call information about the suspect, vehicle, or person making the complaint; displays narratives from the telecommunicator; displays written directions to a location; and submits a priority message.	
Allows a current list of active and pending calls as viewed from the dispatch screen.	
Indicates a dispatch either visually on screen or by audible alert.	
Displays call information automatically after the user acknowledges the telecommunicator's call by clicking the dispatch button.	
Provides the following options for mail per user at discretion of system administrator: chat and email.	
Provides e-mail capability including update, new, reply, forward, and delete mail, and going up and down in viewing messages.	
Using e-mail, the user can send electronic mail from car to car or car to LAN (local area network) per user at the discretion of the system administrator.	
Provides on-screen display of time stamping for received and sent messages.	
Partitions messages that are larger than an MCT display into smaller pages, and provides page numbering and scrolling for ease of use.	
Allows the officers to re-address messages received and forward them to other MCT units or to the CAD system.	
Provides communication interactively between any number of officers in an AOL style chat room, via direct messages to a particular user, group of users, or all users.	
Allows user to view first message, up one message, join room, transmit, clear all, down one message, and view last message in the chat room.	
Allows user to view the messages from all users, view who's here, view existing rooms, and create rooms.	
Allows message relay between field units as well as between units and stationary workstations.	
Provides the following options for map: zoom 1, zoom 2, zoom 3, zoom 4, track, address, and all units.	
Provides a map screen illustrating a view of an area, which may be defined in the system's setup.	
Provides a map function allowing the users to locate buildings, streets and other points of interest on their map.	
Allows each unit to utilize preset zoom locations, track its own location, look up specific addresses on the map, and calculate the distance between two points.	
Displays separate buttons for miscellaneous officer initiated stops and traffic	
Provides the following options for field stop: add traffic, officer initiated, narrative, disposition, incident report, DMV report, create call number, reset, and update CAD.	
Maintains the following traffic stop information: call number, make (drop down box), model (drop down box), vehicle identification number, color (drop down box), name, age (drop down box), OLS (drop down box listing states), OLN, date of birth, height, weight, sex (drop down box), race (drop down box), and ethnic (drop down box).	

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Requirement	Response
Maintains the following officer initiated stop information: call number, floor, apartment, weapons, name, date of birth, race (drop down box), sex (drop down box), age, height, weight, make (drop down box), model (drop down box), color (drop down box), vehicle identification number, and vehicle owner.	
Allows the officer the option of dispatching him/herself when pulling someone over or witnessing an action using the field stop button.	
Allows the officers to press a designated key on their MCT, place themselves on a traffic stop, and have the vehicle inquiry data format messages automatically displayed for tag and state entry.	
Provides the following options through the query button: vehicle query, persons query, address query, property query, incident report, traffic stop, and clear all.	
Provides the following information on vehicle license tag query: license number, license state (drop down box), license type (drop down box), license year, vehicle identification number, vehicle make, vehicle year, and vehicle model.	
Provides the following information on person query: OLN, OLS (drop down box listing states), first name, middle name, last name, date of birth, sex (drop down box), and social security number.	
Provides the following information on address query: apartment, street name, city, and state (drop down box).	
Provides the following information on property query: owner, model, serial number, and make.	
Provides the following options when performing a query: match on LEIN/NCIC, match on RMS (summary information), RMS list (browse view), and view results.	
Provides a query button, which allows the officer access to a screen where information on suspect, property and/or vehicle may be viewed.	
Provides the following options when a query is implemented: query LEIN/NCIC for a match; query RMS for a match or image; or display past query hits and their return information.	
Notifies the user of potential problems when a query detects a hit (via LEIN/NCIC or a Records Management system).	
Provides the following options when performing a query: match on LEIN/NCIC, match on RMS (summary information), RMS list (browse view), and view results.	
Provides a query button, which allows the officer access to a screen where information on suspect, property and/or vehicle may be viewed.	
Provides the following options when a query is implemented: query LEIN/NCIC for a match; query RMS for a match or image; or display past query hits and their return information.	
Notifies the user of potential problems when a query detects a hit (via LEIN/NCIC or a Records Management System).	
Allows automatic printing of all LEIN/NCIC responses or printing of hits only.	
Provides automatic printing of all undeliverable LEIN/NCIC responses.	
Allows the officers to press a designated function key and place themselves on other miscellaneous self initiated activity.	
Allows officers to add one or more dispositions per incident.	
Provides multimedia support such that new information is indicated by color changes and, where hardware-enabled, by audible notification of events such as new dispatches and LEIN/NCIC hits.	
Provides AVL/GPS technology such that mobile units may be visually tracked when a chase situation occurs.	
Stores a minimum of 30-days of AVL a data in a server for recall and review.	
Displays premise alerts including narrative, directions, fire/medical, hazard, medical, BOLO, previous calls, call information, warrants, disposition, and call list. These alerts are available through wireless from CAD.	
Allows the mobile unit officer to view a photo image, sketch, map, or other object from his/her remote unit. Size of file and bandwidth may restrict utilization of sketches, images, or other objects.	
Allows the MDS client to take advantage of touch screen technology.	

Isabella County Law Enforcement Consortium Members: *Central Michigan University Police Department, Clare Police Department, Isabella County Prosecutor, Isabella County Sheriff Department, Michigan State Police, Mt. Pleasant City Police Department, Saginaw Chippewa Tribal Police Department, Shepherd Police Department*

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Requirement	Response
Signals the officer when additional information is available by changing the background color of the particular field, thus helping the officer to decide whether or not to view the information at that moment.	
Allows the officer to black out his screen. This is primarily used for nighttime surveillance situations where the officer wants the interior of the vehicle as dark as possible.	
Utilizes a GUI expressly designed with large buttons and fonts for good readability and ease of use.	
GIS/Mapping	
GIS Mobile Mapping	
Include an in-vehicle mapping solution.	
Possesses the same multiple map view capabilities as the GIS Dispatch Mapping software. Up to four main map views and one overview map view.	
Allow users access to image databases stored locally on their laptop. (i.e. blueprints, property images, etc.)	
Provides a screen display that uses icons to represent the GPS derived location of a vehicle. Location can be updated at a rate of once per second.	
Provide several map centering modes that are optimized for "hands free" operation, requiring no user interaction while navigating to a scene.	
Provides spatial context from officer location to the incident location.	
Provides additional icons on the map to represent all other vehicles on the AVL network. (i.e. police vehicles, fire trucks, etc.)	
Allow users to type in any address to find its exact location on the map.	
Allow drivers to hit a "mark" button to quickly mark a spot on the map in the event that they need to return to a specific location.	
Provides dispatcher to vehicle, and vehicle to vehicle text messages to be sent in times of "radio silence" the system administrator may grant on a user-to-user basis.	

Field Based Reporting (FBR) Software Specifications

Requirement	Response
General	
Provide a paperless, field reporting solution that allows officers to enter reports while in the field or in the station, using ordinary laptop computers.	
The system shall provide the logon and password security through the web interface.	
Provide a web application that inherits the session timeout features of Internet Information Services (IIS).	
Leverage the existing Microsoft Internet Explorer toolbar to provide basic navigational functions such back, forward and refresh.	
Provide a web browser based paperless, field reporting solution that allows officers in the field to complete reports that look like the paper reports they are already accustomed to filling out by hand.	
Field Based Reporting from within the field must look the same as the reporting done in the agency on the desktop.	
Provides the ability to electronically capture Incident data from the field.	
Provides the ability to electronically capture Arrest data from the field.	
Provides the ability to electronically capture Juvenile Custody data from the field.	
Provides the ability to electronically capture Citation data from the field.	

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Requirement	Response
Provides the ability to electronically capture DMV/Accident data from the field.	
Provides the ability to electronically capture Field Interview data from the field.	
Allows users to complete and print citations and forms in vehicle.	
Provides these forms as "add-ons" that may be deleted or added to the system. (Not as a hard-coded part of the system.)	
Provides for automatic updates of the field reporting forms without having to reinstall.	
Allows users to start a report/form capture and finish at another time and/or location.	
Incorporates drop-down code lists and required fields in the field reporting module.	
Allows officers in the field to submit reports directly from their vehicles.	
These electronic reports can then be submitted directly into a records management system for validation against master indices and state reporting rules.	
Allow for users to complete the pre-booking form electronically and submit directly to Intake at the jail.	
The pre-booking form information should also populate the arrest incident/case report.	

Workflow

Requirement	Response
Allows field report data to be routed an unlimited number of times for review/approval such as car to car send and approval.	
Allows a routing process that is flexible and adaptable to changing work flows.	
Automatically routes field reports that are required for follow up from the officers in the fields to their direct supervising officer and then to the next supervising, and so on, as determined by the workflow hierarchy that have been established in the system. (This process works both ways with the only difference in that the officer below in the workflow hierarchy does not have approval rights.) Final approval is made by the supervisor who is directly in the hierarchy on the level just before the report goes to the Archive.	

FBR Server and Administration

Requirement	Response
Provides a separate function to perform system administrative functions, such as setting up user accessibility and roles, defaults used by the field reporting system, computers allowed to use the FBR system, and records management system (RMS) integration information.	
This system administrator tool should also install client and form updates, receive reports from the client and transmit them to a records management system.	
The FBR server should organize the information flow between the field reporting client, server and RMS systems.	
Use hyperlinks throughout the system to assist users in identifying records where additional information is available.	
Provides a "roles" function to create and grant rights to roles, which can then be assigned to multiple users.	
When a "role" is modified all users assigned to that role should reflect the changes.	
Provides a "users" function to set up the logins, assign roles, and enter additional information about the officers allowed to use the field based reporting system.	
Provides a "defaults" feature to define default information used by the FBR client application.	
Provides an "updates" page to add a new version or update to the application.	
Provides a "forms" page to set form specific properties, including zoom level, number masks, and select how empty fields display and print for the selected report type.	
Provides a "computers" option to add the list of computers allowed access to the field reporting application, including interval settings for the system to check for configuration file updates, version updates, as well as the type of reports that should be available for each computer.	
Provides a "jurisdictions" page to quickly add jurisdictions.	

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Requirement	Response
Provides a "bulk update" function to quickly add updates or new versions to all, multiple, or individual computers.	

FBR Client Window

Requirement	Response
Provides an area that displays the user's incomplete reports. ("Incomplete reports" are those that have been saved in the FBR client, but not sent to the FBR server.)	
This "incomplete reports" list should display an indicator if a report has an attached file(s) or comment(s).	
Allows sorting of the "incomplete reports" area by ID, Date, or Form Name by clicking the column header.	
Allows the "incomplete reports" area minimized or maximized.	
Provides an "inbox" area that holds all incoming and returned reports.	
This "inbox" list should display the status of the current condition of each document. For example, the user will be informed when the report has been returned, approved, etc.	
This "inbox" should display an indicator if a report has an attached file(s) or comment(s).	
Allows sorting of the "inbox" area by ID, Date, Name, or Status by clicking the column header.	
Allows the "inbox" area to be minimized or maximized.	
Provides a "sent" area that holds all reports that have been sent to the FBR server, for viewing purposes only.	
A report should remain available from the "sent" box until it is transferred to the records management system.	
This "sent" box should display the status of whether or not the document was sent successfully or "false" if a failure occurred during delivery to the field based reporting server.	
This "sent" list should display the status of the current condition of each document. For example, the user will be informed when the report has been returned, approved, etc.	
This "sent" box should display an indicator if a report has an attached file(s) or comment(s).	
Allows sorting of the "sent" area by ID, Date, Form Name, or Status by clicking the column header.	
Allows the "sent" area to be minimized or maximized.	
Provides a "system information" area that holds the system information that is set on the FBR server such as the version number that is currently set on the computer, core and update number.	
This "system information" area should display the connection status (Offline or Online).	
This "system information" area should display if an error occurred during the document processing.	
Provides buttons to create new or open existing reports.	
Provides alternate functionality to access an existing report by double-clicking on the listed report.	
Provides an easy access toolbar that allows the user to perform common functions.	
Provides a "save all to server" function that saves all incomplete reports to a central FBR server. Once saved these reports may be accessed from the FBR client of other workstations.	
Provides a "duplicate" function that creates a copy of the selected incomplete report.	
Provides a "delete" function that deletes the selected incomplete report.	
Provides a "save as" function to save the selected incomplete report locally as a file, rather than directly to the FBR server.	
Provides a "load" function that loads a locally saved field report file into the FBR system.	
Provides a "preferences" options that displays client settings for color, remember login, window appearance, printing, file transport, and more.	
Provides a "hot key list" option that displays a reference list of the various keys and key combinations that provide quick ways to access options and functions in addition to or as an alternative to using a mouse.	

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Requirement	Response
FBR Form Editor	
When creating a new report or opening an existing report a separate window for working with the report should display.	
Provides a data entry area that emulates the equivalent paper report.	
Provides appropriately formatted field types for more accurate and efficient data entry, such as date fields, free text fields, pull-down selections menus, checkboxes and radio buttons.	
Provides for required fields that are easily recognizable as such.	
Optionally, allows Microsoft Word to be used as the narrative text editor.	
Provides the ability to interface with Visio 2002 or 2003 in order to help create more accurate DMV/Accident diagrams and sketches.	
Provides a panel of selectable icons and/or text that represent sections of the report. Clicking an icon/text displays the relevant area of the opened report.	
Provides a "save without validation" option, which saves the user's work without performing the validation.	
Provides a "save" option, which saves the user's work and performs a validation check.	
Provides a "submit" option, which saves the user's work, sends it directly to the FBR server.	
Provides a "cancel" option, which closes the report without saving.	
For supervisors only, provides an "approve" option to approve the current report.	
For supervisors only, provides a "return" option to return a report.	
Provides an easy access toolbar that allows the user to perform common form editing functions.	
Provides a "smart copy" function that allows copying of the whole report, sections of the report the content of the selected field, or an entire group of sections.	
Provides a "paste section" function.	
Provides a "delete section" function.	
Provides a "delete page" function to delete an entire additional page of a report.	
Provides a "comments" feature, similar to adding "post-it" notes to the user's hard copy reports.	
Provides an "attachments" feature, to view or attach files to the report.	
After submission of a field report to the records management system, these file attachments should transfer as attached objects.	
Provides a "search" function to locate text within the document.	
Allows the user to view a print preview of the completed form.	
Allows the user to print the hardcopy of the completed form.	
Allows the user to print a text only version of the report (for pre-printed forms).	
Allows the user to choose to remove certain pages (or sections of a page) from printing (for non-releasable information).	
Allows you to export the report data to XML (ideal for passing the report to a third party system).	
Provides a spell check for the entire report's data.	
Provides the ability to check name, address, property, and vehicle information against the records management system's master indices if working online on the local network or if using an IP addressable network. If either of these options is not available allow the use of a mobile message switch to access the records management system's master indices.	
Provides "zoom" capabilities for viewing the report.	
Provides a "hot key list" option that displays a reference list of the various keys and key combinations that provide quick ways to access options and functions in addition to or as an alternative to using a mouse.	

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Requirement	Response
Records Management System Integration	
Provides a "viewer" page to set up the forms accessible from the records management system.	
Provides an "integration" option to import users and code tables from the records management system, and enter the records management system settings.	
Provides a function to transfer field reports to the records management system.	
Provides a preview field report option from within the records management system.	
Provides for field report archive from within the records management system, which allows the user to view the report as it was during the time it was transferred from the field based reporting system.	
Mobile Integration	
The system should automatically populate some Call Information into the FBR module from the mobile application, thus reducing data entry time and duplicate effort.	
Provides the option to submit field reports to the FBR server wirelessly from a laptop using the mobile message switch.	
Help	
Includes a help menu for all screens and forms, which is accessible via the mouse or a keyboard command.	
Features online help documentation on how to use the software.	
Features examples, reference information about using the software, and links to other related help topics.	
Includes a "Contents" category grouped under general overview headings.	
Includes an "Index" category (containing a comprehensive on-line help index).	
Includes a "Find" category (that will allow the user to search for particular words and phrases in help topics instead of searching for information by category).	

Inmate Management/Jail Software Specifications

Requirement	Response
General	
Allows the use of relational databases in conjunction with Microsoft SQL server.	
Provides a normalized relational database, which eliminates data redundancy and allows the sharing of master record information.	
Provides JXDD based interfaces as required	
Provides integration with Securus Phone System.	
Provides field-to-field data entry, with each field identified on the screen.	
Supports the use of color monitors and makes extensive use of color-coding for easily identifiable text and fields.	
Allows different users, agency information, and configurations for each	
Allows open-file back up of data, so as not to interfere with normal operation of the ICLEC Department.	
Produces a code table containing the information presented in selection menus throughout the system.	
Allows each user to elect his/her preferred mechanism for accessing system functions, including use of a	

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Requirement	Response
mouse or pointing device, or "quick key" combinations.	
Allows for the provision of remote diagnostics via modem.	
Allows simultaneous access to the records database by a virtually unlimited number of users, to the extent provided by the ICLEC hardware.	
Provides "permission based" use of system, allowing the designation of definable user groups.	
Allows the storage of records tracked by the system to the full extent permitted by the size of the storage device.	
Records and permanently stores all data entered into the system.	
Supports laser printing in portrait and landscape modes and allows print jobs to be directed to various network or local printers.	
Requires little or no computer experience in order to use the system.	
Provides helpful functions, including pop-up menus, on-line help, validation warnings, automatic checks to prevent users from exiting a data entry screen without saving the record, the transfer of data between databases eliminating redundant or inaccurate data entry, coded entries to be validated against user-defined code tables thus ensuring accurate data entry, and back up and edit of any field.	
Permits the display of general directory permission, as well as file access permission within the directory.	
Allows 9 digit length zip codes.	
Supports the record-keeping requirements of multiple agencies.	
Incorporates the use of pull-down menus listing the valid values for a particular field.	
Allows the user to scroll forward one record at a time or move to the last record on the list through the use of scroll bars, arrow keys, and on-screen buttons.	
Uses scroll bars to further display or narrow view of information contained within a particular window.	
Common menu items available on all screens and forms allowing the user to perform common functions, such as print, save, copy, paste, and find specific records.	
Provides common menu options to control window positioning and toggling.	
Provides an easy access toolbar that allows the user perform common functions, such as exit the current window, save the current record, add a new report, view an audit trail, modify or delete the current record, or find a record.	
Issues a warning when the user attempts to close a form without saving it.	
Provides a "close" function that allows the user to exit the current screen and return to the previous screen.	
Provides a "save" function that allows the user to save information added or modified to the current screen.	
Provides an "add" function that allows the user to add a new record.	
Provides a "modify" function that allows the user to make changes to records that have been previously saved.	
Provides a "delete" function that allows the user to delete a record from a form screen.	
Provides a "synopsis" function that allows the user to view information related to a record in outline form by applying one touch of a button.	
Provides an "undo" function that allows the user to undo any information entered into a form prior to being saved.	
Provides an "up one level" function that allows the user to navigate easily to the parent record.	
Provides a "set browse, font, colors" function that allows the users to change the field, order, and colors displayed on the user interface.	
Provides a "change password" function that allows the user to change his/her login password without having to go to the system administrator for assistance.	
Provides a "main menu" function that allows the user to exit the current screen, without closing it, and go straight to the main menu screen.	

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Requirement	Response
Provides a "historical data" function that allows the user to cut and paste name information from historical data into the software product.	
Provides a "calendar" function that allows the user to display a calendar pop-up window to add or verify dates when editing or adding a record.	
Permits the automatic entry of current date and/or time by clicking a mouse, entering a limited number of keystrokes, or use of hot keys.	
Provides an "audit trail" function that allows the user to view a detailed record of all changes that have been made to a record including the date and time of the change, who made the change, and the "before" and "after" values of the changed field.	
Provides a Record History option allowing the user to view when a record was entered, from where on the network it was entered, when a record was edited, and from where on the network the editing occurred.	
Alerts the user to any unserved civil papers.	
Allows the user the option to either view or ignore the visual warning regarding unserved papers or records.	
Jail records management system can be used independently or in conjunction with the main Case RMS.	
Contains a Main Jail menu with the following sub menu options: set up, admit inmate, release inmate, medical, bar coding, accounts, task access, visitation, commissary, movement, and cell check.	
Allows the user to select inmate when using Jail in conjunction with the records management system. Will automatically populate all records on inmate.	
Security	
Ensures content integrity by providing a "central configuration" module, which enables owning jurisdictions to restrict file/information usage.	
Allows security at table level through SQL server insuring that no unauthorized person can view the data, even when using third party software.	
Enables the system administrator to set up security based on jurisdiction.	
Allows the system administrator to set up security based on user ID, case type, and such that each user can only view, edit, add, print, and/or delete the types of records for which he/she is authorized.	
Provides password security, which allows for unique levels of protection in all areas of the program.	
Provides a high level of operating system security including passwords that will permit designation of access by user level or group.	
Allows the user limited attempts at entering the correct password after which the program will shut down.	
Master Indices	
Allows the user to query and interface with the master name index, the master address index, the master property index, and the master vehicle index, subject to system rights granted by the administrator.	
Maintains lists of all the names, property, and addressees entered into ICLEC's records from any module. Searches the database(s) for matches automatically whenever a new record is added. Alerts the user whenever a match is found in any Master Index module.	
The master name index contains the following fields for data entry: name type, first name, middle name, last name, suffix, moniker, address, apartment, city, state, zip, country, county, place of birth, date of birth, age, sex, race, ethnicity, resident, social security number, marital status, eye color, hair color, hair style, hair length, facial hair, skin type, build, glasses, height, weight, body identification markings, home phone, work phone, cell phone, license number, license state, miscellaneous ID, ID number, ID state, occupation, attorney, employer name, employer address, city, state, zip, phone, and fingerprint codes.	
The master address index contains the following fields for data entry: address, apartment, city, state, and zip.	
The master property index contains the following fields for data entry: description, make, model, quantity,	

Requirement	Response
serial number, value, location, status, and class.	
All text entry fields are searchable, allowing for searches on single or multiple fields.	
If a match is found when entering any master index information, allows user to select the matching record and fills in corresponding text entry fields automatically with the same information.	
Allows the user to add information to the Master Indices directly, independent of other records.	
Uses a Master Alias database that contains a separate record for every name (and every version of that name) that has ever been added to the system.	
Keeps track of both individual names and business names and distinguishes between the two types in record searches.	
Allows the linking of one Master Name record to numerous Master Alias records, such that whenever a name search is performed it must actually search the Master Alias Database first.	
Allows the viewing of an image attached to any of the various name modules by associating the image with the appropriate Master Name record.	
Permits the user to view a list of aliases for any Master name.	
Links alias records that belong to the same Master Name record automatically.	
Allows the user to manually link names having different Master Name records.	
Allows the disassociation of manually linked Alias records.	
Allows a user with the appropriate user rights to remove Internal links of alias records to Master Name records if they were established by the system.	
Allows the merger of master names records into a single record.	
Allows the user to view a synopsis of an individual's history throughout the records management system.	
Allows the user to add gang affiliations records to individual's in the Master Name database.	
Provides the ability to associate Alerts with name records, such that a user is alerted whenever he/she accesses that record.	
Allows the user to add Known Associate records to individuals in the Master Name database.	
Provides the indication of scars, marks, tattoos, piercings, and other body identifiers through use of a front and back body chart. Links body identifiers to Master Name records upon entering, updating, or querying any associated name module	
Provides the ability to attach audio-visual information, photographs, audio clips, video clips, and other multi-media information.	
Alerts the user automatically if a master name entry is the subject of an outstanding civil paper in any jurisdiction.	
Inmate Tracking	
Provides the user with the tracking of cell checks, which occur within the jail, and inmate movement within the jail manually or by bar code reader.	
Includes the categories of movement and cell check to view and manage inmates.	
Within movement, select the correctional facility and floor to view. Display screen will show cells and their associated inmate(s).	
Within movement, ability to track within the jail, outside of the jail to the courts, and/or outside of the jail for writs.	
Allows for the flagging of co-defendants, inmate associates, and jail informants.	
Select cell check to upload bar code information, print bar code time sheet, print cell check scan sheet, and print officer ID bar code sheet.	
Cell check scan sheet allows user to sort by annex, cellblock, floor, cell number, name, classification, or select all.	
The weekender form contains fields or check boxes that include date in, admitted by, date released, and	

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released by.	
Provides a "population count" feature that displays the total number of males, females, and juveniles currently in the facility.	
Provides a "population report" option with user identified fields.	
## *Jail Booking*	
Admit option includes tabs from which to add, edit, or view information: confinement, release, and location.	
View inmate records, confinement records, approving visitors records, cash deposit records, charges, medical records, property records, screening forms, weekender records, or add, edit and delete inmate related records in "Admit Inmate".	
Allows the user to browse a list containing all confinement records or current confinement records depending on the view selected.	
The confinement form provides fields for the following person information: jurisdiction, first name, middle name, last name, suffix, moniker, address, apartment, PO box, city, state, zip code, county, country, phone, SSN, license number, state, date of birth, age, juvenile, marital status, place of birth, country of birth, us citizen, education, height, weight, build, sex, ethnicity, race, eye color, hair color, skin, resident, opus number, FBI number, currently isolated, inmate number, keep separate, charges, date taken in custody, attorney, occupation code and description, employer name, employer phone, employer address, PO box, city, state, zip code, misc. ID type, ID number, state, doctor name, doctor address, doctor phone, nearest relative name, relationship, relative address, PO box, apartment, city, state, zip, relative phone, and NCIC fingerprint codes 1-10	
The confinement form provides fields for the following confinement information: date confined, charges, inmate type, detention type, booking officer ID and name, security form, level, date assessed, fees, assign bed, inebriate, inmate worker, work release, date searched, searching officer ID and name, department, date fingerprinted, fingerprint officer ID and name, other number, detainer, hold for, booking number, date of call, who called, LEIN/NCIC inquiry check, LEIN/NCIC inquiry, LEIN/NCIC result, refused to sign, date, parole/probation officer type and name, phone, and in this facility	
The confinement form provides information regarding release history: date released, release code & description, released by officer ID and name, sign after receiving property, date received, confinement charges disposition, transfer agency ID (ORI), and state. If applicable, final check bank account and final check.	
The confinement form provides data display for the following current location information: annex name, area type, cell block, cell number, and floor number.	
Allows user to select the desired display view from the following options: all confinements screen, current confinements screen, and view inmates screen.	
Automatically assigns each inmate an inmate number or tracking number when first processed; adds visitor(s) to an inmate's approved visitor list; adds information about an inmate's criminal charges, and records property held for an inmate. The inmate should retain the same inmate number each time they are lodged.	
Allows user to create a charge form allowing the user to enter the offenses for which an inmate has been charged.	
Record information regarding classification assessment and primary security level assignment with in admit under the security form.	
Add, edit or view information on the classification assessment form. This form includes the following: date assessed, officer ID/name, severity of current charges/convictions, serious offense history, escape history, institutional disciplinary history, prior felony convictions, alcohol/drug abuse, and stability factors. All of these are populated through a drop down box.	
Add, edit or view information regarding scale summary and recommendations. This form is the second tab located within classification assessment. Special management concerns are broken down to protective custody, psychological impairment, mental deficiency, escape threat, serious violence threat, known gang affiliation, substance abuse, known management problem, suspected of drug trafficking, suicide risk, medical problem, or physical impairment.	

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Add, edit or view information regarding the primary security level assessment located within the security form. This form includes officer ID/name, date rated, date booked, current offense assaultive felony, prior assaultive felony convictions, escape history, more prior felony convictions, detainer warrants or pending charges, known past/present institutional behavioral problems, pre- or post sentence, current offense felony or misdemeanor, family tree employment, risks, special conditions, and allows administrator to override rating, and reason for override.	
Provides information regarding the vocational skills of an inmate and program recommendations in the needs assessment form. This may be selected from the tool bar and includes date assessed, initial, officer ID/name, health description, emotional stability, education, vocational skills, mental ability, and other. Also includes program recommendations, priority of this program and any adjusting, which has been made. All of these include quick entry by pull down population, check boxes, or auto fill except date assessed and program recommended.	
Contains "medical" options, which includes: doctor visit, prescribed, given, and pharmacy.	
Doctor visit form includes information for the date of visit, doctor name, reason, diagnosis, treatment, cost, and target account.	
Dentist visit form includes information for the date of visit, doctor name, reason, diagnosis, treatment, cost, and target account.	
The prescribed form includes information for the prescription number, medicine prescribed, dose, times per day, times to be given, cost per unit, doctor, and discontinued.	
The "given" form regards any medicine given to an inmate and includes the following fields: date given, amount given, medicine given, units, cost, given by, refused, and target account.	
Provide a "medicine dispersal report."	
The pharmacy form includes information regarding jurisdiction, medicine name, prescription, remaining, units, date received, date expires, comment, cost per dose, and possible side effects.	
Includes a "quickbook" function.	
Includes a release inmate button to prompt the user to select the inmate from a display list.	
Informs the user of the processes that are being performed to release an inmate.	
A check for any holds on an inmate before an inmate is released.	
Performs the following when releasing an inmate: calculates the amount to write the final check, checks for any property that needs to be released to the inmate, updates the inmate's charges, updates the inmate's confinement record, and generates the inmate's final check.	
Provides a "check for inmates to release" function that displays a list of inmates and their scheduled release dates.	
Provides a "temporary release" function to use when an inmate is leaving the facility on a temporary basis, such as if an inmate is going to Court, is temporary leaving for Medical reasons, is a weekender and is leaving for the weekend, is leaving for work release, or for other reasons.	
Provides a "reconfinement after temporary release" function.	
Provides a "view currently checked out inmates" function that displays a list of inmates who are currently temporarily released, including inmates' names, the time checked out, the time due back, as well as the inmates' destinations.	
Provides a "view checked out inmates by day" function that displays a list of inmates who were temporarily released on the selected day, including inmates' names, the time checked out, the time due back, as well as the inmates' destinations.	
Allows user to print user defined reports such as inmate history, admission control, prisoner control record, screen form, or medical screening form from the admit category.	
Jail Commissary	
Maintains information in categories as inventory, purchase orders, vendors, sell items, and return Items.	
Records information about each item in stock, automatically updates quantities as items are sold or shipments are received, creates purchase orders for ordering stock, tracks returned items, subtracts returned items from inventory and credits the inmate's account, handles commissary purchases made by	

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inmates, automatically subtracts purchased items from the inventory and the inmate's account and records information about the jail's vendors.	
"Accounts menu" sub module contains a chart of accounts and checkbook records.	
Allows the user to enter deposits and withdrawal information including deposit, account number, targeted account, amount, and comments in inmate cash form.	
Allows the user to track an inmate's cash deposits, cash withdrawals, and jail commissary purchases as well as automatically updates the balance of the inmate's account.	
Allows user to define items of commissary as available to only a male or female.	
Open cash register; return items, add/edit vendor information, and add/edit PO information from within commissary.	
Open cash register contains a sell items form with the following fields: inventory control bar code number, quantity, category, code, description, and cost. Select inmate this record is associated with by inmate button. Add, void, or select sale done to calculate and print receipt.	
Return items with or without a receipt with the search function.	
Vendor information includes jurisdiction, vendor code, vendor name, address 1 address 2, city, state, zip, contact, phone, and lead time (days).	
Record inventory information within the wholesale or retail forms.	
Wholesale information regarding inventory includes jurisdiction, item category, item code, item description, item manufacturer/inventory bar code number, type order unit, standard cost per unit, standard number items per unit, standard number items per order, issues per order, per item cost, current on hand, vendor code/name, size, color style, brand, model, sell to diabetic, and sell to indigent.	
Retail information form includes item description for status, on hold, hold count minimum, maximum, spoiled, single sex, maximum per sale, shelf location, mark-up percent, sell for, tax rate, tax how, shelf life, shelf life type, and comments	
Ability to interface with contracted third party commissary vendor.	
Provides integration of deposit Kiosk for inmate accounts that utilizes Keefe Commissary Software.	
Allow for bar-coding to identify inmate orders and their commissary order.	
Jail Setup	
Provides a sub module to set up jail locations, medical screening forms, storage areas, reimbursement, initial screening form, statutes, input order, bond company, work release destinations, work release reason out codes, cash fees, optional accounts, cash payoff order, and check number ranges.	
Allows the user to set up the dimensions within a Jail and designate areas by icons.	
Allows the user to construct the layout by the following components: inmate cell, holding cell, common area, and restricted area; along with the ability to override the maximum number of inmates in that confined area.	
Allows the user to specify the cell ID, block, number of beds, capacity, sex of inmate, security level, and distinguishes juvenile inmates.	
Allows the user to distinguish empty cellblocks by displaying a blank cell on the display screen.	
Allows the user to set up questions and their ordering to be included on the initial screening form for each inmate.	
Allows an administrator to create questions on the screening form with the following defined fields: jurisdiction, grouping order, question, answer type, and sex.	
Provide option to add a disclaimer to the screening form.	
Allows an administrator to create questions on the medical screening form with the following defined fields: jurisdiction, grouping order, question, answer type, and sex.	
Provides separate medical screening forms for female and male inmates.	
User defined input order has forms available to approve visitors, cash, charge, property, and confinement.	

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Allows user to set up jail reimbursement form, which includes categories, definition, per day, delay day, report header, doctor, nurse, waiting, serving, property damage by inmate, and weekender.	
Allows administrator to set up storage locations and type.	
Ability to interface with medical/mental health screening third party vendor(s).	
Allows an administrator to define statutes to include offense code, offense description, general statute citation, type situation, level degree, UCR code, and NCIC code.	
Allows user to set up bond company information, which includes company number, bond company name, address, apartment, city, state, zip, phone, fax number, insurance company, and date filed.	
Allows user to set up bond agent information, which includes first name, middle name, last name, suffix, address, apartment, city, state, zip, pager number, mobile number, max allowed bond, and expiration date.	
Provide a checkbook range setup that provides the capability of issuing and tracking check numbers from multiple checking accounts.	
Within the checkbook range setup, provide a feature to deactivate ranges.	
Within the checkbook range setup, provide a feature to skip checks.	
Miscellaneous	
Provide a tool to quickly search and select current or all confinements by inmate number, last name, classification, gender, and juvenile.	
"Task Access" option allows user to work with cash transactions, work with charges, record incidents that occurred in jail, work with inmate property, record transports out of jail, access the quickbook function, and access the work release form.	
Cash category of task access includes fields to add, edit, or review information regarding deposit, to and from account numbers, amount, comments, officer, and person doing transaction, date transaction, and transaction origination. It will also assign a transaction number.	
Provides a print cash receipt option during or after the transaction has occurred.	
Provides a "view history" function that displays the history of all transactions for an inmate.	
Charge category of task access allows the user to add, edit, or view information regarding confinement date, count, statute/offense information (statute, type statute, statute description, NCIC code, UCR code, offense code, F/M, degree) , offense date, offense code, offense type, charge caused conviction, conviction date, felony/misdemeanor, degree, first appearance, waiting, serving, weekender, confinement disposition, bond type, amount, bond agency, warrant number, OCA/case number, charge type, charge status, charge status date, date arrested, arresting officer id and name, arresting agency (ORI), arrest location, arrest number, AFIS number, AFIS date, court date, court name, court type, court FIPS number, court city, court county, court docket, local, state, federal, commitment authority, commitment date, sentence, sentence effective, sentence length information (time sentenced, sentence type), days stayed, days to be served, bad days, good days, calculate scheduled release button, scheduled release, release date, days served, charge disposition, date, consecutive sentence, and concurrent sentence.	
Incidents that happen within a jail can be recorded or viewed within task access. This form includes jurisdiction, officer ID, date, code, severity, description, a list of associated inmates, and dispositions. There is also a button to view inmates related to the incident.	
Locate, store and assign inmate property with the task access feature. This form includes the following fields: quantity, description, make, model, serial, value, storage filter button (storage type, location), property location, date returned, return to, and relationship.	
Provides a "release property" function that allows the user to release property for an inmate, which places the current date in the Date Returned field for all selected property.	
Provides a warning when visitor is prohibited from visitation with inmate(s).	
Record transports from the task access with the following fields: jurisdiction, date left, date returned, destination, officer, reason, how, and a list of associated inmates. View inmate with the touch of a button located on this form.	
Add, edit or sort accounts through the jail aux menu. This includes accounts, deposits, withdrawals, a	

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Requirement	Response
register, and monthly totals. Monthly totals include beginning date, beginning balance, ending date, and ending balance.	
Allows the user to view inmate-approved records, inmate visitation records, and enter commercial visitation records in "Visitation" category.	
Commercial visitation includes jurisdiction, approved business, first name, middle name, last name, address, apartment, PO box, city, state, zip, and reason approved, business ID type, business ID number, approved by, approved from, and approved to.	
Approve visitor form records first name, middle name, last name, relationship, address, apartment, PO box, city, state, zip code, phone, date born, sex, race, license number, state, SSN, type ID, approved ID number, approved by, date approved, and date approved to.	
Provide a warning when the user adds an approved visitor that is already an approved visitor for another inmate.	
Add, edit or view visit records by selecting visitors from visitation category. This form includes from date, to date, visitor, and visitation status.	
Provide a "add and remove restriction" function to restrict an inmate from having visitors.	
If two inmates have the same visitor approved on their Approved Visitor list, and then provides a warning when the visit is recorded.	
Provide an "overdue visitors" function that displays a list of the visitors whose time has expired.	
System Administration	
Includes forms for the following: central configuration, which allows for defining access rights for each jurisdiction in a multi-jurisdictional environment; number controls, which allows for creating masks for generating case and record numbers; officer information, which allows for information to be displayed in all officer ID and name pull-down menus; code tables, which displays information found in selection menus throughout the system; system defaults, which defines the default information for each jurisdiction; synopsis setup, which defines how different parts of a record will be displayed; user rights, which determines the rights of each of the ICLEC Public Safety Department's users; and keyword list, which defines the capability to search user defined key fields for specified key words.	
Allows the system administrator to assign rights to other jurisdictions for purposes of sharing information using a "central configuration" form.	
Central configuration form contains an owner jurisdiction field that denotes the jurisdiction with information to share, an authorized jurisdiction field that denotes which jurisdictions are authorized to access the owner jurisdiction's information, a module name field that denotes which module is providing the information, a table name field that denotes the table providing the source information, and an access permissions field that utilizes "selection boxes" to denote types of access permissions being granted.	
Code table records contain the information presented in selection menus found throughout the system.	
Includes fields in the code table record for code table name, category, code, and description.	
Allows setting up user rights and privileges, multi-jurisdictional settings, defaults, key words, passwords, code tables, number masks, form input orders, solvability codes and synopsis criteria.	
Allows the system administrator to modify any existing system default records.	
Allows controlling table-level access rights on the Structured Query Language (SQL) server.	
Allows a system administrator to enable or disable fields.	
Disabled fields still readable to users.	
Confirmation required before allowing the system administrator to disable a field.	
Officer information form provides fields for: assigned jurisdiction; social security number; first, middle and last names; officer ID; employee ID; position; shift; section; squad; whether or not can approve; approving officer one; approving officer two; any approving officer; and whether or not a supervisor.	
"User names" form includes: user ID; password; officer ID; title; social security number; first, middle, and last name; shift; section; squad; whether or not in training; and training jurisdiction.	
"User rights" form includes fields for: name; user ID; module name; table name; and permission check	

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Requirement	Response
box fields which designate the ability to view, add, edit, delete, or print.	
Allows generating system defaults for multiple jurisdictions.	
Alerts user if system defaults already exist for a given jurisdiction.	
Allows system administrator to assign or restrict the following permissions: view records, add records, edit records, print records, and delete records.	
Information entered in the officer information form will be displayed in all officer ID and officer name pull-down selection menus.	
Number control allows the user to design a different numbering system for each jurisdiction and each type of record.	
Number control allows system administrator to create a numbering template for each of the tables within the Jail module that includes placeholders for the year, month, day, sequential number, and a wildcard. These placeholders can be used in any order and combination.	
The number control form includes fields for: jurisdiction, module, mask, sample number, and last number.	
Ability to create number masks for four digit year, two digit year, two digit month, two digit day, three digit Julian year, incrementing number, or a wildcard.	
Synopsis setup defines how different parts of a record, along with a brief description of each part will be displayed.	
Synopsis Setup Form provides six fields for description and six fields for the literal text that will be displayed before the data.	
Key word search locates records when a specific piece of information is already entered into the record.	
Key word list defines the capability to search user defined key fields for key words that are specified.	
Key Word List form includes the following fields: table name, which will be the table used to define a key field; key field, which data will be saved to the key word search file for later searching; and field names, which display values which should help identify where the match was found when a search is executed.	
UCR code records define the FBI mandated codes, descriptions, and offense types for Uniform Crime Reporting and the availability of these codes to incident records, arrest records, and summary reports.	
Required to comply with MICR.	
Ability to add any user definable UCR codes and group separately.	
ICLEC system defaults include: agency address, agency city, agency county, agency name, agency phone, agency state, and agency zip.	
Other system defaults include: all upper case, enable auto tab, allow individual users to change browse settings, allow users to add/edit/change user defined fields on forms, check for outstanding warrants or civil papers, and check stolen property records.	
Fingerprinting defaults include: enable fingerprinting system interface, fingerprinting system identifier, path to fingerprint live scan system managing directory, and path to fingerprint live scan system requester directory.	
More specific defaults include: validate address information using GEO tables, include local prisoners on LCR reports, include weekenders on LCR reports, maximum age of juveniles for juvenile cases, maximum records to return from a query, enable third party checks in jail module, enable inmate audit for third party checks in jail module, and update keywords.	
User Defined Forms	
Provides an equivalent "user defined" tab for every form, such that user defined field(s) may be defined by the user.	
Provides a "properties" button allowing the user to adjust the size, move, or change field labels.	
Provides the user with the option of hiding a user-defined field and recalling it at a later date.	
Allows the ICLEC Public Safety Departments to disable the ability to let every user create user-defined fields.	

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Requirement	Response
Bar Coding	
Provides a "bar code" function that allows the user to search and print barcode labels, which have already been saved within the software.	
Allows the scanning of bar code data or manual entry.	
Accepts multiple bar code formats including, but not limited to: EAN-13, Interleaved 2 of 5, Postnet, and UPC version A and converts them to Symbol 39.	
Stores Bar code data in both numeric and alphanumeric formats.	
Allows the users to search the database with a scanned bar code through seek and find functions.	
Allows user to print a bar code with or without the label of the field and in predetermined heights of 1/4", 1/2", 3/4", and 1" or allows customization of size by selecting "auto".	
Allows user to either print a bar code label or search for a bar code from the bar code function located on the tool bar.	
Is used to track prisoner ID's from the Jail system.	
Select bar code from the master menu to select an inmate and print his/her associated wristband.	
Provides bar codes for easy tracking of inmate's property.	
Allows the user to track items for commissary through attaching a bar code.	
Narratives	
Provides a "narrative" function that allows the user to add unlimited narratives to a record.	
Allows the user to add, edit or delete unlimited narratives in any part of a record.	
Enables the user to title narratives and display them in a browse list.	
Allows anyone who has access to a record the ability to view the narrative.	
Allows rich text formatting for narrative text: font, size, bullets, align left, align right, align center, underline, bold, and italic.	
Allows cut, copy, paste, and undo function within the narrative text.	
Allow standard spell-checking ability for the narrative text.	
Allow a quick print option for the narrative.	
Display a visual indicator informing the user that a narrative(s) is attached to the selected record.	
Objects	
Provides an "objects" function that allows the user to attach a variety of file types to a record.	
Allow attachment of spreadsheets, sketches, documents, animations, images, video clips, audio clips, document, scanned document, and more to a record.	
Allows the addition, modification, and deletion of object files from any record or module.	
Allows the user to update an object's description, after an object is attached to a record.	
Allows the user to export (save as…) an attached object from the records system.	
Display a visual indicator informing the user that an object(s) is attached to the selected record.	
Imaging/Mugshots	
Provides an "imaging" function that displays a menu that allows the user to produce line ups, preview mug shots, view images attached to records, attach images to records, and select a method of image capture.	

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Requirement	Response
Allows attaching (unlimited) mug shots, fingerprints and/or other physiological biometrics, accident scenes, and sketches.	
Enables the ICLEC Public Safety Departments to capture and view high-quality color photographs or digital images.	
Attach images of a person to specific records.	
Allows accessing image files of people and displaying them in a line-up.	
Provides the ability to present a "secure" line-up by limiting access to the suspects' information; user must enter a sequence of keys to access the Master Name database.	
Compares mug shot images produced in a search using certain criteria (e.g. comparing the location and/or design of a tattoo, mark or scar).	
Alerts the user when a suspect appears in the database several times, allowing the user to choose the most appropriate picture.	
Perform a search for images by a name.	
Search and print computerized images from records screens.	
Use images individually for mugshots, crime scenes, or collectively (e.g. line-up).	
Perform a search for images of people who match the known physical description of a suspect.	
Produce a lineup from the images in the system using any combination of specified criteria including: height, which must also allow the user to define additional qualifiers (plus or minus inches), weight, which must also allow the user to define additional qualifiers (plus or minus pounds), age, which must also allow the user to define additional qualifiers (plus or minus years), build, social security number, date of birth, eye color, hair color, hair style, hair length, facial hair, skin, sex, race, and glasses worn.	
Use secondary search fields for user discretion in defining suspect search criteria (for example search for brown and blue eyes).	
View all images within the records management system on a single screen; select browse all from the images button located on the Master menu.	
Interface records software with a LaserJet printer.	
Apply additional software applications to provide imaging with the capabilities of capturing, storing and retrieving 24-bit digital color images for purposes such as mug shots, alert bulletins, lineups, and ID cards.	
Allows user to select an image of a suspect then retrieve his/her name and pertinent information by a single keystroke.	
Allows witnesses to view images with new reordering for positive identification.	
"Browse all' feature includes information regarding the folder number, case number, jurisdiction, description, first name, middle name, last name, and social security number associated with that image.	
Display a visual indicator informing the user that an image(s) is attached to the selected record.	
Searches	
Allows users to search any data field or any combination of data fields from any database, table, or index.	
Allows approximation when conducting text searches.	
Allows searches or queries to be conducted for exact matches of specific data, or data meeting a range of parameters including greater than, less than, between, sounds like, and contains.	
Allows the user to search text, date, and numeric fields using the search descriptors and Boolean operators =, >, <, >=, <=, ?, #, and/or *.	
Offers a "find" option allowing the user to search for record(s) based on the information in one field.	
Provides a "key word" function that allows the user to search on keywords through predetermined fields set up in a key word list.	
Displays a browse list of all records meeting the users search criteria.	

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Requirement	Response
Offers a "seek" option allowing the user to filter the records displayed in a browse list.	
Provides a "seek" function that allows the user to search for items using multiple criteria.	
Provides a "seek" function which features a pull down selection menu of search methods, including finding values greater than or equal to the value entered by the user; finding values less than or equal to the value entered by the user; finding values that equal the value entered by the user; finding values that are greater than the value entered by the user; finding values that are less than the value entered by the user; finding values that are not equal to the value entered by the user; finding values that are between the values entered by the user; finding values that are like the value entered by the user; and finding values that match any of a list of values entered by the user.	
Enables the user to identify any "match" found in a search by file number and access a browse screen for a complete synopsis of the record.	
Offers a "View Manager" function allowing the user to choose fields, define their sort order, and apply filters for records displayed in a browse list.	
Allows the display of data entered about specific vehicles.	
Provides several ways to search for help, including search for specific words, help topics, and the contents of the Help file itself.	
Reports	
Provides a "reports" function that allows the user to view various predefined statistical/field reports or design a report using the information from the database.	
Allows users to preview, print, and export any report or graph.	
Provides an "export" option on the report menu allowing the user to export field values to mail merge documents in Microsoft Word.	
Allows the user to fax a report.	
Allows the user to send a report to a file so that the data can be imported to a text-based or word processing application.	
Allows the creation of synopsis reports, which provide statistics on the total number of closed incidents and average number of days to clear cases.	
Provides a report preview window that displays what a printed report will look like including scrolling, printing, exporting, and zooming options.	
Allows reports to be exported to HTML, a Microsoft Exchange folder, a Lotus Notes database, and e-mail.	
Allows the user to send a report to a file so that the data in the report can be imported into other programs like Microsoft Word or Microsoft Excel.	
Provides an ad hoc reporting function allowing the user to create and customize reports using information from the database.	
Prompts the user to name and save the ad hoc report so that it may be accessible for future retrieval via a "browse list."	
Allows the user to add a table, link tables, select fields, edit field properties, format the report, preview the report, save, and print the report when creating ad hoc reports.	
Enables users to create reports and graphs using data from ICLEC's records.	
Allow for reporting on inmate account record which automatically updates balance with any transaction (adds, charges, etc.). Allow for printing for inmate's records upon release or request.	
Need notepad (turnover) component to provide information to other shifts.	
Allow for user defined automatic withdrawals from inmate's account.	
Includes the following pre-defined, or "canned" reports:	
Court Date Report	
Current Confinement Report	
Daily Log	

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Requirement	Response
Deposit Report	
Inmate Activity per Month Report	
Inmate History Report	
Inmate Locator Report	
Inmate Medical Charges Report	
Inmate Offense Report	
Inmate Transport Report	
Visitors Report	
Inmates Confined by Month Report	
Jail Register Report	
Local Confinement Report	
Prisoner Cash Record Report	
Prisoner Cash Transaction Summary Report	
Prisoner Property and Admission Control Report	
Status Report	
Approved Inmate Visitor Report	
Daily Meal Report	
Inmate Commissary Report	
Inmate Synopsis Report	
Master Inventory Report	
Shelf Life Report	
Medicine Dispersal Report	
Property Received Report	
Help	
Includes a help menu for all screens and forms, which is accessible via the mouse or a keyboard command.	
Features online help documentation on how to use the software.	
Features examples, reference information about using the software, and links to other related help topics.	
Includes a "Contents" category grouped under general overview headings.	
Includes an "Index" category (containing a comprehensive on-line help index).	
Includes a "Find" category (that will allow the user to search for particular words and phrases in help topics instead of searching for information by category).	
Provides a help "tool" menu, which gives the ability to shortcut to any other helpful program to start from within the module.	

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Information Sharing System (ISS) Software Specifications (Integration and Data Sharing Platform)

Requirement	Response
General	
The solution must be .NET-compliant.	
The web portal environment must be based on secured Internet and intranet applications.	
The applications must be modular in design so that specific functions can be activated/deactivated.	
The solution must support Web services.	
The solution shall provide the capability to request detailed data back from the contributing systems.	
The solution shall support the management of project specific business processes, rules, and access control of the sharing entity data with participating agencies.	
The solution should allow for data sharing between agencies.	
Provide connectivity between disparate software systems.	
Security	
The system shall provide the logon and password security through the web interface.	
The solution shall employ a role based access control model for defining data access privileges.	
Web clients must support 128-bit Secure Sockets Layer (SSL) encryption technologies at a minimum.	
The system shall leverage Microsoft Domain Security to validate user credentials and ensure only authorized users access the application.	
Security standards should be maintained throughout the data transformation process.	
Web Portal	
Provide ability to search for person, address, vehicle, property, CAD call and CAD unit information.	
The solution shall provide two levels of detail for each query result. The initial query response contains key information such as the person's name, address, criminal activity count, and originating system information. The detailed query response may contain information such as images, last known address, physical descriptors, employer name and address, and details of all incidents, arrests, warrants, citations and custody records for which that person was involved.	
Provide a search toolbar to enable user navigation through the different search options.	
Use hyperlinks throughout the portal to assist users in identifying records where additional information is available.	
The initial response must be a list of candidate information that will allow the user to select specific records and data sources to obtain more detailed information.	
Detailed information must be drawn from authorized queries to the source system unless the source system is not available.	
Information that is not available must be indicated as such from the source system. If the system is down portal application shall return to user a message indicating such.	
The site must be supported by the search portal to find content across all available data sources.	
Data content must be provided to the portal on a timely basis.	
Leverage the existing Microsoft Internet Explorer toolbar to provide basic navigational functions such back, forward and refresh.	

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Requirement	Response
Users shall not be permitted to correct search data within the web portal. Data must be corrected within the source application.	
The solution shall provide a single point of access for multiple agency data through a secure Web browser. This Portal eliminates the need to conduct separate searches across various systems to access information for a specific entity.	
Provide query response, data sharing capabilities across participating agencies.	

Messaging

Requirement	Response
The solution must be able to align data formats without modification to the sending and receiving applications.	
The solution must provide means for business process validation services and for the ability to define custom business rules.	
The solution must provide the ability to define and maintain an independently common data model for transformations from source to target application.	
The solution must be able to synchronize data and propagate appropriate data between application databases.	
The solution must provide tracking and confirmation services that verify, document, and help ensure a completed and synchronous information exchange.	
The solution must support reliable message exchange delivery, both synchronous and asynchronous.	
Message formats must be based on accepted national and industry standards such as the GJXDM.	

Subscription/Notification

Requirement	Response
The solution must support event-based business processes.	
The solution must allow for automatic subscription and notification services.	

Administration and System Tools

Requirement	Response
The solution shall employ a single point of deployment with remote, web-based access by the majority of users.	
All system administrators shall have the ability to access systems remotely.	

Adapters

Requirement	Response
The solution must provide the flexibility to limit the number of connections to each partner system, and this connection must support multiple types of information exchanges.	
The solution must be able to support connectivity in a defined format, preferably the GJXDM, between applications.	
The solution must support the capability to create custom adapters.	

Help

Requirement	Response
Includes a help menu for all screens and forms, which is accessible via the mouse or a keyboard command.	
Features online help documentation on how to use the software.	
Features examples, reference information about using the software, and links to other related help topics.	
Includes a "Contents" category grouped under general overview headings.	

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Requirement	Response
Includes an "Index" category (containing a comprehensive on-line help index).	
Includes a "Find" category (that will allow the user to search for particular words and phrases in help topics instead of searching for information by category).	

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Appendix B – Hardware Forms

Hardware Specifications Forms

Hardware Workstations Specifications		
Specifications	**Minimum Requirements**	**Recommended Configuration**
Intended Use	Please fill out a small description of what the intended use of the Workstation is.	
System Capacity		
CPU	Processor Type	Processor Type
Number	Number of processors (hyper threaded)	Number of processors (hyper threaded)
Speed	Speed and FSB of the Processor(s)	Speed and FSB of the Processor(s)
Memory	How much and what type of memory	How much and what type of memory
Hard Drive	Necessary storage need for this workstation	Necessary storage need for this workstation
Network Interface	Please Specify How many and what speed Cards are required	Please Specify How many and what speed Cards are required
Monitor	Please specify the size monitor and the resolution recommended for software	Please specify the size monitor and the resolution recommended for software
Operating System	Please Specify the Supported O/S(s)	Please Specify the Supported O/S(s)
Prerequisite Software	Please Specify any required software to run your application	Please Specify any required software to run your application
Peripherals:		
Serial Ports	How many if any Serial Ports are required for your system	How many if any Serial Ports are required for your system
USB Ports	How many if any USB ports are required for your system	How many if any USB ports are required for your system
CD-ROM drive	What Speed and Type of CD-ROM or DVD is required	What Speed and Type of CD-ROM or DVD is required
Modem	Is a modem required for your software	Is a modem required for your software
Other Considerations	Any other information not covered above should be put here	

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Hardware Server Specifications

Specifications	Minimum Requirements	Recommended Configuration
Intended Use	Please fill out a small description of what the intended use of the Server is.	
System Capacity	Please give a description of the system's capacity based off of this configuration	
CPU	Processor Type (Pentium, Xeon, Etc.)	Processor Type (Pentium, Xeon, Etc.)
Number	Number of processors (specify Single or Dual Core)	Number of processors (specify Single or Dual Core)
Speed	Speed and FSB of the Processor(s)	Speed and FSB of the Processor(s)
Memory	How much and what type of memory	How much and what type of memory
Disk System	(N/R means Not Required)	
How many I/O Channels do you use? (Please Specify how many and what are they being used for ex. O/S, SQL, LOGS, DATA etc.) **Repeat section as many times as necessary for each Channel**		
Number of Drives		
RAID Configuration		
Effective Storage Space		
Network Interface	Please Specify How many and what speed Cards are required	Please Specify How many and what speed Cards are required
Operating System	Please Specify the Supported O/S(s)	Please Specify the Supported O/S(s)
Prerequisite Software	Please Specify any required software to run your application	Please Specify any required software to run your application
Peripherals:		
Serial Ports	How many if any Serial Ports are required for your system	How many if any Serial Ports are required for your system
USB Ports	How many if any USB ports are required for your system	How many if any USB ports are required for your system
CD-ROM drive	What Speed and Type of CD-ROM or DVD is required	What Speed and Type of CD-ROM or DVD is required
Modem	Is a modem required for your software	Is a modem required for your software
Backup Device	Is there a backup device attached to the Server	Is there a backup device attached to the Server
	If so what type and Speed is recommended	If so what type and Speed is recommended
Other Considerations	Any other information not covered above should be put here	

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Appendix C – Pricing Forms

Itemized Equipment List & Pricing

The vendor must provide a detailed price list for the Application Software, Server(s) and Mobile Printers Hardware, Operating Systems Software (i.e. Windows, SQL, Oracle etc.) and associated Services necessary to make the proposed solution operational. The following list is a guideline only; it is your responsibility to provide the necessary configuration to meet the requirements detailed in this RFP. If there are items not on this list that are necessary to make your software a functional solution then they must be added.

Please provide a price quotation for the following Application Software, Server(s) and Mobile Printers Hardware, OS Software, Services and Maintenance:

Law Records Management System (RMS) System Itemized Price List

Law RMS Software	Quantity	Price	Extended
Law RMS Server Application Software License		$	$
Law RMS Workstation Application Software License		$	$
Law RMS Administration and Personnel Module		$	$
Law RMS Bar Code Module		$	$
Law RMS Bike Registration Module		$	$
Law RMS Budget Tracking Module		$	$
Law RMS Citations Module		$	$
Law RMS Civil Module		$	$
Law RMS Equipment Maintenance Module		$	$
Law RMS Gun Permits Module		$	$
Law RMS Imaging/Mugshots Module		$	$
Law RMS Impound Module		$	$
Law RMS Intelligence, Internal Affairs and Narcotics Module		$	$
Law RMS Officer Activity Log Module		$	$
Law RMS Parking Tickets Module		$	$
Law RMS Pawn Module		$	$
Law RMS Towing Module		$	$
Law RMS Traffic Accidents Module		$	$
Law RMS Wants and Warrants Module		$	$
Visio		$	$
Law RMS to Top Gun Barcode Interface		$	$
Law RMS to American Barcode Interface		$	$
Law RMS to AFIS Interface		$	$
Law RMS to CAD System Interface		$	$
Law RMS to JAIL System Interface		$	$
Law RMS to FBR System Interface		$	$
Law RMS to FireHouse System Interface		$	$
		Subtotal:	**$**
Law RMS Hardware	**Quantity**	**Price**	**Extended**
Law RMS Server Hardware (include all OS Licensing)		$	$
		Subtotal:	**$**

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Law RMS Services	Quantity	Price	Extended
Law RMS Server Application Software License Installation		$	$
Law RMS Workstation Application Software License Installation		$	$
Law RMS Server Hardware Installation		$	$
Visio Workstation Software License Installation		$	$
Law RMS Legacy Data Conversion		$	$
Project Management Fee		$	$
Online Learning Management System Activation		$	$
Online Learning Management System Annual Subscription Per User		$	$
Training Web Based Instructor Led 1/2 Day Class		$	$
Training Onsite All Day Class		$	$
Travel Expense Daily Costs		$	$
Travel Expense Trip		$	$
		Subtotal:	**$**
Law RMS Maintenance	**Quantity**	**Price**	**Extended**
Remote Diagnostic Support Software Application		$	$
Law RMS 24x7 Software Support - Maintenance		$	$
		Subtotal:	**$**
Law RMS 8x5 Software Support – Maintenance (Do Not Include in Subtotal)		$	XXXXXXXXXXXX
		Total Law RMS System:	**$**

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Computer Aided Dispatch (CAD) System Itemized Price List

CAD Software	Quantity	Price	Extended
CAD Server Application Software License		$	$
CAD Supervisor Position Application Software License		$	$
CAD Dispatcher/Call taker Workstation Application Software License		$	$
CAD View Only Workstation Application Software License		$	$
CAD Data Archiving Module		$	$
CAD Fax Server Module		$	$
CAD Rip and Run Module		$	$
CAD to E911 System Interface		$	$
CAD to EMD System Interface		$	$
CAD to Paging System Interface		$	$
CAD to Push-to-Talk Radio Console Interface		$	$
CAD to TDD Interface		$	$
CAD to Net clock Interface		$	$
CAD to Zetron Model 25 & 26 Encoder Interface		$	$
CAD to Mapping Application Interface		$	$
CAD to Law RMS System Interface		$	$
CAD to Mobile Data System Interface		$	$
		Subtotal:	$

CAD Hardware	Quantity	Price	Extended
CAD Server Hardware (include all OS Licensing)		$	$
		Subtotal:	$

CAD Services	Quantity	Price	Extended
CAD Server Application Software License Installation		$	$
CAD Server Hardware Installation		$	$
CAD Workstation Application Software License Installation		$	$
CAD GEO File Conversion		$	$
Project Management Fee		$	$
Online Learning Management System Activation		$	$
Online Learning Management System Annual Subscription Per User		$	$
Training Web Based Instructor Led 1/2 Day Class		$	$
Training Onsite All Day Class		$	$
Travel Expense Daily Costs		$	$
Travel Expense Trip		$	$
		Subtotal:	$

CAD Maintenance	Quantity	Price	Extended
Remote Diagnostic Support Software Application		$	$
CAD 24x7 Software Support - Maintenance		$	$
		Subtotal:	$
		Total CAD System:	$

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MOBILE System Itemized Price List

Mobile Software	Quantity	Price	Extended
Mobile Server Application Software License		$	$
Mobile Law Enforcement Vehicle Workstation Application Software License		$	$
Mobile Law Enforcement Office Workstation Application Software License		$	$
Mobile Law Enforcement Handheld Windows CE Application Software License		$	$
Mobile Law Enforcement Handheld RIM Application Software License		$	$
Mobile to CAD System Interface		$	$
Mobile to RMS System Interface		$	$
Mobile to FBR System Interface		$	$
NetMotion Software (Only include if proposing to upgrade to air cards)		$	$
		Subtotal:	**$**

Mobile Hardware	Quantity	Price	Extended
Mobile Server Hardware (include all OS Licensing)		$	$
Mobile Workstation Hardware (include all OS Licensing)		$	$
Mobile Printers		$	$
		Subtotal:	**$**

Mobile Services	Quantity	Price	Extended
Mobile Server Application Software License Installation		$	$
Mobile Workstation Application Software License Installation		$	$
Mobile Server Hardware Installation		$	$
Handheld Workstation Application Software License Installation		$	$
Project Management Fee		$	$
Online Learning Management System Activation		$	$
Online Learning Management System Annual Subscription Per User		$	$
Training Onsite All Day Class		$	$
Travel Expense Daily Costs		$	$
Travel Expense Trip		$	$
Training Web Based Instructor Led 1/2 Day Class		$	$
		Subtotal:	**$**

Mobile Maintenance	Quantity	Price	Extended
Remote Diagnostic Software		$	$
Mobile 24x7 Software Support - Maintenance		$	$
		Subtotal:	**$**
Mobile 8x5 Software Support – Maintenance (Do Not Include in Subtotal)		$	XXXXXXXXXXX
		Total Mobile System:	**$**

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Field Based Reporting (FBR) System Itemized Price List

FBR Software	Quantity	Price	Extended
FBR Server Application Software License		$	$
FBR Workstation Application Software License		$	$
Microsoft VISIO		$	$
FBR to MOBILE System Interface		$	$
FBR to RMS System Interface		$	$
		Subtotal:	$
FBR Hardware	**Quantity**	**Price**	**Extended**
FBR Server Hardware (include all OS Licensing)		$	$
FBR Workstation Hardware (include all OS Licensing)		$	$
		Subtotal:	$
FBR Services	**Quantity**	**Price**	**Extended**
FBR Server Application Software License Installation		$	$
FBR Workstation Application Software License Installation		$	$
FBR Server Hardware Installation		$	$
Project Management Fee		$	$
Online Learning Management System Activation		$	$
Online Learning Management System Annual Subscription Per User		$	$
Training Onsite All Day Class		$	$
Travel Expense Daily Costs		$	$
Travel Expense Trip		$	$
Training Web Based Instructor Led 1/2 Day Class		$	$
		Subtotal:	$
FBR Maintenance	**Quantity**	**Price**	**Extended**
Remote Diagnostic Software		$	$
FBR 24x7 Software Support - Maintenance		$	$
		Subtotal:	$
FBR 8x5 Software Support – Maintenance (Do Not Include in Subtotal)		$	XXXXXXXXXXXX
		Total FBR System:	$

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Jail RMS System Itemized Price List

Jail RMS Software	Quantity	Price	Extended
Jail RMS Server Application Software License		$	$
Jail RMS Server Application Software License Installation		$	$
Jail RMS Workstation Application Software License		$	$
Jail RMS Workstation Application Software License Installation		$	$
Jail RMS to Securus Phone System Interface		$	$
Jail RMS to deposit Kiosk utilizing Keefe Commissary Software		$	$
Jail RMS to Law RMS System Interface		$	$
Jail RMS to AFIS Interface		$	$
		Subtotal:	$

Jail RMS Hardware	Quantity	Price	Extended
Jail RMS Server Hardware (include all OS Licensing)		$	$
		Subtotal:	$

Jail RMS Services	Quantity	Price	Extended
Jail RMS Server Application Software License Installation		$	$
Jail RMS Workstation Application Software License Installation		$	$
Jail RMS Server Hardware Installation		$	$
Jail RMS Legacy Data Conversion		$	$
Project Management Fee		$	$
Online Learning Management System Activation		$	$
Online Learning Management System Annual Subscription Per User		$	$
Training Web Based Instructor Led 1/2 Day Class		$	$
Training Onsite All Day Class		$	$
Travel Expense Daily Costs		$	$
Travel Expense Trip		$	$
		Subtotal:	$

Jail RMS Maintenance	Quantity	Price	Extended
Remote Diagnostic Support Software Application		$	$
Jail RMS 24x7 Software Support - Maintenance		$	$
		Subtotal:	$
Jail RMS 8x5 Software Support – Maintenance (Do Not Include in Subtotal)		$	XXXXXXXXXXXX
		Total Jail RMS System:	$

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GIS System Itemized Price List

GIS Software	Quantity	Price	Extended
GIS Dispatch Mapping Application Administrator Software License		$	$
GIS Dispatch Mapping Application Dispatcher Software License		$	$
GIS Mobile Mapping Application Software License		$	$
GIS Pin Mapping Application Software License		$	$
GIS Map Data Synchronization Application Server Software License		$	$
GIS Map Data Synchronization Application Client Software License		$	$
		Subtotal:	**$**
GIS Hardware	**Quantity**	**Price**	**Extended**
GIS Map Data Synchronization Application Server Hardware (include all OS Licensing)		$	$
		Subtotal:	**$**
GIS Services	**Quantity**	**Price**	**Extended**
GIS Dispatch Mapping Application Administrator Software License Installation & Training		$	$
GIS Dispatch Mapping Application Dispatcher Software License Installation & Training		$	$
GIS Map Data Analysis		$	$
GIS Mobile Mapping Application Software License Installation & Training		$	$
GIS Map Data Synchronization Application Server Software License Installation & Training		$	$
GIS Map Data Synchronization Application Client Software License Installation & Training		$	$
GIS Pin Mapping Application Software License Installation & Training		$	$
Project Management Fee		$	$
Online Learning Management System Activation		$	$
Online Learning Management System Annual Subscription Per User		$	$
Training Onsite All Day Class		$	$
Travel Expense Daily Costs		$	$
Travel Expense Trip		$	$
Training Web Based Instructor Led 1/2 Day Class		$	$
		Subtotal:	**$**
GIS Maintenance	**Quantity**	**Price**	**Extended**
Remote Diagnostic Software		$	$
GIS Mapping Application 8x5 Software Support - Maintenance		$	$
		Subtotal:	**$**
		Total GIS System:	**$**

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Information Sharing System (ISS) Itemized Price List

ISS Software	Quantity	Price	Extended
ISS Server Application Software License		$	$
ISS to CAD System Interface		$	$
ISS to RMS System Interface		$	$
		Subtotal:	**$**
ISS Hardware	**Quantity**	**Price**	**Extended**
ISS Server Hardware (include all OS Licensing)		$	$
		Subtotal:	**$**
ISS Services	**Quantity**	**Price**	**Extended**
ISS Server Application Software License Installation		$	$
Project Management Fee		$	$
Online Learning Management System Activation		$	$
Online Learning Management System Annual Subscription Per User		$	$
Training Web Based Instructor Led 1/2 Day Class		$	$
Training Onsite All Day Class		$	$
Travel Expense Daily Costs		$	$
Travel Expense Trip		$	$
		Subtotal:	**$**
ISS Maintenance	**Quantity**	**Price**	**Extended**
Remote Diagnostic Support Software Application		$	$
ISS 24x7 Software Support - Maintenance		$	$
		Subtotal:	**$**
ISS 8x5 Software Support – Maintenance (Do Not Include in Subtotal)		$	XXXXXXXXXXX
		Total ISS System:	**$**

	Total System Price:	**$**