

County of Orange Contract #MA-060-22010456 with
SOMA Global Inc. pursuant to Polk County Sheriff's Office, Integrated Systems Solutions
Agreement, P2019-1
For Integrated Systems Solutions

This Contract MA-060-22010456 is made and entered into upon execution of all necessary signatures between SOMA Global Inc., having its principal place of business at 6911 Bryan Dairy Rd., Suite 210, Largo, FL 33777 (referred as "Contractor"), and the County of Orange, operating through its Sheriff-Coroner Department, a political subdivision of the State of California, with a place of business at 320 N. Flower Street, Ste. 108, Santa Ana, CA 92703 (referred to as "County") which are sometimes individually referred to as "Party" or collectively referred to as "Parties".

ATTACHMENTS

This Contract is comprised of this document and the following Attachments, which are incorporated by reference into this Contract:

- Attachment A- Scope of Work
- Attachment B – Compensation and Payment Provisions
- Attachment C – Functionality Objectives
- Attachment D – Polk County Sheriff's Office, Integrated Systems Solutions Agreement, P2019-1

RECITALS

WHEREAS, the Polk County Sheriff's Office, has issued an Integrated Systems Solutions Agreement, P2019-1, now in effect from January 15, 2021 through and including January 14, 2026; and

WHEREAS, COUNTY and CONTRACTOR desire to enter into a Contract for CONTRACTOR to perform services under the Polk County Sheriff's Office, Integrated Systems Solutions Agreement, P2019-1; and

WHEREAS, Contractor is willing to provide the services specified in this Contract to the County of Orange, Sheriff-Coroner Department; and

WHEREAS, the County Board of Supervisors has authorized the Purchasing Agent or designee to enter into a Contract for Integrated Systems Solutions;

NOW, THEREFORE, the Parties mutually agree as follows:

DEFINITIONS:

"Polk County Sheriff's Office" and "State" as used in Attachment D shall mean County of Orange, its employees and authorized representatives for purposes of this Contract.

Unless otherwise specified, the following terms shall be given the meaning shown, unless context requires otherwise.

“Acceptance Criteria” means the conditions that Software, Hardware or Applications must satisfy to be accepted by the County, or in the case of system-level functionality, the consuming System.

"Acceptance Tests" means those tests performed during the Performance Period which are intended to determine compliance of Equipment and Software with the specifications and all other Attachments incorporated herein by reference and to determine the reliability of the Equipment. Includes System Acceptance Tests and User Acceptance Tests.

"Application" means a computer program that is intended to be executed for the purpose of performing useful work for the user of the information being processed. Applications are developed or otherwise acquired by the user of the Hardware/Software system, but they may be supplied by the Contractor.

“Contractor” means the Contractor, subcontractors, agents, resellers, third parties and affiliates who are providing the services agreed to under the Contract.

“Data” - Any information, algorithms, or other content that the County, the County’s employees, agents and end users, review, receive, upload, create or modify using the Software and/or Hardware pursuant to this Contract, including but not limited to fingerprints and other biometric data, whether originating, stored, or transmitted to or from local, state or federal sources, including databases, Software, or systems. Data also includes user identification information and metadata which may contain Data or from which the County’s Data may be ascertainable. Non-Public Data *shall include* information considered to be privileged or confidential in nature and not subject to *public* availability. Personal Data shall include personal information, as defined by Civil Code Section 1798.3.

“Data Breach” - means any access, destruction, loss, theft, use, modification or disclosure of Data by an unauthorized party or that is in violation of Contract terms and/or applicable state or federal law.

“Defect” – means a failure of the SOMA Global Software to substantially conform to the functional features SOMA has designed to accomplish functionality objectives for the County.

“Deliverables” means Goods, Software, Information Technology, Hardware, and other items (e.g. Documentation) to be delivered pursuant to this Contract, including any such items furnished incident to the provision of services.

"Documentation" or "Documents" means manuals and other materials necessary or useful to the County in its use or maintenance of the Equipment, Hardware or Software provided hereunder. Manuals and other materials customized for the County hereunder constitute Work Product if such materials are required by the Statement of Work.

“Encryption” - Conversion of plaintext to ciphertext through the use of a Federal Information Processing Standards (FIPS) validated cryptographic algorithm. [FIPS 140-2]

"Equipment" “is an all-inclusive term which refers either to individual Machines or to a complete Data Processing System or Subsystem, including its Hardware and Operating Software (if any).

“Go Live” means the event that occurs when County first uses a Subsystem for Live Operations. A separate Go Live may take place with respect to each Subsystem, each Interface, and each

Modification.

“Goods” means all types of tangible personal property, including but not limited to materials, supplies, and Equipment (including computer and telecommunications Equipment).

"Hardware" usually refers to computer Equipment and is contrasted with Software. See also Equipment and Machine.

“Human Error” means any action or inaction on the part of a Contractor’s employee, agent or contractor that prevents the accomplishment of the Software, Hardware, or System’s intended functions and the services specified in the Scope of Work.

"Machine" or **“Device”** means an individual unit of a Data Processing System or Subsystem, which may be separately identified by a type and/or model number, comprised of but not limited to mechanical, electro-mechanical, and electronic parts, microcodes, and special features installed thereon and including any necessary Software, e.g., central processing unit, memory module, tape unit, card reader, etc., employed in making such change.

"Maintenance Coverage" or **“Maintenance”** means support, repair, and/or modification of Software or Hardware after delivery to correct faults or errors, delete obsolete capabilities, and/or enhance or improve capabilities, performance or other attributes, as specified in the Scope of Work.

“Security Incident” means the potentially unauthorized access to Personal Data or Non-Public Data within the possession or control of the Contractor. A Security Incident may or may not turn into a Data Breach.

"Software" is an all-inclusive term that refers to any computer programs, routines, or subroutines supplied by the Contractor, including Operating Software, Programming Aids, Applications, and Program Products.

"System" means the complete collection of Hardware, Software and services as described in this Contract, integrated and functioning together, and performing in accordance with this Contract.

“Technical Failure” means a malfunction in the Contractor-supplied Hardware or Software that prevents the accomplishment of the services specified in the Scope of Work. A malfunction of the hardware prevents the accomplishment of the hardware’s intended functions and services specified in the Scope of Work. A malfunction of the software prevents the accomplishment of intended services even though the hardware may be functioning properly. Technical failures include, but are not limited to, an improper or incomplete conversion or upgrade of the hardware or software.

ARTICLES

1. **Scope of Contract:** The terms and conditions of this Contract, including those in its Attachments, specifies the terms and conditions by which Sheriff-Coroner Department will procure services in connection with the Polk County Sheriff’s Office, Integrated Systems Solutions Agreement, P2019-1 from the Contractor, hereinafter referred to as “Services” as more fully detailed in Attachment A, Scope of Work.

2. Precedence: In the event of a conflict between the terms and conditions in this Contract and terms and conditions in the Attachments, the conflict shall be resolved by giving precedence first to the terms and conditions of this Contract, then Attachment A, Scope of Work, then Attachment B, Compensation and Pricing Provision, and then the terms and conditions of any other Attachments.
3. Term of Contract: This Contract shall commence upon execution of all necessary signatures, and shall be effective through and including December 13, 2026, unless otherwise terminated by County. This Contract may be renewed as set forth in paragraph 4 below.
4. Renewal: Contract may be renewed for up to five (5) additional years, upon mutual agreement of both Parties and upon successful renewal of the Polk County Sheriff's Office, Integrated Systems Solutions Agreement, P2019-1. Each renewal of this Contract may require approval by the County of Orange Board of Supervisors.
5. Taxes: Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. Out-of-state Contractors shall indicate California Board of Equalization permit number and sales permit number on invoices, if California sales tax is added and collectable. If no permit numbers are shown, sales tax will be deducted from payment. The Auditor-Controller will then pay use tax directly to the State of California in lieu of payment of sales tax to the Contractor.
6. Compensation & Payment: Contractor agrees to provide services in connection with the Polk County Sheriff's Office, Integrated Systems Solutions Agreement, P2019-1, as set forth in Attachment A, Scope of Work, at the fixed discounted rates off Contractor's list price specified in the Polk County Sheriff's Office, Integrated Systems Solutions Agreement, P2019-1 and set forth more fully in Attachment B, Compensation and Pricing Provisions. The maximum amount of compensation under this Contract shall not exceed the amount of \$4,292,500 for the first contract term.
7. Acceptance Payment: Unless otherwise agreed to in writing by County, payment shall be made by the County and in accordance to Attachment B, Compensation and Pricing Provisions.
8. Contingency of Funds: Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon State budget approval; receipt of funds from, and/or obligation of funds by the State of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.
9. Termination: In addition to any other remedies or rights it may have by law, County has the right to immediately terminate this Contract without penalty for cause or after 60 days' written notice without cause, unless otherwise specified. Cause shall be defined as any material breach of contract, any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation.

10. Confidentiality: Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees. Contractor and County agree and acknowledge that all information and documents related to the award and performance of this Contract may be subject to disclosure pursuant to the California Public Records Act ("PRA"), California Government Code 6250 et seq. To the extent permitted under the PRA or any other federal or state law regarding disclosure of public records, County agrees to maintain the confidentiality of all information provided by Contractor which, based on the nature of such information or the circumstances surrounding its disclosure, should reasonably be understood to be confidential or proprietary, including all technical information related to the public safety, cloud-native software-as-a-service (SaaS) enterprise software application (the "Platform" as defined in Attachment A, Scope of Work) owned by Contractor and provided under Attachment A (Statement of Work) or Contractor's other proprietary technology ("Contractor Confidential Information"). County shall not use Contractor Confidential Information except as necessary in connection with this Contract, and County shall use commercially reasonable efforts to protect and safeguard the Contractor Confidential Information from unauthorized access, use or disclosure.

11. Sub-Contracting: No performance of this Contract or any portion thereof may be subcontracted by the Contractor without the express written consent of the County. Any attempt by the Contractor to subcontract any performance of this Contract without the express written consent of the County shall be invalid and shall constitute a breach of this Contract.

In the event that the Contractor is authorized by the County to subcontract, this Contract shall take precedence over the terms of the Contract between Contractor and subcontractor, and shall incorporate by reference the terms of this Contract. The County shall look to the Contractor for performance and indemnification and not deal directly with any subcontractor. All work performed by a subcontractor must meet the approval of the County of Orange.

12. Compliance with Laws: Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of paragraph "16" below, Contractor agrees that it shall defend, indemnify and hold County and County INDEMNITEES harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.

13. Invoicing: Vendor shall reference Contract Number MA-060-22010456 on all invoices. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the contractor.

Invoices shall be submitted to the following location:

County of Orange
 Sheriff Coroner/Accounts Payable
 320 N. Flower Street
 Santa Ana, CA 92703
 Email: ocsdaccountspayable@ocsheriff.gov

14. **Governing Law and Venue:** This Contract has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for trial to another county.
15. **Notices:** Any and all notices permitted or required to be given hereunder shall be deemed duly given (1) upon actual delivery, if delivery is by hand; or (2) upon delivery by the United States mail if delivery is by postage paid registered or certified return receipt requested mail. Each such notice shall be sent to the respective Party at the address indicated below or to any other address as the respective Parties may designate from time to time.

For Contractor: SOMA Global Inc.
 6911 Bryan Dairy Rd., Suite 210
 Largo, FL 33777
 Attn: Ashby Green
 Ph: 855-750-0662
 Email: ashby.green@somaglobal.com

County: County of Orange
 Sheriff Coroner Department/Technology Division
 Attn: Joe Giese
 Ph: 714-834-3913
 Email: TechnologyDivisionEM@ocsd.org

Assigned DPA: County of Orange
 Sheriff Coroner Department/Purchasing Services Bureau
 320 N. Flower Street, 2nd Floor
 Santa Ana, CA 92703
 Attn: Olivia Prudencio, Deputy Purchasing Agent
 Ph: 714-834-6687
 Email: oprudencio@ocsheriff.gov

16. **Insurance Provisions:** Prior to the provision of services under this Contract, the Contractor agrees that it shall maintain required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied within addition, all subcontractors performing work

on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

- 1) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or subcontractor's performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) Contractor's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Contractor's SIR provision shall be interpreted as though the Contractor was an insurer and the County was the insured.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the Best's Key Rating Guide/Property-Casualty/United States or ambest.com). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence
Workers Compensation	Statutory
Employers Liability Insurance	\$1,000,000 per occurrence
Network Security & Privacy Liability	\$1,000,000 per claims-made
Technology Errors & Omissions	\$1,000,000 per claims-made \$1,000,000 aggregate

Required Coverage Forms

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the *County of Orange its elected and appointed officials, officers, agents and employees* as Additional Insured's, or provide blanket coverage, which will state *AS REQUIRED BY WRITTEN CONTRACT*.
- 2) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Network Security and Privacy Liability policy shall contain the following endorsements which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement naming the *County of Orange, its elected and appointed officials, officers, agents and employees* as Additional Insured's for its vicarious liability.

2) A primary and non-contributing endorsement evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

3) The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the *County of Orange, its elected and appointed officials, officers, agents and employees* or provide blanket coverage, which will state *AS REQUIRED BY WRITTEN CONTRACT*.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

If Contractor's Technology Errors & Omissions and/or Network Security & Privacy Liability are "Claims-Made" policy(ies), Contractor shall agree to maintain coverage for two (2) years following the completion of the Contract.

The Commercial General Liability policy shall contain a severability of interest's clause also known as a "separation of insured's" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance mutually agreed upon of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County. Contractor agrees that in the event additional insurance is needed, County and Contractor shall amend Contract to address additional insurance costs incurred under this Contract.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

17. Indemnification: Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment. The County shall promptly inform Contractor of any claim for which the County seeks indemnification hereunder.
18. Limitation of Liability:
- a) Except as may be otherwise approved by the County in writing, the total liability of Contractor, whether in contract, tort, product liability, strict liability, or other legal or equitable theory, for any claim arising from or related to this agreement or any products, services, deliverables or other items furnished or to be furnished under this agreement, will in no event exceed the greater of either: (i) the fees paid to Contractor, over a period not to exceed twenty-four (24) months, by the County for the products, services, deliverables or other items giving rise to such liability, or (ii) the amount covered by insurance, as specified under the Paragraph entitled "Insurance Provisions."
 - b) The foregoing limitation of liability shall not apply to: (i) any liability or claims arising under the Paragraphs entitled "Compliance with Laws", "Confidentiality", or "Liquidated Damages"; (ii) attorney's fees and costs associated with the Paragraph entitled "Indemnification" or that the County becomes entitled to recover as a prevailing party in any action; and/or (iii) damages arising out of subsection c) below.
 - c) Contractor shall be liable for damages arising out of injury to the person and/or damage to the property of the County, employees of the County, persons designated by the County for training, or any other person(s) other than agents or employees of the Contractor, designated by the County for any purpose, prior to, during, or subsequent to delivery, installation, acceptance, and use of the products, services, deliverables or other items furnished or to be furnished under this agreement, either at the Contractor's site or at the County's place of business, provided that the injury or damage was caused by the fault or negligence of the Contractor.
 - d) The County's liability for damages for any cause whatsoever, and regardless of the form of action, whether in contract, tort, product liability, strict liability, or other legal or equitable theory, shall be limited to the fees paid to Contractor by the County for the products, services, deliverables or other items giving rise to such liability. Nothing herein shall be construed to waive or limit the County's sovereign immunity or any other immunity from suit provided by law.
 - e) In no event will either party be liable for lost data, lost profits or revenues, interest or cost of money, cover, or for any punitive, indirect, incidental, special, consequential or similar damages arising out of or in connection with the performance or nonperformance of this Contract, even if notification has been given as to the

possibility of such damages, except to the extent that the Contractor's liability for such damages arises out of subsections b) and c) above.

19. Security Requirements:

A. Contractor shall, with respect to all employees of Contractor performing services hereunder:

1. Perform background checks as to past employment history.
2. Inquire as to past criminal felony convictions.
3. Ascertain that those employees who are required to drive in the course of performing services hereunder have valid California driver's licenses and no DUI convictions within two (2) years prior to commencement of services hereunder.
4. Perform drug screening to determine that such employees are not users of illegal drugs or other substances.

B. Criminal Justice Information Services (CJIS) Requirements:

All Contractors staff with physical or logical access to County data shall pass a fingerprint-based state and federal background check consistent with:

- a. 5 CFR 731.106; and/or
- b. Office of Personnel Management policy, regulations, and guidance; and/or
- c. Agency policy, regulations, and guidance.

C. Contractor shall not assign to the County property any Contractor personnel as to whom the foregoing procedures indicate:

1. Inability or unwillingness to perform in a competent manner.
2. Past criminal convictions for theft, burglary or conduct causing property damage or mental or physical harm to persons.
3. Where such employee's duties include driving a vehicle, absence of a valid California driver's license or a DUI conviction within the prior two (2) years.
4. Usage of illegal drugs or other substances.

D. If any of the problems identified with respect to the Contractor's employees are discovered after assignment of an employee to County property, or if County otherwise reasonably deems an assigned employee unacceptable, Contractor shall remove and replace such employee at the County property.

E. Nothing herein shall render any employee of Contractor an employee of County.

F. THE CONTRACTOR'S PERSONNEL REQUIREMENTS:

1. All personnel to be employed in performance of the work under this Contract

shall be subject to an Orange County Sheriff-Coroner Department (“Sheriff”) Security Clearance. Clearances must be updated and renewed according to the Sheriff-Coroner Department Security Clearance policy.

2. No person shall be employed on this work that has not received prior clearance from the Sheriff.
3. Within 15 days of the effective date of this Contract, the Contractor shall prepare and submit a complete and accurate “Contractor Security Clearance” information form for all Contractor’s employee who will be working on or who will need access to the Sheriff’s facilities to perform work covered by this Contract. County project manager shall provide form(s) to Contractor’s project manager. Contractor is also responsible for ensuring that any time an employee is assigned to work on Sheriff’s facilities under this Contract that a Security Clearance form is submitted and approved prior to that employee requiring access to such premises for providing services under this Contract.
4. Contractor shall be responsible for ensuring to submit updated Security Clearance forms in order to renew the Security Clearance. Updated forms shall be submitted at least ten (10) County working days prior to the expiration of an existing clearance; a security clearance is valid for twelve (12) months from the date of issuance.
5. If, after a Security Clearance is granted but prior to the time for Security Clearance renewal, the Contractor becomes aware of new information relevant to the Security Clearance of an employee, i.e., a new arrest or conviction, the Contractor shall provide an updated form to the County so the security clearance may be reviewed in light of the new information.
6. Contractor shall inform employees assigned to perform work under this Contract of their duty to inform Contractor of any change in information or new information that arises during the pendency or after approval of a Security Clearance.
7. Contractor Security Clearance information forms must be submitted on the original Sheriff’s printed form. Facsimile or photocopy forms will not be accepted.
8. Contractor Security Clearance information forms shall be thoroughly and accurately completed. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying clearance.
9. The Sheriff will not give the reason an individual’s clearance is denied, but will provide explanation to individual affected via U.S. Mail.

G. GENERAL SECURITY REQUIREMENT-AT WORKSITE:

1. All work areas shall be secured prior to the end of each workday. Page 12 of 240

2. Contractor's personnel shall have no contact, either verbal or physical, with inmates in the facility. Specifically:
 - a. Do not give names or addresses to inmates.
 - b. Do not receive any names or addresses from inmates.
 - c. Do not disclose the identity of any inmate to anyone outside the facility.
 - d. Do not give any materials to inmates.
 - e. Do not receive any materials from inmates (including materials to be passed to another individual or inmate).
3. Contractor's personnel shall not smoke or use profanity or other inappropriate language while on site.
4. Contractor's personnel shall not enter the facility while under the influence of alcohol, drugs or other intoxicants and shall not have such materials in their possession.
5. Failure to comply with these requirements is a criminal act and can result in prosecution.
6. Contractor's personnel shall plan their activities to minimize the number of times they must enter and exit a facility, i.e., transport all tools, equipment, and materials needed for the day at the start of work and restrict all breaks to the absolute minimum.
7. Contractor's personnel shall follow any special security requirements issued by the on-site contact person or escort Sheriff's Deputy.
8. Contractor's personnel shall report to the on-site contact person when either leaving or temporarily leaving the facility, and at the end of the workday.
9. Contractor's personnel shall immediately report all accidents, spills, damage, unusual conditions and/or unusual activities to the on-site contact person or any Sheriff's Deputy.
10. Contractor's personnel shall securely close and check all gates and doors to ensure that they are tightly closed and locked.
11. Contractor's personnel shall restrict all activities to the immediate work site and adjacent assigned areas.
12. Contractor's personnel shall remain with the assigned escort at all times, unless otherwise directed by the on-site contact person.
13. County shall provide relatively free reign for Contractor's personnel to move and perform work as necessary; however, workers will be escorted by a Sheriff Deputy or authorized Correctional Programs personnel at all times.
14. Contractor's personnel may also be subject to cursory search of their person

and equipment/tools, both upon entering and leaving the County jail facilities.

15. Contractor's personnel shall be responsible for submitting an itemized essential tool roster (See Exhibit 1) to Main Control upon entry to County jail facilities for installation of television(s) and enclosure(s). All essential tools shall be numbered and labeled and be kept in a lockable container, subject to County's approval. Contractor's workers shall closely monitor all tools and materials at all times. Under no circumstances shall any tools be left unattended once brought into County jail facilities.

20. County Data – Ownership and Use:

- a. The County will and does own all right, title and interest in Data that is related to the services provided by this Contract, including but not limited to, all audio and video recordings, materials, Documents, Data, reports, information, or other materials obtained from County, State or Federal data files or any County medium or furnished by or on behalf of County to Contractor in the performance of this Contract and created, generated or modified by County through the provision of services or the use of the Public Safety Agency Management Solution, ("County Data"). County Data also includes user identification information and metadata that may contain County Data or from which County Data may be ascertainable. County Data shall be owned solely and exclusively by County and will at all times remain the property of County. Contractor acknowledges and agrees that, as between the Parties, County owns all right, title, and interest in all County Data.

- b. County Data may not be deleted, used or copied for direct or indirect use by Contractor, except as required in connection with performance of Contractor's duties under this Contract or as specifically directed by County in writing. Contractor shall not access County user accounts or County Data, except: (1) in the course of the provision of services/operations of the Public Safety Agency Management Solution, (2) in response to service or technical issues, (3) as required by the express terms of this Contract, (4) as required by law. Nothing herein shall be construed to confer any license or right to the Data, including user tracking and exception Data within the system, by implication, estoppel or otherwise, under copyright or other intellectual property rights, to any third party unless the County gives prior express written consent and Contractor binds such third party to confidentiality and non-disclosure terms that are at least as protective of Contractor's and County's interests as the terms stated herein.

- c. Unauthorized use of County Data by Contractor, its officers, directors, employees, or agents, or third parties is prohibited. For the purposes of this requirement, the phrase "unauthorized use" includes, but is not limited to: (1) using for any purpose other than as required under this Contract in connection with providing the services hereunder; (2) disclosing, selling, assigning, leasing, or otherwise providing to third parties; (3) modifying or merging it with other data; (4) data mining or processing of Data for unrelated commercial purposes, advertising or advertising-related purposes, or for any other purpose other than security or service delivery analysis that is not explicitly authorized; or (5) doing (or refraining from doing) any other thing that may in any manner adversely affect the integrity, security, or confidentiality of such County Data, other than as specified herein or as directed by County in writing.

- d. All County Data, including copies, must be promptly returned or delivered to County upon County's written request or upon expiration or termination of this Contract, pursuant to Paragraph 8 of Additional Terms and Conditions ("Termination

Orderly”). Contractor shall provide a notarized written statement to County certifying that all County Data have been returned or delivered to County, and that no County Data has been retained by Contractor, unless permitted by law.

21. Data Protection: Protection of personal privacy and Data shall be an integral part of the business activities of the Contractor to ensure there is no inappropriate or unauthorized use of County Data at any time. Contractor shall safeguard the confidentiality, integrity, security, and availability of County Data. To this end, Contractor shall comply with the following conditions:
- a. In addition to any other rights and obligations set forth in the Contract in Paragraph 9 (“Confidentiality”) and Paragraph 10 (“Compliance with Laws”) of the General Terms and Conditions, and in the Scope of Work, the Contractor shall comply as required with:
 - i. The California Information Practices Act (Civil Code Sections 1798 et seq).
 - ii. NIST Special Publication 800-53 Revision 4 or its successor.
 - iii. Privacy provisions of the Federal Privacy Act of 1974.
 - iv. Criminal Justice Information Services (CJIS) Security Policy 5.9 or its successor
 - b. To the extent Contractor has access to Data, Contractor must keep and maintain Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Contract and applicable law to avoid unauthorized access, use, disclosure, or loss, and Contractor may not otherwise use, disclose, modify, delete, merge with other Data, commercially exploit, make available or make any other use of County Data or take, or refrain from taking, any other action that might, in any manner or form, adversely affect or jeopardize the integrity, security, or confidentiality of County Data, except as expressly permitted herein or as expressly directed by County in writing.
 - c. Excluding uses related to Contractor’s performance herein, at no time shall any Personal Data and Non-Public Data or processes which either belong to or are intended for the use of County or its officers, agents or employees be copied, disclosed or retained by the Contractor or any party related to the Contractor for subsequent use in any transaction without the express written consent of the County.
22. Encryption: Unless otherwise set forth in the Scope of Work, Personal Data and Non-Public Data shall be encrypted at rest, in use, and in transit with controlled access. Attachment A, Scope of Work, will specify which party is responsible for encryption and access control of the Data under Contract. If the Scope of Work and/or the Contract are silent, then Contractor is responsible for encryption and access control.
23. Encryption/ID Authorization Codes:
- a. When Encryption/CPU Identification (ID) authorization codes are required to operate the Platform, the Contractor will provide all codes to the County with delivery of the Platform.
 - b. In case of an inoperative Hardware, the Contractor will provide a temporary encryption/ID authorization code to the County for use on a temporarily authorized Hardware until the designated Hardware is returned to operation.
 - c. When changes in designated Hardware occur, the County will notify the Contractor via telephone and/or facsimile/e-mail to the County within twenty-four (24) hours, a temporary encryption ID authorization code for use on the newly

designated Hardware until such time as permanent code is assigned.

24. Security Incident, Data Breach, Technical Failure, Human Error:
- a. Notwithstanding any other obligations Contractor may have under applicable law, Contractor agrees to notify the County within the earlier of either forty-eight (48) hours after discovery or reasonable belief of any Security Incident, Data Breach, Technical Failure, or Human Error (collectively "Incident(s)"), or two (2) hours after Contractor's validation of an actual or suspected Incident(s). Notification must be given in the most expedient time possible and without unreasonable delay. Verbal notification may be followed by a written report. Contractor's notification shall identify:
 - i. The nature of the Incident(s);
 - ii. Any Data accessed, used, lost, modified, or disclosed;
 - iii. Any other impact the Incident(s) may or will have on County or individuals;
 - iv. The person(s) who accessed, used, lost, modified, or disclosed and/or received Data (if known);
 - v. What Contractor has done or will do to quarantine and mitigate the Incident(s), provided, however, that if the resolution path is unknown at the time notice is provided, Contractor shall promptly advise County that the resolution path is unknown and Contractor shall immediately work to determine the resolution path;
 - vi. Expected resolution time, if known at the time of notice; and
 - vii. What corrective action Contractor has taken or will take to prevent future Incident(s).
 - b. Contractor will provide daily updates, or more frequently if required by the County, regarding findings and actions performed by Contractor until the Incident(s) has been effectively resolved to the County's satisfaction.
 - c. Contractor shall quarantine the Incident(s), ensure secure access to Data, and repair the system as needed.
 - d. If the Contractor causes or knowingly experiences a breach of the security of the Data containing personal information, as defined by Civil Code Section 1798.3, Contractor shall immediately report any breach of security of such system to the County's Project Manager and County Counsel following discovery or notification of the breach in the security of such Data. The County shall determine whether notification to the individuals whose Data has been lost or breached is appropriate. If personal information of any resident of California was, or is reasonably believed to have been acquired by an unauthorized person as a result of a security breach of such system and Data that is not due to the fault of the County or any person or entity under the control of the County, Contractor shall bear any and all costs associated with the County's notification obligations and other obligations set forth in Civil Code Section 1798.29 (d) as well as the cost of credit monitoring, subject to the dollar limitation, if any. These costs may include, but are not limited to staff time, material costs, postage, media announcements, and other identifiable costs associated with the breach of the security of such personal information.
 - e. Contractor shall conduct an investigation of the Incident(s) and shall share the report of the investigation with the County. The County and/or its authorized agents shall have the right to lead (if required by law) or participate in the investigation. Contractor shall cooperate fully with the County, its agents and law enforcement.
 - f. After any significant Data loss or Data Breach, or as a result of any disaster or

catastrophic failure that results in significant Data loss or extended loss of access to Data or services, Contractor shall notify County by fastest means available and in writing, within the earlier of either twenty-four (24) hours after Contractor reasonably believes there has been such a Data loss, Data Breach, disaster, or catastrophic failure, or two (2) hours after Contractor's validation of an actual or suspected disaster or catastrophic failure. Contractor shall conduct an investigation of the disaster or catastrophic failure and shall inform County of its preliminary assessment of the scale and quantity of County Data loss, Contractor's intended actions to recover County Data from backups and mitigate any deleterious effect of County Data and Services loss, and corrective action Contractor will take to prevent future loss. Contractor will, at its expense, have an independent, industry-recognized, County-approved third party perform an information security audit. The audit results shall be shared with the County within seven (7) days of Contractor's receipt of such results. Upon Contractor receiving the results of the audit, Contractor will provide the County with written evidence of planned remediation within thirty (30) days and promptly modify its security measures in order to meet its obligations under this Contract. Contractor shall cooperate fully with County, its agents and law enforcement related to this failure.

25. Incident Resources: In addition to the other obligations that Contractor may have under the Contract, including Contractor's responsibilities for certain costs in connection with Incidents as provided in Paragraph 24 of Additional Terms and Conditions ("Incident Costs"), Contractor shall, consistent with County's reasonable instructions, if any, which will be based on County's assessment of each Security Incident and that any harm that County reasonably anticipates may result therefrom:
- a. Assist in the identification of affected Persons and relevant jurisdictions;
 - b. Allocate resources and training to manage inquiries;
 - c. Provide affected Persons with such assistance (e.g., as to the availability and use of credit monitoring, etc.) as County deems reasonable under the circumstances;
 - d. Promptly assist County with the delivery of electronic, hard copy, and telephone notifications to affected individuals, as provided to Supplier by County; and,
 - e. Undertake a procedural review and audit to determine any appropriate corrective measures to avoid the recurrence of a similar situation, and promptly report to County all correction actions taken.
 - f. Supplier shall not make any announcement or publish or otherwise authorize any broadcast of any notice or information about an Incident without the prior written consent of and prior written Approval by the County of the content, media and timing of any such announcement, publication, or broadcast.
26. Incident Costs: If an Incident results from Contractor's acts or omissions and County determines notice of the Incident is required to be provided to affected persons, Contractor shall provide the notification assistance described in Paragraph 25 ("Incident Resources") of Additional Terms and Conditions at no cost to County, including actions necessary to provide notices as required by law. Contractor will bear all reasonable costs and expenses for mitigation actions incurred as a result of such Incident primarily caused directly or indirectly by Contractor, including the mitigation costs incurred in connection with opening and closing accounts, printing new checks, embossing new cards, providing notice, printing and mailing notices, answering inquiries by affected individuals, and obtaining credit monitoring services and identity theft insurance for no longer than 12 months.

(1) year period or such timeframe as may be required by applicable Law for those individuals who have been affected by such Incident. In the event there are damages and/or expenses, including attorney's fees, which Contractor is obligated to pay and pays under this section, and it is finally determined that liability for such damages and/or expenses, including attorney's fees, is attributable to acts or omissions by the County, County shall reimburse Contractor for such damages and/or expenses, including attorney's fees, paid by Contractor in proportion to the percentage of liability for such damages and/or expenses, including attorney's fees, finally determined to be attributed to the County.

27. Security Processes: The Contractor shall disclose its non-proprietary security processes and technical limitations to the County such that adequate protection and flexibility can be attained between the County and the Contractor. The County and the Contractor shall share responsibilities, as set forth in Attachment A, Scope of Work.
28. Security Failures: County has the right to immediately terminate this Contract with cause pursuant to Paragraph 9 ("Termination"), and to Contractor's refund of any pre-paid fees prorated to the date of termination if County in its sole discretion determines there is a Security Failure. A Security Failure means Contractor or its subcontractors, or the employees or agents of the foregoing, does not meet the security requirements of this Contract, including any backup, disaster recovery, or other policies, practices, or procedures related to security of County Data and County Resources. The remedy provided in this paragraph is not exclusive and is in addition to any other rights and remedies provided by law or under this Contract.
29. Platform License: Contractor grants to County and County accepts from Contractor a site license for unlimited, non-exclusive, and non-sublicensable license to use the Platform and associated documentation set forth in this Contract plus any additional Platform product added by mutual agreement of the Parties during the term of this Contract solely for County's internal business use. The license is extended to any contractors, subcontractors, outsourcing vendors, consultants and others who have a need to use the Platform for the benefit of County, provided that such third parties are bound by the same confidentiality and use provisions of this Agreement.

The Platform licensed by Contractor to County provides the functionality set forth in Attachment A, Scope of Work. If Contractor substantially reduces or replaces the functionality of a Platform product and provides this functionality as a separate or renamed product, then County is entitled to license such separate or renamed product for no additional license or maintenance fee for the remainder of the Term. In addition, if Contractor releases a future product with substantially the same functionality as a current Platform product licensed to County and it ceases to provide maintenance for such current Platform product, then County has the option to license such future product at no additional charge for the remainder of the Term.

There is no limit on the number of machines, number of locations, or size of processors on which County can operate the Platform products.

There is no limit on the amount of data on which can be transmitted, generated, accessed, and stored on the Platform during the term of the Contract to meet the needs for County's internal business use.

The license granted under this Paragraph 29 is governed by the terms and conditions of this Contract and not any separate license agreement or other similar agreement. All automated end-user agreements (including, but not limited to, click-throughs, shrink-wrap, or browse wrap and other non-negotiated terms and conditions provided with any of the Services, and documentation provided with any of the Services' browse wrap) are specifically excluded and null and void. All terms and conditions in such agreements and documentation do not constitute a part or amendment of this Contract and shall have no force and effect and shall be non-binding on County, its employees, agents, and other authorized users, even if access to or use of such Service or documentation requires affirmative acceptance of such terms and conditions. For any automated end-user agreements that require the end user to manifest his or her assent to terms and conditions by clicking an "agree" or other affirmative button on a dialog box or pop-up window as part of the installation process or use of the Platform products, clicking shall not represent acknowledgement or agreement to any terms and conditions contained in those agreements. The sole purpose of the automated end-user agreement shall be to operate as the mechanism for the installation of the Platform products.

Notwithstanding the foregoing, the County shall remain fully liable for any acts or omissions of its employees, contractors, agents, or any other third party using the Platform on the County's behalf or at the County's direction, including any failure by such individuals to comply with the terms of this Agreement and the documentation.

30. Platform Maintenance and Support: Contractor shall provide Maintenance and Support Services throughout the Contract Term and any renewal periods as specified in Paragraph 3 ("Term of Contract") and Paragraph 4 ("Renewal") of Additional Terms and Conditions, including software and/or hardware updates, upgrades and technical support services, as defined in Attachment A, Scope of Work. The "Support Period" begins at "Go Live" and continues on an annual basis during the term of this Contract and any renewals. Contractor must provide Maintenance and Support at the price set forth in Attachment B, Compensation and Pricing Provision ("Support Fees"). County may choose to cancel Maintenance and Support or choose to delete a subset of licenses from Maintenance and Support at the time of the Contract's renewal. County may resume Maintenance and Support for lapsed periods by paying Contractor an amount no greater than the amount that would have been due if Maintenance and Support had been continued over the lapsed period. Upon payment of such amounts for lapsed periods, Contractor agrees to provide County with the right to any updates and upgrades released during the lapsed period.
31. Platform Security: Contractor will maintain a manifest of all modules, sub-licensed software, and third-party components ("Components") utilized by the Platform to provided functionality as defined in Attachment A, Scope of Work. County can at any time audit the Platform manifest to ensure the confidentiality, integrity, and availability of County data. Contractor is responsible for reviewing all license terms and contracts associated with the use of the Components to ensure County is in compliance with its use of the Platform. Contractor agrees to indemnify County in accordance with Paragraph 17 from any action sought against the County in its use of the Platform or Components.

32. **Hosting Services:** During the initial term of the Contract, and for any subsequent term for which County procures hosting services, Contractor hereby grants to County and County accepts from Contractor, subject to the terms and conditions of this Contract, a non-transferable, revocable, and non-exclusive right to use Contractor Systems during the term of this Contract for the Public Safety Agency Management Solution. Except as provided in Article 38, Contractor retains all right, title, and interest in and to the Contractor Systems, including without limitation all computers, other hardware, and software owned by, leased from and/or under direct control of Contractor that are incorporated into or used by the Contractor Systems, and this Contract does not grant County any intellectual property rights in the Contractor Systems or any of its components.
33. **Inspection, Acceptance and Rejection: Unless otherwise specified in Attachment A, Scope of Work:**
- a. When acquiring Hardware or software, the County may rely on Contractor's existing quality assurance system as a substitute for County inspection and testing. For all other acquisitions, Contractor and its subcontractors will provide and maintain a quality assurance system acceptable to the County covering Deliverables and services under this Contract and will tender to the County only those Deliverables that have been inspected and found to conform to this Contract's requirements. The Contractor will keep records evidencing inspections and their result, and will make these records available to the County during Contract performance and for three (3) years after final payment. The Contractor shall permit the County to review procedures, practices, processes and related documents to determine the acceptability of the Contractor's quality assurance System or other similar business practices related to performance of the Contract.
 - b. All Deliverables may be subject to inspection and test by the County or its authorized representatives.
 - c. The Contractor shall furnish to inspectors all information and data as may be reasonably required to perform their inspection.
 - d. Pursuant to subsection (a) herein and Paragraph 7 ("Acceptance Payment") of General Terms and Conditions, all Deliverables may be subject to final inspection, test and acceptance by the County at destination, notwithstanding any payment or inspection at the source.
 - e. The County shall give written notice of rejection of Deliverables received or services performed hereunder within a reasonable time after receipt of such Deliverables or performance of such services. Such notice of rejection will specify how the Deliverables do not substantially conform to their specifications.
34. **Security Audits:** Each Contract year, County may perform or have performed security reviews and subsequent verification testing of Contractors security controls and processes ("Audit") based on a solution infrastructure review plan. Such Audit shall ensure all pertinent County security standards are in place. Contractor shall inform County of any security audit performed that includes County Data, within sixty (60) calendar days of such Audit.

Contractor will provide to County upon request the most recent third party SOC 2 Type 2 report. County may also have the right to review Plans of Actions and Milestones (POA&M) for any outstanding items identified by the SOC 2 Type 2 report requiring remediation as it pertains to the confidentiality, integrity, and availability of data.

availability of the County Data.

Additionally, the County reserves the authority to conduct unannounced or scheduled audits of Contractor's facilities and practices to verify compliance with applicable statutes, regulations, and policies in accordance with CJIS 5.11.

35. **Compatibility of Resources:** All Services, the Platform, software, assets, hardware, equipment, and other resources and materials provided by Contractor to County, otherwise utilized by Contractor, or approved by Contractor for utilization by County, in connection with this Contract, (collectively, the “Contractor Resources”) must be successfully and fully integrated and interfaced by Contractor and must be compatible with all applicable County software, systems, items, and other resources owned by or leased or licensed to County or that are provided to County by third party Contractors (collectively, the “County Resources”) or that may be used in conjunction with County Resources, including but not limited to the software, systems, items, and other resources of the County and other partner agencies. To the extent any interfaces need to be developed or modified in order for the Contractor Resources to integrate fully and successfully and be compatible with the County Resources, Contractor is responsible for the development or modification of such interfaces and for such integration, and all such activities are deemed to be Services within the scope of this Contract.
36. **Documentation:**
- a. The Contractor agrees to provide to the County, at no charge, all Documentation as described within the Scope of Work, and updated versions thereof, which are necessary or useful to the County in its use of the Hardware or Software provided hereunder. At no additional charge to County, Contractor shall provide County with electronic copies of Documentation developed for County pursuant to this Contract (or otherwise required to be provided to County under this Contract and which Contractor is authorized to provide) in an editable format, as requested by County, to enable County to fully utilize, as permitted under this Contract, the Services, Equipment, and Software. The Contractor agrees to provide additional Documentation at prices not in excess of charges made by the Contractor to its other customers for similar Documentation.
 - b. If the Contractor is unable to perform maintenance or the County desires to perform its own maintenance on Equipment purchased under this Contract, then upon written notice by the County the Contractor will provide at Contractor’s then current rates and fees adequate and reasonable assistance including relevant Documentation to allow the County to maintain the Equipment based on the Contractor’s methodology. The Contractor agrees that the County may reproduce such Documentation for its own use in maintaining the Equipment. If the Contractor is unable to perform maintenance, the Contractor agrees to license any other Contractor that the County may have hired to maintain the Equipment to use the above noted Documentation. The County agrees to include the Contractor’s copyright notice on any such Documentation reproduced, in accordance with copyright instructions to be provided by the Contractor.
37. **Corrective Action:** In the event any Deliverables or services provided by the Contractor in the performance of the Contract should fail to conform to the requirements in this Contract, it shall become the duty of the Contractor to immediately advise the County of the failure and correct the Deliverables or performance of services, without expense to the County. If corrective action (including but not limited to patches, bug fixes, updates) is taken by the

Contractor in the provision of similar Public Safety Agency Management Solution or services in other jurisdictions, such corrective action shall be provided to the County at no additional cost if such corrective action is needed for the Contractor to meet its obligations under this Contract.

38. Liquidated Damages: It is agreed by and between the contractor and the County that if this contract is not fully and completely performed within the terms of the contract, damage will be sustained by the County. Said damage includes any additional costs resulting from a delay in scheduled time frames by the contractor. Since it is and will be impractical and extremely difficult to determine the actual damage which the County will sustain by reason of such delay, it is therefore agreed that contractor will pay to the County liquidated damages in a set amount of \$2,055 for each and every day of delay beyond the dates as set forth in this document.

In the event the liquidated damages as set forth herein are not paid by the contractor, the County will deduct the amount of liquidated damages from any monies due contractor under this contract.

This provision may be invoked at the sole option of the County by notification to the contractor by certified return receipt mail.

If contract is delayed by reason of changes or extra services ordered by the County or as a result of the County's failure to perform or delays caused by the County, the time of performance of this contract will be extended commensurate with the time required for the extra services and/or delays directly attributable to the County's failure to perform, and no liquidated damages will accrue during the period of such extension.

If this contract is not fully and completely performed within the time set forth herein, the County shall have the right to increase the time for such performance and to waive the liquidated damages. Nothing herein shall be construed as giving the contractor a right to extra time for performance.

39. Stop Work: The County may, at any time, by written stop work order to the Contractor, require the Contractor to stop all or any part of the work called for by this Contract for a period of 90 days after the stop work order is delivered to the Contractor and for any further period to which the parties may agree. The stop work order shall be specifically identified as such and shall indicate it is issued under this clause. Upon receipt of the stop work order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage. Within a period of 90 days after a stop work order is delivered to the Contractor or within any extension of that period to which the parties shall have agreed, the County shall either: 1) cancel the stop work order, or 2) terminate the Contract in whole or in part in writing as soon as feasible. County is not required to provide thirty (30) days' notice of the termination of the Contract to Contractor if a stop work order has been issued by County.

Signature Page

The Parties hereto have executed this Contract# MA-060-22010456 on the dates shown opposite their respective signatures below

Contractor*: SOMA Global Inc.

By: [Signature] Title: CEO + President
Print Name: PETER SUINTAS Date: 12/3/21

Contractor*: SOMA Global Inc.

By: [Signature] Title: CEO
Print Name: Ashby Green Date: 12/3/21

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: _____ Title: _____
Print Name: _____ Date: _____

Approved by the Board of Supervisors: _____

Approved as to Form
Office of the County Counsel
Orange County, California
By: [Signature]

ATTACHMENT A

Scope of Work

A. Introduction

SOMA Global, Inc. (hereinafter referred to as “Contractor” or “SOMA”) in partnership with the Orange County Sheriff’s Department, CA (hereinafter referred to as “County”) which are sometimes individually referred to as “Party” or collectively referred to as "Parties"), will implement a modern public safety, cloud-native software-as-a-service (SaaS) enterprise software application (the “Platform”) that aligns with the operational goals of the County.

This Scope of Work (the "SOW"), describes Services to be provided by Contractor to the County. This SOW is pursuant to and governed by County of Orange Contract #MA-060-22010456 between the Parties (the “Contract”) and Polk County Agreement P2019-1.

This project description includes the services and deliverables specified by Attachment B - Compensation and Pricing Provisions, including, if applicable, Contractor software and services, subcontractor activities, third-party products and services for the implementation of the Platform and subsystems specified (collectively the “Project”).

The number and type of software licenses, products, or services provided by Contractor or its subcontractors are specifically listed in Attachment B - Compensation and Pricing Provisions and any reference within this document as well as subcontractors’ SOW(s) (if applicable) does not imply or convey a software, license, or services that are not explicitly listed in Attachment B.

In some cases, the framework of deliverables documented by this SOW are further defined through additional documents such as: Operational Scenario Based Use Cases/User Stories; Interface Operational Scenario Documents (OSD); User and Administrator Documentation and Training Materials.

Contractor may conduct onsite meetings during strategic points in the lifecycle of the project, including kickoff meetings, functionality objectives discovery sessions, installations, design reviews, usability studies, and deployment activities as required. Contractor may perform work offsite subject to the approval of the County’s Project Manager.

B. Project Implementation Definitions

Unless otherwise defined in this Contract or Attachments, capitalized terms within this document shall be given their common meanings unless context requires otherwise. Since the following terms may be used differently in other settings, these definitions are provided for clarity:

- “Project Schedule” means the schedule providing dates and timeframes for completion of tasks and deliverables during the course of this Project. The Project Schedule is subject to change at the mutual agreement of Contractor and the County as further described in this SOW.
- “Operational Scenario Document” (“OSD”) provides an operational description of a capability or feature within the applicable SOMA Platform subsystem or interface in sufficient detail that both the County and Contractor teams mutually agree to the expected deliverable. The OSD provides the “what”, “how,” and the information flow (including data flow and data elements, when appropriate) of the capability or feature. The OSD does not provide the technical or internal design of how Contractor’s Development team will accomplish the requested feature. An OSD will be provided for each contracted product customization to be developed. Once approved by the County, the OSD becomes the basis for Contractor’s development. Once approved, any further changes requested by the County to the OSD and/or design may incur additional costs to the County.

C. Licenses

Platform (PSaaS) Licenses		
Item	Qty	Details
SOMA Platform Licenses <ul style="list-style-type: none"> • SOMA HUB • SOMA DISPATCH • SOMA RECORDS • SOMA MOBILE • SOMA JAIL • SOMA SOLVE 	Unlimited	As listed in Paragraph 29. Platform License of this agreement.
SOMA Hub Standard Interfaces	23	Standard Interfaces (As Listed in this SOW)
SOMA Hub Non-Standard Interfaces	29	Non-Standard Interfaces (As Listed in this SOW)
SOMA Alerts (SMS)	Unlimited	Usage throughout Platform to be mutually agreed up by Parties during each Create Phase.
SOMA Video Streaming (911 Caller Video)	22,000 hours	Per year
SOMA Platform Data Storage	Unlimited	As listed in Paragraph 29. Platform License of this agreement. Not to be used as a primary platform for Body Worn Camera,

		Closed Circuit Television and In-Car Video data storage.
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D. Overview of Project Deliverables

This project will provide a combination of software and services that comprise a modern cloud-native technology software-as-a service Platform for use by the County. The individual Subsystems to be provided comprise the overall Platform. Attachment B - Compensation and Pricing Provisions specifies the licenses included in this Project by the quantity and subsystem in which it is licensed. This includes all Named User¹ licenses, standard and non-standard Interfaces, hosted and non-hosted data and County specific modules and forms as well as other Platform tools and utilities.

Attachment B - Compensation and Pricing Provisions for this Project incorporates the following major subsystems:

- SOMA Hub,
- SOMA Dispatch,
- SOMA Mobile Web,
- SOMA Mobile Native App,
- SOMA Records,
- SOMA Solve,
- SOMA Jail,
- SOMA Module and Form Builder, and
- SOMA Standard and Non-Standard Interfaces as listed in this SOW.

Implementation of Platform subsystems includes the following services:

- Project Management,
- Subject Matter Expertise,
- Business Process Review via Discovery Sessions,
- System Configuration and Integration Assistance,
- Platform Development,
- Platform Testing,
- Platform Training, and
- Platform Production Rollout Support.

Implementation of the Platform subsystems is performed in a series of interrelated processes. Some processes can be performed concurrently while others are sequential in nature. Contractor has implemented process gates to ensure successful completion of tasks in the optimal order before a subsequent activity begins.

E. Contractor's Project Team

As part of the implementation strategy for this Contract, SOMA will provide at

minimum a team of: Project Managers, Platform Specialists, Product Owners and Training Specialists. In addition, SOMA will staff a full-time Technical Resource dedicated to County's project during normal business hour for the duration of this Contract. Contractor's Project Team shall be full-time SOMA employees.

Contractor shall appoint a Project Manager to direct the Contractor's efforts in fulfilling Contractor's obligations under this Contract. This Project Manager shall be subject to approval by the County and shall not be changed without the written consent of the County's Project Manager, which consent shall not be unreasonably withheld.

The Contractor's Project Manager shall be assigned to this project for the duration of the Contract and shall diligently pursue all work and services to meet the project time lines. The County's Project Manager shall have the right to require the removal and replacement of the Contractor's Project Manager from providing services to the County under this Contract. The County's Project manager shall notify the Contractor in writing of such action.

The Contractor's Technical Resource dedicated to the County shall diligently pursue all work and services related to SOMA Global. One hundred percent of the Technical Resource's efforts shall be for County needs to meet project timelines and functional objectives. The Contractor's Technical Resource will primarily work off-site however, County's Project Manager shall have the right to require Contractor's Technical Resource to report and perform work and/or attend meetings at County's project location in Orange County, CA at no additional cost to the County. Such on-site work may be for extended periods of time. The County's Project Manager will provide Contractor in writing of any request to have Contractor's Technical Resource on-site at least five (5) business days in advance of requirement. The County's Project Manager shall have the right to require the removal and replacement of the Contractor's Technical Resource from providing services to the County under this Contract. The County's Project manager shall notify the Contractor in writing of such action.

Contractor Personnel – Reference Checks: The Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to adequately perform the work under this Contract. Contractor's employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, coordinated by the agency/department issuing this Contract.

Contractor Personnel – Uniform/Badges/Identification: All Contractor's employees shall be required to wear badges, or other means of identification which are to be furnished by the Contractor and must be work at all times while working on County property. The assigned Deputy Purchasing Agent must be notified in writing, within seven (7) days of notification of award of Contract of the uniform and/or badges

and/or other identification to be worn by employees prior to beginning work and notified in writing seven (7) days prior to any changes in this procedure.

F. Standard SOMA Platform Deliverables

The functionality provided by standard SOMA Products (the core SOMA Platform and interfaces without any modifications) is defined by Contractor's standard documentation, such as user and administration documentation, for the Platform's major subsystems. A standard Interface Operational Scenario Document(s) ("OSD") defines the functionality of specified standard interfaces. These documents are standard, published SOMA documents, and are not specific to the County.

Standard SOMA interface software to be delivered through this Project is identified as software licenses in Attachment B - Compensation and Pricing Provisions. The functionality provided by standard SOMA interface software is defined by SOMA ORDs or other documents.

Any modification to the standard functionality within the SOMA Platform or subsystems, shall follow the Change Management Process. The scope of the modification will be described by user case or user story based operational scenarios. Release of all modifications to the SOMA standard Platform or interfaces will follow subsystem release cycles. Such deliverables shall be covered by the maintenance and support terms of this agreement.

G. Contracted Modifications to Standard SOMA Platform Subsystems

Any Modifications to standard SOMA Platform subsystems and standard interfaces that are to be delivered through this Project are listed in Attachment B - Compensation and Pricing Provisions. The functional scope of any modification procured through Attachment B - Compensation and Pricing Provisions will be summarized in this SOW and defined by an OSD modification to Standard SOMA Platform Subsystems for SOMA Hub, SOMA CAD, SOMA RMS, SOMA Solve, SOMA Jail and any other major SOMA subsystem; and modifications to Standard SOMA Interfaces for modifications to SOMA Standard Interfaces. Such deliverables shall be covered by the maintenance and support terms of this agreement.

Any and all modifications or enhancements that are not explicitly listed in Attachment B - Compensation and Pricing Provisions, if applicable, are not within the scope of this Project.

Any changes in the functionality objectives documented in an OSDs, post approval of the OSDs are subject to formal Change Order.

H. Standard Interfaces

Standard interfaces are classified as integrations to third-party systems that are common in the public safety technology industry AND have been previously developed by Contractor.

Facilitating standard interfaces, a SOMA integration specialist will conduct review sessions, during the discovery phase of the project, of the OSD to ensure the understanding of operational, scenario-based use cases of the integration. A high level scope for each interface is described below and will be the basis for the scope of detailed functionality objectives. Any modifications to the OSD post approval are subject to the change management process.

The discovery process may be performed at different times for each integration throughout the lifecycle of the project as determined by the project implementation teams.

Standard interface OSDs are not County specific documents, and are not subject to edits, changes, etc. County specific configuration for standard interfaces are documented as part of the OSD and must be approved by the County, the County's third-party provider and Contractor.

Standard interfaces are developed, maintained and enhanced within the SOMA Platform product version process. Changes to standard interfaces will require adherence to the development lifecycle therein.

Each interface is evaluated during the discovery phase of the project to determine the viability of the desired integration. In some cases, it may be determined that integration to a third-party application is not achievable due to circumstances outside of Contractor's control, or it may be determined by the stakeholders that the integration is no longer desired. In such an event, the interface will be removed as a deliverable of the Project.

Unless explicitly stated within this SOW, the discovery phase will be used to determine which Application Programming Language (API) is best suited for the integration, the third-party's or Contractor's. During evaluation, the SOMA integration specialist may determine the best option for integrating to the SOMA Platform is by use of the SOMA, standards-based, RESTful Web API or a real-time WebSocket API to be utilized by the third-party provider to integrate their application to the SOMA Platform. In such an event, the SOMA integration specialist will assist the third-party provider in their integration with the SOMA Platform.

Review sessions must include all stakeholders to include the County's operations subject matter expert, the County's technology expert and the third-party technology expert.

Review sessions are typically conducted by conference call and will be coordinated by the County Project Manager.

Once the review sessions of the operational, scenario-based use cases are completed, the SOMA integration specialist will provide the OSD(s) for the County's review. This

document must be approved by both the County, the County's third-party provider and Contractor prior to any configuration and/or development.

Upon approval of the OSD(s), the interface is then evaluated in regard to determining which phase of the Project the interface will be installed, configured and tested. Given the integration is a collaborative effort of the County, the County's third-party provider and Contractor, delays in review and approval of the OSD(s), and/or resource availability could ultimately delay the timing of the implementation that could cause cascading delays in the Project Schedule. In the event of a delay at this stage, the Project Schedule will be re-evaluated to determine whether any changes are needed to avoid such cascading delays.

Upon completion of the integration by all parties, the interfaces are subject to pre-go-live testing. Testing is based on the achievement of successfully demonstrating the operational, scenario-based use cases have been achieved. Testing for each interface may occur throughout the Project lifecycle and not necessarily all at once.

The County is responsible for obtaining the API for each of the third-party providers the SOMA platform integrates with. The timeline for providing these documents is concurrent with development of the OSD(s), so that any limitations associated with the level of integration with the third-party application can be taken into consideration.

The County is also responsible for coordinating execution of a mutual Non-Disclosure Agreement (NDA) if required between the third-party vendors and Contractor before any technical information or documentation can be exchanged or testing can commence.

Contractor is not responsible for any software, license fees or services required by third-party providers to enable interoperability with SOMA Platform, coordination, management of work, customization, coding or testing that is required to be performed by the third-party provider engaged in the implementation of standard or custom interfaces, unless the work is defined under a subcontract with Contractor within the scope of this SOW.

For this Project, the County has identified 23 interfaces Contractor has concluded as Standard Interfaces and will be implemented based on the scope of work defined within in this section.

I. Non-Standard Interfaces

Non-standard interfaces are classified as third-party systems or County home grown systems that are uncommon in the public safety technology industry, OR have not previously been developed by Contractor.

Facilitating non-standard, custom interfaces, a SOMA integration specialist will conduct review sessions, during the discovery phase of the project, to capture the detailed functionality objectives of operational, scenario based use case functionality objectives within scope, into an Operational Scenario Document (OSD). A high level scope for each interface is described below and will be the basis for the scope of detailed functionality objectives. Any modifications to the OSD post approval are

subject to the change management process. Developed non-standard interfaces shall be covered by the maintenance and support terms of this agreement.

The discovery process may be performed at different times for each integration throughout the lifecycle of the project as determined by the project implementation teams.

The scope of functionality of non-standard interfaces is limited to the a) the capability of the SOMA Platform subsystem to be integrated with and b) the API capabilities of the external system being integrated.

Unless explicitly stated within this SOW, the discovery phase will be used to determine which API is best suited for the integration, the third-party's or Contractor's. During evaluation, the SOMA integration specialist may determine the best option for integrating to the SOMA Platform is by use of the SOMA, standards-based, RESTful Web API or a real-time WebSocket API to be utilized by the third-party provider to integrate their application to the SOMA Platform. In such an event, the SOMA integration specialist will assist the third-party provider in their integration with the SOMA Platform.

Review sessions must include all stakeholders to include the County's operations subject matter expert, the County's technology expert and the third-party technology expert.

Review sessions are typically conducted by conference call and will be coordinated by the County Project Manager.

Once sufficient information has been gathered to describe the operational, scenario-based use cases, the SOMA integration specialist will complete the OSD(s). The County and third-party systems subject matter experts input in detailing all relevant information regarding the operations of these interfaces and interactions with the external systems are essential to timely and accurate development of the OSD(s). The completed OSD(s) will be provided for the County's review. This document must be approved by both the County, the County's third-party provider and Contractor prior to any configuration and/or development.

Upon approval of the OSD(s), the interface is then evaluated in regards to determining which phase of the Project the interface will be installed, configured and tested. Given the integration is a collaborative effort of the County, the County's third-party provider and SOMA, delays in review and approval of the OSD(s), and/or resource availability could ultimately delay the timing of the implementation that may cause cascading delays in the project schedule. In the event of a delay at this stage, the Project Schedule will be re-evaluated to determine whether any changes are needed to avoid such cascading delays.

Upon completion of the integration by all parties, the interfaces are subject to pre-go-live testing. Testing is based on the achievement of successfully demonstrating the operational, scenario-based use cases have been achieved. Testing for each interface may occur throughout the Project lifecycle and not necessarily all at once.

The County is responsible for obtaining the API for each of the third-party vendors the SOMA platform integrates with. The timeline for providing these documents is concurrent with development of the OSD(s), so that any limitations associated with the level of integration with the third-party application can be taken into consideration.

The County is also responsible for coordinating execution of a mutual Non-Disclosure Agreement (NDA) if required between the third-party vendors and Contractor before any technical information or documentation can be exchanged or testing can commence.

Contractor is not responsible for any software, license fees or services required by third-party providers to enable interoperability with SOMA Platform, coordination, management of work, customization, coding or testing that is required to be performed by the third-party provider engaged in the implementation of standard or custom interfaces, unless the work is defined under a subcontract with SOMA within the scope of this SOW.

For this Project, the County has identified 29 of interfaces SOMA has concluded as Non-Standard Interfaces and will be implemented based on the scope of work defined within in this section. The following interfaces are considered Non-Standard Interfaces.

J. Project Phases

Professional services to be conducted by Contractor include the four major tasks of Phases as follows:

1. SOMA Platform and SOMA Jail (Automated Jail System Migration)

1.1.Planning and Management – SOMA Jail (Automated Jail System Migration)

1.1.1. Project Planning

1.1.2. Project Management

1.2.Create Phase – SOMA Jail (Automated Jail System Migration)

1.2.1. Jail Discovery

1.2.2. Requirements Specification Document (RSD)

1.2.3. Technical Environment Setup – Non Production

1.2.4. Technical Team Training

1.2.5. User Interface Configurations

1.2.6. System Interfaces

1.2.7. Data Conversion

1.2.8. Reports and Forms

1.2.9. Security & Workflow

1.2.10. Testing

1.2.11. Training

1.2.12. Transition Management

1.3.Achieve Phase – SOMA Jail (Automated Jail System Migration)

1.3.1. Production Environment

1.3.2. Production Cutover

1.3.3. Post Implementation Support

2. SOMA Jail (Custody Center Migration)

- 2.1.1. Planning and Management – SOMA Jail (Custody Center Migration)
- 2.1.2. Project Planning
- 2.1.3. Project Management
- 2.2.Create Phase – SOMA Jail (Custody Center Migration)
 - 2.2.1. Jail Discovery
 - 2.2.2. Requirements Specification Document (RSD)
 - 2.2.3. Technical Environment Setup – Non Production
 - 2.2.4. Technical Team Training
 - 2.2.5. User Interface Configurations
 - 2.2.6. System Interfaces
 - 2.2.7. Data Conversion
 - 2.2.8. Reports and Forms
 - 2.2.9. Security & Workflow
 - 2.2.10. Testing
 - 2.2.11. Training
 - 2.2.12. Transition Management
- 2.3.Achieve Phase – SOMA Jail (Custody Center Migration)
 - 2.3.1. Production Environment
 - 2.3.2. Production Cutover
 - 2.3.3. Post Implementation Support
- 3. SOMA Dispatch, SOMA Mobile
 - 3.1.Planning and Management – SOMA Dispatch, SOMA Mobile
 - 3.1.1. Project Planning Document
 - 3.1.2. Project Management
 - 3.2.Create Phase – SOMA Dispatch, SOMA Mobile
 - 3.2.1. Dispatch Discovery
 - 3.2.2. Requirements Specification Document (RSD)
 - 3.2.3. Technical Environment Setup – Non Production
 - 3.2.4. Technical Team Training
 - 3.2.5. Application Table Setup
 - 3.2.6. User Interface Configurations
 - 3.2.7. System Interfaces
 - 3.2.8. Data Conversion
 - 3.2.9. Reports and Forms
 - 3.2.10. Security & Workflow
 - 3.2.11. Testing
 - 3.2.12. Policy & Procedures
 - 3.2.13. Transition Management
 - 3.3.Achieve Phase – SOMA Dispatch, SOMA Mobile
 - 3.3.1. Production Environment
 - 3.3.2. Production Cutover
 - 3.3.3. Post Implementation Support
- 4. SOMA Records, SOMA Solve
 - 4.1.Planning and Management – SOMA Records, SOMA Solve
 - 4.1.1. Project Planning Document

- 4.1.2. Project Management
- 4.2. Create Phase – SOMA Records, SOMA Solve
 - 4.2.1. Records, Case Management, FBR, Evidence Discovery
 - 4.2.2. Requirements Specification Document (RSD)
 - 4.2.3. Technical Environment Setup – Non Production
 - 4.2.4. Technical Team Training
 - 4.2.5. Application Table Setup
 - 4.2.6. User Interface Configurations
 - 4.2.7. System Interfaces
 - 4.2.8. Data Conversion
 - 4.2.9. Reports and Forms
 - 4.2.10. Security & Workflow
 - 4.2.11. Testing
 - 4.2.12. Policy & Procedures
 - 4.2.13. Transition Management
- 4.3. Achieve Phase – SOMA Records, SOMA Solve
 - 4.3.1. Production Environment
 - 4.3.2. Production Cutover
 - 4.3.3. Post Implementation Support

The major tasks listed above include deliverables for both Contractor and the County to be delivered throughout the course of the project.

1.0 SOMA Platform and SOMA Jail - (Automated Jail System Migration)

Contractor shall configure, customize, implement, and provide ongoing support and maintenance of SOMA Platform and SOMA Jail that meets the requirements stated within this statement of work which includes but is not limited to the following core modules: Intake, Property, Classification, Records/Sentence Calculation, Housing, Visiting, Mail, Transitional Services, Accounts, Incidents, Investigations, Transportation, Movement, Count/Census, Medical/Mental Health, Release, Searches/Shakedowns, Grievances, Unit Management, Scheduling, Escapes, Executive Management, Reporting, PREA, Callouts, Food Services, Inmate Requests.

1.1 Planning and Management – SOMA Jail (Automated Jail System Migration)

Contractor shall conduct project planning and management activities and deliverables necessary to:

- a. Establish an approach to communication the status of Phase 1 – SOMA Jail (Automated Jail System Migration);
- b. Establish the staffing requirements and staffing projections for the implementation; and
- c. Establish a project plan document to successfully implement Phase 1 within 30 days following the effective date of the Contract with the condition that completion of Jail Management Discovery has been completed. (see Jail Discovery section below).

- 1.1.1 Project Planning – Contractor shall develop clear plans that allocate resources, defines deliverables, and provide a comprehensive view of all components of Phase 1 that will be critical for the successful implementation of the project.

Specifically, Contractor shall develop a Project Control Document (PCD) defining Phase 1 project management strategies for the following areas:

- Project Planning
 - Detailed Work Plan and Schedule;
 - Project Governance and Structure;
 - Communication Strategy; and
 - Staffing and Team Management.
- Scope Management
 - Deliverables Management;
 - Change Control Process Management; and
 - Requirements Management
- Issue and Risk Management
 - Issue Management (including issue escalation processes); and
 - Project Risk Management
- Quality
 - Quality Management;
 - Work Product Reviews; and
 - Incident and Defect Management.

- 1.1.2 Project Management – Contractor shall provide project management and oversight to Contractor staff on the project in accordance with the tasks identified herein. The ongoing project management services to be provided by the Contractor shall encompass:

- a. Status Reports – Contractor shall submit a bi-weekly status report to County that includes:
- Project status against the project timetable;
 - Status of deliverables;
 - Project issues;
 - Review of the work plan; and
 - Other significant issues that impact project stakeholders

It is expected that the County and Contractor Project Managers and designated team leads will have at least semi-monthly project meetings to present and discuss project progress, issues and risks.

- b. Kick-off Meeting – Contractor shall plan and conduct a Create Phase kick-off meeting for project team members. Contractor will develop a kick-off presentation which will outline project objectives, tasks, and the overall project timeline.
- c. Deliverable Acceptance Criteria – Contractor and the County will complete and submit deliverables for review and approval according to the Work Plan. The County will review and provide feedback on all

Contractor deliverables in a timely manner (within five business days) so as not to affect the project schedule. If resolution cannot be made within the five business days, the County Project Manager will escalate the issue to the appropriate level.

Planning and Management Deliverables

Below is a listing of County and Contractor deliverables and interim work products for Planning and Management.

1. Project Control Document
2. Create Phase 1 Project Kick-Off
3. Bi-weekly Status Reports

1.2 Create Phase – SOMA Jail (Automated Jail Migration System)

The Create phase encompasses activities related to software construction, testing and preparations for implementation, such as training and readiness management. Contractor's tasks to be completed during the Create phase are organized into the following activities:

- 1.2.1 Jail Discovery
- 1.2.2 Technical Environment Setup: Non Production
- 1.2.3 Technical Team Training
- 1.2.4 User Interface Configurations/System Interfaces
- 1.2.5 Data Conversion
- 1.2.6 Reports and Forms
- 1.2.7 Security & Workflow
- 1.2.8 Testing
- 1.2.9 Training
- 1.2.10 Transition Management

1.2.1 Jail Discovery (Automated Jail System Migration) – The project will kick off with a “Discovery” for a period of 60 days where Parties will meet to discuss project goals and vision, business requirements, administrative functions, user requirements and system requirements; map the project architecture, flow, and relationship.

Contractor will deliver a Requirements Specification Document (RSD) within 90 days upon discovery completion, which County will review and approve. The Requirements Specification Document will detail functional and non-functional requirements and Work Breakdown Structure. Please see Attachment C – Functionality Objectives.

1.2.2 Technical Environment Setup: Non Production – County and the Contractor will set up the technical environment for implementation activities. The setup of the technical environments includes the acquisition and configuration of the hardware and SOMA Suite. The setup will begin with the configuration of the SOMA Cloud followed by the platform implementation of the following subsystems:

Security Configuration – Creating all the users, groups and permissions in the system, when completed users can login and their core security permissions are applied.

Settings Configuration – Configuration of all the platform settings: General Settings and Jail Management Settings. Once configured a basic demo of the system will be done using the County's data and initial configuration.

Records Configuration – Building and connecting the system forms. Once completed they will be presented to the user for feedback and adjusting in multiple iterations. This task may span across several weeks and be performed in two different phases with adjustments.

Hardware Configuration – The SOMA Platform hardware will be configured and end-to-end system testing and software updates can be performed for acceptance.

- **Software Configuration** – With basic settings and security configuration complete, the more advanced software configuration can begin. This software configuration involves the more complex code configuration tasks like: Screen Layout Configuration, Messaging Configuration and Alert Configuration.

1.2.3 Technical Team Training – This activity will include training for the County's technical staff to acquaint them with the technical concepts of the SOMA Platform. Contractor shall utilize baseline training materials for the technical training. A training course and user guide will be provided for SOMA Platform, SOMA Jail and SOMA Platform Administration.

1.2.4 User Interface Configurations/System Interface – Entails the design, development and unit testing of the SOMA Standard Interfaces and Custom Interfaces identified during the JMS Discovery. Contractor shall create Concept Papers and develop for custom interfaces both inbound and outbound.

1.2.5 Data Conversion - The SOMA Platform features SOMA Hub, an innovative cloud-based hub to connect agencies and their data. The architecture facilitates distributed and federated searches across County systems, internet and social media instantly to bring that disparate data into one place. The Hub can be used in-lieu of a full data migration to integrate to historical data. This method leaves historical data intact and dynamically searches it on-demand. When historical data is discovered, SOMA Hub allows for a one-click import to pull that data directly into your system. For this Phase Contractor shall convert all data from the Automated Jail System (Mainframe) to include but not be limited to Local Arrest Records and active inmates into the SOMA Platform prior to "Go-Live".

If a full or partial data conversion/migration is necessary, it will be conducted in two passes. The initial data migration will be an iterative process, as each schema in SOMA Records is defined and implemented, we will create and execute a conversion and migration script to pull all historical records over into the SOMA Platform. The final data migration will be conducted during “Go-Live” where any additions and updates will be migrated or re-migrated to the SOMA Platform. This final migration will be performed uninterrupted.

With each schema iteratively developed and migrated, a separate “test, verification and reconciliation” script will be developed to sample and report the success of the conversion/migration. If the conversion/migration test script fails, specific reconciliation steps will be conducted. The test scripts will be programmed to test a random 5% sample (at least).

Partner subject matter experts may be required from time-to-time to interpret data, data relationships and data codes.

1.2.6 Reports and Forms – County and Contractor will perform a detailed reports and forms analysis during the Jail discovery. During the discovery process a framework will be established for the design and development of all necessary reports that have been identified. Contractor will be responsible for providing a Report and Form Development Strategy, as well as consulting support for the County report activities during the report development effort.

County will develop the functional designs for the report/forms and review the report/forms designs with the end users prior to beginning development. Upon receiving feedback and approval from the users, report developers will complete the software development and testing of the reports/forms.

1.2.7 Security & Workflow – Application security and workflow is critical to the successful implementation of the SOMA Platform. Security defines user access while workflow establishes the route for documents approval based on defined workflow rules.

Contractor will develop a Security and Workflow plan that defines the approach the County should follow for setup. Contractor will train County Staff on Security and Workflow functionality. County will be responsible for defining, configuring, and testing all security and workflow for the SOMA Platform. Contractor will provide support services for security and workflow activities. County will develop internal control plans as necessary to facilitate the County’s completion of its security and workflow setup.

1.2.8 Testing – Software testing entails the planning and execution of tests to secure County’s acceptance of the SOMA Platform – SOMA Jail in accordance with the County-approved Requirements Specification Document that details functional and non-functional requirements and Work Breakdown Structure.

All proposed test plans will be agreed upon by the County prior to testing. Several layers of testing will be performed to determine that the software functions as required based on the Discovery phase of the project. These layers will be Preliminary Testing, System Testing, Interface Testing, Integration Testing, Stress Testing, Functionality Testing and Operational Scenario Testing.

Preliminary Testing – SOMA Jail shall be tested as various components of the system are installed. Each component of the system shall be tested to ensure it operates as designed. The results of all preliminary tests shall be reported in writing to the County’s Project Manager. Any and all preliminary test failures shall be resolved to the County’s satisfaction.

System Testing – Once SOMA HUB and SOMA Jail are completely installed and configured, the system shall be tested to ensure the system is operating as designed. The results of all system tests shall be reported in writing to the County’s Project Manager. Any and all system test failures shall be resolved to the County’s satisfaction.

Interface Testing - Each interface shall be tested to the County’s satisfaction. Each interface must meet the design specifications for the interface. The results of all interface tests shall be reported in writing to the County’s Project Manager. Any and all interface test failures shall be resolved to the County’s satisfaction.

Integration Testing - Once System and Interface Testing is completed, the entire system shall be tested. The system shall operate as designed by the County. The results of all integration tests shall be reported in writing to the County’s Project Manager. All integration test failures shall be resolved to the County’s satisfaction.

Stress Testing - A system stress test shall be conducted on SOMA Jail once integration testing is completed. The stress test must successfully demonstrate the system’s ability to operate under a maximum load to the County’s satisfaction. The results of all stress tests shall be reported in writing to the County’s Project Manager. All stress test failures shall be resolved to the County’s satisfaction.

Functionality Testing - the County will test, and the Contractor shall support the testing of each function listed in the Requirements Specification Document and in the Scope of Services. Test scripts may incorporate one or more of the functions into an individual test. The Contractor shall document all test results and provide a written report to the County’s Project Manager. All functionality test failures shall be resolved to the County’s satisfaction.

Operational Scenario Testing - Operational Scenario Testing shall be conducted after successfully completing the Functionality

Testing process. The County will develop real life operational scenarios used by its staff during all levels of operations. The County will test each operational scenario, while the Contractor monitors the results. The results of all operational scenario tests shall be reported in writing to the County's Project Manager. All operational scenario test failures shall be resolved to the County's satisfaction.

1.2.9 Training – Contractor will provide a Training Team comprising of Contractor's employees that can deliver the training materials based on their deep experience in the field.

The Training Manager (TM) provided by Contractor is responsible for the development of the training project, the training curriculum, and the training materials facilitating all training courses. The TM also provides continuous support to employees taking part in "train-the-trainer" programs.

Contractor will supplement the initial training program with regular follow-one training and webinars.

Contractor will conduct training at two different times during the implementation: at "Soft-Launch" and prior to "Go-Live". The "Soft-Launch" training will be conducted over several weeks, with a select number of "power users". The remaining training will be conducted prior to "Go-Live". The training program includes:

The training program includes:

- **Train-the-Trainer** – Hub and SOMA Jail
- **Jail Training** - Jail, Intake, Patrol
- **Admin/Operations** Training

A detailed training schedule will be finalized during Discovery. Training will be conducted on the live, "Soft-Launch" system. Facilities that meet with criteria will be finalized during Discovery.

The following will be the courses/training documentation produced and provided through this implementation:

- **User Training/Documentation** - A training course and user guide for each implemented application:
 - SOMA Platform (this includes HUB)
 - SOMA Jail
- **System Admin Documentation** - An administrator's guide for the platform:
 - SOMA Platform Administration

- **Training Documentation** - All documentation, presentations and training materials will be provided, including a train-the-trainer program.

All documentation will be delivered in an online, web-based format. The SOMA Platform is managed as-a-service. No infrastructure or server maintenance/support staff training is required.

1.2.10 Transition Management – Is comprised of tasks related to the County moving from the Automated Jail system to the SOMA Platform – SOMA Jail. This includes the activities such as change management, County and operational readiness.

County and Contractor shall collaboratively develop a Transition Management Plan that defines how the County will manage, track and support transition from the current system to SOMA Jail. County will be responsible for executing the Transition Management Plan.

Contractor will prepare two checklists for helping the County assess its readiness for go-live. One checklist shall focus on a review of the County's operational/technical readiness and the other shall focus on a review of the County's implementation/end-user readiness. Contractor will assist with the readiness assessments and maintain the checklists, but the County will be responsible for conducting the assessments.

Create Phase Deliverables

Below is a listing of Contractor deliverables and interim work products for the Create Phase 1 – SOMA Jail (Automated Jail System Migration).

1. Jail Discovery
2. Requirements Specification Document (RSD)
3. Technical Environment Setup
4. Technical Team Training
5. User/System Interface Configuration
6. Data Conversion
7. Reports & Forms
8. Security & Workflow
9. Testing
10. Training
11. Transition Management

1.3 Achieve Phase – SOMA Jail (Automated Jail System Migration)

The Achieve phase encompasses those activities related to final data conversion, production cutover and post-implementation support. The tasks to be completed during the Achieve phase are organized into the following sets of activities:

- Production Environment Setup
- Production Cutover
- Post-Implementation Support

1.3.1 Production Environment Setup – Contractor is responsible for establishing the production environment. After testing has been completed, the SOMA Platform – JMS will be migrated to the production environment. During the setup the County will be doing final acceptance testing of the Jail Management System. The acceptance criteria is split by application and will be fully developed during Discovery. The acceptance test process shall include three phases: the acceptance testing period, the reliability test period and the final acceptance per the County’s requirements. The level of system reliability is inversely related to the error levels described below.

- Total System Failure (S1) – Critical system errors, which are defined as, Loss of Data, Corruption of Data, or Loss of Productive Use of the System. In the event this type of error occurs, the County will immediately notify Contractor and the thirty (30) day Reliability period will be cancelled. Contractor personnel shall promptly resolve the problem at no additional cost and a new thirty (30) day Reliability Period will begin. Once the system operates for 30 consecutive days without an Error Level 1, the thirty (30) day Reliability test will be completed.
- Critical Failure (S2) – Critical errors exist when the primary purpose of the JMS software is compromised, and productive use of the system is significantly impacted. A procedural workaround is either not immediately or readily available or has been proposed and has been found to be unacceptable by the County. In the event this type of error occurs, the County will immediately notify the Contractor and the thirty (30) day Reliability period will be suspended. The Contractor’s personnel shall promptly resolve the problem at no additional cost to the County, and the thirty (30) day Reliability period will re-commence at the point where it was suspended.
- Non-Critical Failure (S3) – Non-critical errors which are defined as incomplete operation of system where a procedural workaround is readily and immediately available, and productive use of the system is not significantly impacted on software or operations. In the event this type of error occurs, the County will immediately notify the Contractor, but the thirty (30) day Reliability period will continue. The Contractor shall resolve the problem during the thirty (30) day Reliability period.
- Inconvenience (S4) – Cosmetic errors which are defined as configuration issues that can be corrected by the County, data integrity issues that must be addressed by the County, Help File documentation errors, or enhancements that can be made in the future to the presently installed system. Error level 4 defects will be remedied within a future software fixes release.

1.3.2 Production Cutover – Contractor shall prepare a detailed Production Cutover Script. This script shall define the County and the Contractor roles/responsibilities and sequence/timing of tasks that are necessary to

cutover the non-production environment into the Jail's production environment.

Contractor shall also provide the assistance and support outlined in the Production Cutover Script to facilitate the completion of the final conversion process and other cutover activities. These activities include a full back-up of the County's production data by the County prior to the final conversion.

County will participate in the production cutover and rehearsal activities in accordance with the Production Cutover Script developed by the Contractor. County responsibilities include by are not limited to:

- Review cutover scripts developed by Contractor
- Review Projection Tables
- Verify converted data
- Conduct Production Migration
- Backup Production data prior to cutover

1.3.3 **Post Implementation Support** – On-going software and maintenance and support services (as-a-Service) for the SOMA Platform will include local on-site, remote maintenance and other support and resolution response programs. Contractor will provide post implementation support in the following areas:

- Production Operations Monitoring – Contractor shall work with County staff to monitor processing in the County's production environment. This task entails the review of system assurance reports and system and database tuning assistance.
- Production Incident Resolution – Contractor shall work with County to resolve incidents reported by its end-user community and operations staff.

Contractor will provide all the County with access to the Tier 1 level of support, Online Service Desk . County can access the Online Service Desk and create tickets for service and track those tickets as they are worked through the system. The Online Service Desk also has a database of common issues and remedies for them. Contractor will provide the County with 800 support services line to speak to a live Partner Success Manager.

If the Partner Success Manager is unable to resolve the clients technical support needs the call for service is escalated to Tier 2 which consists of a software engineer to assist with the support issue. This level has direct access to SOMA development teams and can resolve any matter of technical support at this level. The support response and resolution plan

shall be based upon Section K. Support Response Plan and Priority Matrix of the Scope of Work.

Achieve Phase Deliverables

Below is a listing of Contractor deliverables and interim work products for the Achieve Phase – SOMA Jail (Automated Jail System Migration).

1. Production Cutover Plan and Script
2. Production Data Conversion
3. Production Cutover Support

2. SOMA Jail (Custody Center Migration) Planning and Management SOMA Jail (Custody Center Migration)

Contractor shall conduct project planning and management activities and deliverables necessary to:

- a. Establish an approach to communication the status of Phase 2 – SOMA Jail (Custody Center Migration);
- b. Establish the staffing requirements and staffing projections for the implementation; and
- c. Establish a project plan document to successfully implement Phase 2 within 30 days following the effective date of the Contract with the condition that completion of Jail Discovery (Custody Center Migration) has been completed. (see Jail Discovery section below).

- 2.1.1 Project Planning – Contractor shall develop clear plans that allocate resources, defines deliverables, and provide a comprehensive view of all components of Phase 1 that will be critical for the successful implementation of the project.

Specifically, Contractor shall develop a Project Control Document (PCD) defining Phase 2 project management strategies for the following areas:

- Project Planning
 - Detailed Work Plan;
 - Project Governance and Structure;
 - Communication Strategy; and
 - Staffing and Team Management.
- Scope Management
 - Deliverables Management;
 - Change Control Process Management; and
 - Requirements Management
- Issue and Risk Management
 - Issue Management (including issue escalation processes); and
 - Project Risk Management
- Quality

- Quality Management;
- Work Product Reviews; and
- Incident and Defect Management

2.1.2 Project Management – Contractor shall provide project management and oversight to Contractor staff on the project in accordance with the tasks identified herein. The ongoing project management services to be provided by the Contractor shall encompass:

- a. Status Reports – Contractor shall submit a bi-weekly status report to County that include:
 - Project status against the project timetable;
 - Status of deliverables;
 - Project issues;
 - Review of the work plan; and
 - Other significant issues that impact project stakeholders

It is expected that the County and Contractor Project Managers and designated team leads will have at least semi-monthly project meetings to present and discuss project progress, issues and risks.

- b. Kick-off Meeting – Contractor shall plan and conduct a Create Phase kick-off meeting for project team members. Contractor will develop a kick-off presentation, which will outline project objectives, tasks, and the overall project timeline.
- c. Deliverable Acceptance Criteria – Contractor and the County will complete and submit deliverables for review and approval according to the Work Plan. The County will review and provide feedback on all Contractor deliverables in a timely manner (within five business days) so as not to affect the project schedule. If resolution cannot be made within the five business days, the County Project Manager will escalate the issue to the appropriate level.

Planning and Management Deliverables

Below is a listing of County and Contractor deliverables and interim work products for Planning and Management.

1. Project Control Document
2. Create Phase 1 Project Kick-Off
3. Bi-weekly Status Reports

2.2 Create Phase – SOMA Jail (Custody Center Migration)

The Create phase encompasses activities related to software construction, testing and preparations for implementation, such as training and readiness management. Contractor's tasks to be completed during the Create phase are organized into the following activities:

- 2.2.1 Jail Discovery
- 2.2.2 Technical Environment Setup: Non Production
- 2.2.3 Technical Team Training

- 2.2.4 User Interface Configurations/System Interfaces
- 2.2.5 Data Conversion
- 2.2.6 Reports and Forms
- 2.2.7 Security & Workflow
- 2.2.8 Testing
- 2.2.9 Training
- 2.2.10 Transition Management

2.2.1 Jail Discovery – The project will kick off with a “Discovery” for a period of 60 days where Parties will meet to discuss project goals and vision, business requirements, administrative functions, user requirements and system requirements; map the project architecture, flow, and relationship. SOMA will deliver a Requirements Specification Document (RSD) within 90 days upon discovery completion, which County will review and approve. The Requirements Specification Document will detail functional and non-functional requirements and Work Breakdown Structure. Please see Attachment C – Functionality Objectives.

2.2.2 Technical Environment Setup: Non Production – County and the Contractor will set up the technical environment for implementation activities. The setup of the technical environments includes the acquisition and configuration of the hardware and SOMA Suite. The setup will begin with the configuration of the SOMA Cloud followed by the platform implementation of the following subsystems:

- **Security Configuration** – Creating all the users, groups and permissions in the system, when completed users can login and their core security permissions are applied.
- **Settings Configuration** – Configuration of all the platform settings: General Settings and Jail Management Settings. Once configured a basic demo of the system will be done using the County’s data and initial configuration.
- **Records Configuration** – Building and connecting the system forms. Once completed they will be presented to the user for feedback and adjusting in multiple iterations. This task may span across several weeks and be performed in two different phases with adjustments.
- **Hardware Configuration** – The SOMA Platform hardware will be configured and end-to-end system testing and software updates can be performed for acceptance.
- **Software Configuration** – With basic settings and security configuration complete, the more advanced software configuration can begin. This software configuration involves the more complex code configuration tasks like: Screen Layout Configuration, Messaging Configuration and Alert Configuration.

2.2.3 Technical Team Training – This activity will include training for the County’s technical staff to acquaint them with the technical concepts of the SOMA Platform. Contractor shall utilize baseline training materials for the technical training. A training course and user guide will be provided for SOMA Platform, SOMA Jail and SOMA Platform Administration.

2.2.4 User Interface Configurations/System Interface – Entails the design, development and unit testing of the SOMA Standard Interfaces and Custom Interfaces identified during the JMS Discovery. Contractor shall create Concept Papers and develop for custom interfaces both inbound and outbound.

2.2.5 Data Conversion – The SOMA Platform features SOMA Hub, an innovative cloud-based hub to connect agencies and their data. The architecture facilitates distributed and federated searches across County systems, internet, and social media instantly to bring that disparate data into one place. The Hub can be used in-lieu of a full data migration to integrate to historical data. This method leaves historical data intact and dynamically searches it on-demand. When historical data is discovered, SOMA Hub allows for a one-click import to pull that data directly into your system. For this Phase the County requires Contractor to convert all data from the Automated Jail System (Mainframe), to include but not limited to Local Arrest Records and active inmates into the SOMA Platform prior to “Go-Live.”

If a full or partial data conversion/migration is necessary, it will be conducted in two passes. The initial data migration will be an iterative process, as each schema in SOMA Records is defined and implemented, we will create and execute a conversion and migration script to pull all historical records over into the SOMA Platform. The final data migration will be conducted during “Go-Live” where any additions and updates will be migrated or re-migrated to the SOMA Platform. This final migration will be performed uninterrupted.

With each schema iteratively developed and migrated, a separate “test, verification and reconciliation” script will be developed to sample and report the success of the conversion/migration. If the conversion/migration test script fails, specific reconciliation steps will be conducted. The test scripts will be programmed to test a random 5% sample (at least).

Partner subject matter experts may be required from time-to-time to interpret data, data relationships and data codes.

2.2.6 Reports and Forms – County and Contractor will perform a detailed reports and forms analysis during the Jail discovery. During the discovery process a framework will be established for the design and development of all necessary reports that have been identified. Contractor will be responsible for providing a Report and Form Development Strategy, as well as consulting support for the County report activities during the report development effort.

County will develop the functional designs for the report/forms and review the report/forms designs with the end users prior to beginning development. Upon receiving feedback and approval from the users, report developers will complete the software development and testing of the reports/forms.

2.2.7 Security & Workflow – Application security and workflow is critical to the successful implementation of the SOMA Platform. Security defines user access while workflow establishes the route for documents approval based on defined workflow rules.

Contractor will develop a Security and Workflow plan that defines the approach the County should follow for setup. Contractor will train County Staff on Security and Workflow functionality. County will be responsible for defining, configuring and testing all security and workflow for the SOMA Platform. Contractor will provide support services for security and workflow activities. County will develop internal control plans as necessary to facilitate the County's completion of its security and workflow setup.

2.2.8 Testing – Software testing entails the planning and execution of tests to secure County's acceptance of the SOMA Platform – SOMA Jail in accordance with the County-approved functional and technical designs and other specifications with the requirements document.

All proposed test plans will be agreed upon by the County prior to testing. Several layers of testing will be performed to determine that the software functions as required based on the Discovery phase of the project. These layers will be Preliminary Testing, System Testing, Interface Testing, Integration Testing, Stress Testing, Functionality Testing and Operational Scenario Testing.

Preliminary Testing – SOMA Jail shall be tested as various components of the system are installed. Each component of the system shall be tested to ensure it operates as designed. The results of all preliminary tests shall be reported in writing to the County's Project Manager. All preliminary test failures shall be resolved to the County's satisfaction.

System Testing – Once SOMA HUB and SOMA Jail are completely installed and configured, the system shall be tested to ensure the system is operating as designed. The results of all system tests shall be reported in writing to the County's Project Manager. Any and all system test failures shall be resolved to the County's satisfaction.

Interface Testing – Each interface shall be tested to the County's satisfaction. Each interface must meet the design specifications for the interface. The results of all interface tests shall be reported in writing to the County's Project Manager. Any and all interface test failures shall be resolved to the County's satisfaction.

Integration Testing – Once System and Interface Testing is completed, the entire system shall be tested. The system shall operate as designed by the County'. The results of all integration tests shall be reported in writing to the County's Project Manager. Any and all integration test failures shall be resolved to the County's satisfaction.

Stress Testing – A system stress test shall be conducted on SOMA Jail once integration testing is completed. The stress test must successfully demonstrate the system's ability to operate under a maximum load to the County's satisfaction. The results of all stress tests shall be reported in writing to the County's Project Manager. All stress test failures shall be resolved to the County's satisfaction.

Functionality Testing – the County' will test, and the Contractor shall support the testing of each function listed in the Functional Requirements and in the Scope of Services. Test scripts may incorporate one or more of the functions into an individual test. The Contractor shall document all test results and provide a written report to the County's Project Manager. Any and all functionality test failures shall be resolved to the County's satisfaction.

Operational Scenario Testing – Operational Scenario Testing may be conducted after successfully completing the Functionality Testing process. The County will develop real life operational scenarios used by its staff during all levels of operations. The County will test each operational scenario, while the Contractor monitors the results. The results of all operational scenario tests shall be reported in writing to the County's Project Manager. Any and all operational scenario test failures shall be resolved to the County's satisfaction.

2.2.9 Training – Contractor will provide a Training Team comprising of SOMA employees that can deliver the training materials based on their deep experience in the field.

The Training Manager TM provided by Contractor is responsible for the development of the training project, the training curriculum, and the training materials facilitating all training courses. The TM also provides continuous support to employees taking part in "train-the-trainer" programs.

Contractor will supplement the initial training program with regular follow-one training and webinars.

Contractor will conduct training at two different times during the implementation: at "Soft-Launch" and prior to "Go-Live". The "Soft-Launch" training will be conducted over several weeks, with a select number of "power users". The remaining training will be conducted prior to "Go-Live".

The training program includes:

- **Train-the-Trainer** – Hub and SOMA Jail
- **Jail Training**- Jail, Intake, Patrol

- **Admin/Operations Training**

A detailed training schedule will be finalized during Discovery. Training will be conducted on the live, “Soft-Launch” system. Facilities that meet with criteria will be finalized during Discovery.

The following will be the courses/training documentation produced and provided through this implementation:

- **User Training/Documentation** - A training course and user guide for each implemented application:
 - SOMA Platform (this includes HUB)
 - SOMA Jail
- **System Admin Documentation**- An administrator’s guide for the platform:
 - SOMA Platform Administration
- **Training Documentation**- All documentation, presentations and training materials will be provided, including a train-the-trainer program.

All documentation will be delivered in an online, web-based format.

The SOMA Platform is managed as-a-service. No infrastructure or server maintenance/support staff training is required.

2.2.11 **10 Transition Management** – Is comprised of tasks related to the County moving from the current system to the SOMA Platform – SOMA Jail. This includes the activities such as change management, County and operational readiness.

County and Contractor shall collaboratively develop a Transition Management Plan that defines how the County will manage, track and support transition from the current system to SOMA Jail. County will be responsible for executing the Transition Management Plan.

Contractor will prepare two checklists for helping the County assess its readiness for go-live. One checklist shall focus on a review of the County’s operational/technical readiness and the other shall focus on a review of the County’s implementation/end-user readiness. Contractor will assist with the readiness assessments and maintain the checklists, but the County will be responsible for conducting the assessments.

Create Phase Deliverables

Below is a listing of Contractor deliverables and interim work products for the Create Phase – SOMA Jail (Custody Center Migration).

1. Jail Discovery
2. Requirements Specification Document (RSD)
3. Technical Environment Setup
3. Technical Team Training
4. User/System Interface Configuration
5. Data Conversion
6. Reports & Forms
7. Security & Workflow
8. Testing
9. Training
10. Transition Management

2.3 Achieve Phase – SOMA Jail (Custody Center Migration)

The Achieve phase encompasses those activities related to final data conversion, production cutover and post-implementation support. The tasks to be completed during the Achieve phase are organized into the following sets of activities:

- Production Environment Setup
- Production Cutover
- Post-Implementation Support

2.3.1 Production Environment Setup – Contractor is responsible for establishing the production environment. After testing has been completed, the SOMA Jail will be migrated to the production environment. During the setup the County will begin final acceptance testing of the Jail Management System. The acceptance criteria is split by application and will be fully developed during Discovery. The acceptance test process shall include three phases: the acceptance testing period, the reliability test period and the final acceptance per the County's requirements. The level of system reliability is inversely related to the error levels described below.

- Total System Failure (S1) – Critical system errors, which are defined as, Loss of Data, Corruption of Data, or Loss of Productive Use of the System. In the event this type of error occurs, the County will immediately notify Contractor and the thirty (30) day Reliability period will be cancelled. Contractor personnel shall promptly resolve the problem at no additional cost and a new thirty (30) day Reliability Period will begin. Once the system operates for 30 consecutive days without an Error Level 1, the thirty (30) day Reliability test will be completed.
- Critical Failure (S2) – Critical errors exist when the primary purpose of the JMS software is compromised, and productive use of the system is significantly impacted. A procedural workaround is either not immediately or readily available or has been proposed and has been found to be unacceptable by the County. In the event this type of error occurs, the County will immediately notify the Contractor and the thirty (30) day Reliability period will be cancelled.

suspended. The Contractor's personnel shall promptly resolve the problem at no additional cost to the County, and the thirty (30) day Reliability period will re-commence at the point where it was suspended.

- Non-Critical Failure (S3) — Non-critical errors which are defined as incomplete operation of system where a procedural workaround is readily and immediately available, and productive use of the system is not significantly impacted on software or operations. In the event this type of error occurs, the County will immediately notify the Contractor, but the thirty (30) day Reliability period will continue. Contractor shall resolve the problem during the thirty (30) day Reliability period.
- Inconvenience (S4) — Cosmetic errors which are defined as configuration issues that can be corrected by the County, data integrity issues that must be addressed by the County, Help File documentation errors, or enhancements that can be made in the future to the presently installed system. Error level 4 defects will be remedied within a future software fixes release.

If, during the thirty (30) day Reliability period, the system is deemed non-operational as a result of the S1 or S2 errors, the Warranty Period will cease.

- 2.3.2 **Production Cutover** – Contractor shall prepare a detailed Production Cutover Script. This script shall define the County and the Contractor roles/responsibilities and sequence/timing of tasks that are necessary to cutover the non-production environment into the Jail's production environment.

Contractor shall also provide the assistance and support outlined in the Production Cutover Script to facilitate the completion of the final conversion process and other cutover activities. These activities include a full back-up of the County's production data by the County prior to the final conversion.

County will participate in the production cutover and rehearsal activities in accordance with the Production Cutover Script developed by the Contractor. County responsibilities include by are not limited to:

- Review cutover scripts developed by Contractor
- Review Projection Tables
- Verify converted data
- Conduct Production Migration
- Backup Production data prior to cutover

- 2.3.3 **Post Implementation Support** – On-going software and maintenance and support services (as-a-Service) for the SOMA Platform will include local

on-site, remote maintenance and other support programs. Contractor will provide post implementation support in the following areas:

- Production Operations Monitoring – Contractor shall work with County staff to monitor processing in the County’s production environment. This task entails the review of system assurance reports and system and database tuning assistance.
- Production Incident Resolution – Contractor shall work with County to resolve incidents reported by its end-user community and operations staff.

Contractor will provide all the County with access to the Tier 1 level of support, Online Service Desk (OSD). County can access the OSD and create tickets for service and track those tickets as they are worked through the system. The OSD also has a database of common issues and remedies for them. Contractor will provide the County with 800 support services line to speak to a live Partner Success Manager.

If the Partner Success Manager is unable to resolve the clients technical support needs the call for service is escalated to Tier 2 which consists of a software engineer to assist with the support issue. This level has direct access to SOMA Global development teams and can resolve any matter of technical support at this level.

Contractor’s support team will use the following definitions for a ticket priority levels:

- Code Red: Business Critical. Only available for production applications. Represents a complete loss of service or a significant feature that is completely unavailable, and no workaround exists. Does not include development issues or problems in staging environments.
- Code Orange: Degraded Service. Includes intermittent issues and reduced quality of service. A workaround may be available. Does not include development issues or problems in staging environments.
- Severity 3: General Issue. Includes product questions, feature requests and development issues.

Achieve Phase Deliverables

Below is a listing of Contractor deliverables and interim work products for the Achieve Phase – SOMA Jail (Custody Center Migration).

1. Production Cutover Plan and Script
2. Production Data Conversion

3. Production Cutover Support

3.1 Planning and Management – SOMA Dispatch, SOMA Mobile

Contractor shall conduct project planning and management activities and deliverables necessary to:

- a. Establish an approach to communication the status of Phase 3;
- b. Establish the staffing requirements and staffing projections for the implementation; and
- c. Establish a project plan to successfully implement Phase 3 within 30 days following the effective date of the Contract with the condition that completion of Dispatch and Mobile Discovery has been completed.

3.1.1 Project Planning – Contractor shall develop clear plans that allocate resources, define deliverables, and provide a comprehensive view of all components of Phase 2 that will be critical for the successful implementation of the project

Specifically, Contractor shall develop a Project Control Document (PCD) defining Phase 3 project management strategies for the following areas:

- Project Planning
 - Detailed Work Plan;
 - Project Governance and Structure;
 - Communication Strategy; and
 - Staffing and Team Management.
- Scope Management
 - Deliverables Management;
 - Change Control Process Management; and
 - Requirements Management
- Issue and Risk Management
 - Issue Management (including issue escalation processes); and
 - Project Risk Management
- Quality
 - Quality Management;
 - Work Product Reviews; and
 - Incident and Defect Management.

3.1.2 Project Management – Contractor shall provide project management and oversight to Contractor staff on the project in accordance with the tasks identified herein. The ongoing project management services to be provided by the Contractor shall encompass:

- a. Status Reports – Contractor shall submit a bi-weekly status report to County that include:

- Project status against the project timetable;
- Status of deliverables;

- Project issues;
- Review of the work plan; and
- Other significant issues that impact project stakeholders

It is expected that the County and Contractor Project Managers and designated team leads will have at least semi-monthly project meetings to present and discuss project progress, issues and risks.

- b. Kick-off Meeting – Contractor shall plan and conduct a Create Phase kick-off meeting for project team members. Contractor will develop a kick-off presentation, which will outline project objectives, tasks, and the overall project timeline.
- c. Deliverable Acceptance Criteria – Contractor and the County will complete and submit deliverables for review and approval according to the Work Plan. The County will review and provide feedback on all Contractor deliverables in a timely manner (within five business days) so as not to affect the project schedule. If resolution cannot be made within the five business days, the County Project Manager will escalate the issue to the appropriate level.

Planning and Management Deliverables

Below is a listing of County and Contractor deliverables and interim work products for Planning and Management.

1. Project Control Document
2. Create Phase 3 Project Kick-Off
3. Bi-weekly Status Reports

3.2 Create Phase – SOMA Dispatch, SOMA Mobile

The Create phase encompasses activities related to software construction, testing and preparations for implementation, such as training and readiness management. Contractor's tasks to be completed during the Create phase are organized into the following activities:

- 3.2.1 Dispatch and Mobile Discovery
- 3.2.2 Technical Environment Setup: Non Production
- 3.2.3 Technical Team Training
- 3.2.4 User Interface Configurations/System Interfaces
- 3.2.5 Data Conversion
- 3.2.6 Reports and Forms
- 3.2.7 Security & Workflow
- 3.2.8 Testing
- 3.2.9 Training
- 3.2.10 Transition Management

3.2.1 Dispatch and Mobile Discovery – The project will kick off with a “Discovery” for a period of 60 days where Parties will meet to discuss project goals and vision, business requirements, administrative

user requirements and system requirements; map the project architecture, flow, and relationship. Contractor will deliver a Requirements Specification Document (RSD) within 90 days upon discovery completion, which County will review and approve. The Requirements Specification Document will detail functional and non-functional requirements and Work Breakdown Structure. Please see Attachment C – Functionality Objectives.

3.2.2 Technical Environment Setup: Non Production – County and the Contractor will setup the technical environment for implementation activities. The setup of the technical environments includes the acquisition and configuration of the hardware and SOMA Suite. The setup will begin with the configuration of the SOMA Cloud followed by the platform implementation of the following subsystems:

- **Security Configuration** – Creating all the users, groups and permissions in the system, when completed users can login and their core security permissions are applied.
- **Settings Configuration** – Configuration of all the platform settings: General Settings and Jail Management Settings. Once configured a basic demo of the system will be done using the County’s data and initial configuration.
- **Records Configuration** – Building and connecting the system forms. Once completed they will be presented to the user for feedback and adjusting in multiple iterations. This task may span across several weeks and performed in two different phases with adjustments.
- **Hardware Configuration** – The SOMA Platform hardware will be configured and end-to-end system testing and software updates can be performed for acceptance.
- **Software Configuration** – With basic settings and security configuration complete, the more advanced software configuration can begin. This software configuration involves the more complex code configuration tasks like: Screen Layout Configuration, Messaging Configuration and Alert Configuration.

3.2.3 Technical Team Training – This activity will include training for the County’s technical staff to acquaint them with the technical concepts of the SOMA Platform. Contractor shall utilize baseline training materials for the technical training. A training course and user guide will be provide for SOMA Dispatch and SOMA Mobile.

3.2.4 User Interface Configurations/System Interface – Entails the design, development and unit testing of the SOMA Standard Interfaces and Custom Interfaces identified during the Dispatch and Mobile Discovery. Contractor shall create Concept Papers and develop for custom interfaces both inbound and outbound.

3.2.5 Data Conversion - The SOMA Platform features SOMA Hub, an innovative cloud-based hub to connect agencies and their data. The architecture facilitates distributed and federated searches across County systems, internet, and social media instantly to bring that disparate data into one place. The Hub can be used in-lieu of a full data migration to integrate to historical data. This method leaves historical data intact and dynamically searches it on-demand. When historical data is discovered, SOMA Hub allows for a one-click import to pull that data directly into your system. For this Phase the County requires Contractor to convert all premise history, unit information and street centerline, and beat data into the SOMA Platform prior to “Go-Live.”

If a full or partial data conversion/migration is necessary, it will be conducted in two passes. The initial data migration will be an iterative process, as each schema in SOMA Records is defined and implemented, we will create and execute a conversion and migration script to pull all historical records over into the SOMA Platform. The final data migration will be conducted during “Go-Live” where any additions and updates will be migrated or re-migrated to the SOMA Platform. This final migration will be performed uninterrupted.

With each schema iteratively developed and migrated, a separate “test, verification and reconciliation” script will be developed to sample and report the success of the conversion/migration. If the conversion/migration test script fails, specific reconciliation steps will be conducted. The test scripts will be programmed to test a random 5% sample (at least).

Partner subject matter experts may be required from time-to-time to interpret data, data relationships and data codes.

3.2.6 Reports and Forms – County and Contractor will perform a detailed reports and forms analysis during the CAD Discovery. During the discovery process a framework will be established for the design and development of all necessary reports that have been identified. Contractor will be responsible for providing a Report and Form Development Strategy, as well as consulting support for the County report activities during the course of the report development effort.

County will develop the functional designs for the report/forms and review the report/forms designs with the end users prior to beginning development. Upon receiving feedback and approval from the users, report developers will complete the software development and testing of the reports/forms.

3.2.7 Security & Workflow – Application security and workflow is critical to the successful implementation of the SOMA Platform. Security defines user access while workflow establishes the route for documents approval based on defined workflow rules.

Contractor will develop a Security and Workflow plan that defines the approach the County should follow for setup. Contractor will train County Staff on Security and Workflow functionality. County will be responsible for defining, configuring and testing all security and workflow for the SOMA Platform. Contractor will provide support services for security and workflow activities. County will develop internal control plans as necessary to facilitate the County's completion of its security and workflow setup.

3.2.8 Testing – Software testing entails the planning and execution of tests to secure County's acceptance of the SOMA Platform – SOMA Dispatch and SOMA Mobile in accordance with the County-approved functional and technical designs and other specifications with the requirements document. Please reference Attachment C – Functionality Objectives.

All proposed test plans will be agreed upon by the County prior to testing. Several layers of testing will be performed to determine that the software functions as required based on the Discovery phase of the project. These layers will be Preliminary Testing, System Testing, Interface Testing, Integration Testing, Stress Testing, Functionality Testing and Operational Scenario Testing.

Preliminary Testing – SOMA Dispatch and SOMA Mobile shall be tested as various components of the system are installed. Each component of the system shall be tested to ensure it operates as designed. The results of all preliminary tests shall be reported in writing to the County's Project Manager. Any and all preliminary test failures shall be resolved to the County's satisfaction.

System Testing – Once SOMA Dispatch, SOMA Mobile and SOMA Hub are completely installed and configured, the system shall be tested to ensure the system is operating as designed. The results of all system tests shall be reported in writing to the County's Project Manager. Any and all system test failures shall be resolved to the County's satisfaction.

Interface Testing - Each interface shall be tested to the County's satisfaction. Each interface must meet the design specifications for the interface. The results of all interface tests shall be reported in writing to the County's Project Manager. Any and all interface test failures shall be resolved to the County's satisfaction.

Integration Testing - Once System and Interface Testing is completed, the system shall be tested as a whole. The system shall operate as designed by the County. The results of all integration tests shall be reported in writing to the County's Project Manager. Any and all integration test failures shall be resolved to the County's satisfaction.

Stress Testing - A system stress test shall be conducted on SOMA Dispatch and SOMA Mobile once integration testing is completed. The stress test must successfully demonstrate the system's ability to

operate under a maximum load to the County's satisfaction. The results of all stress tests shall be reported in writing to the County's Project Manager. All stress test failures shall be resolved to the County's satisfaction.

Functionality Testing - the County will test, and the Contractor shall support the testing of each function listed in the Functional Requirements and in the Scope of Services. Test scripts may incorporate one or more of the functions into an individual test. The Contractor shall document all test results and provide a written report to the County's Project Manager. Any and all functionality test failures shall be resolved to the County's satisfaction.

Operational Scenario Testing - Operational Scenario Testing may be conducted after successfully completing the Functionality Testing process. The County will develop real life operational scenarios used by its staff during all levels of operations. The County will test each operational scenario, while the Contractor monitors the results. The results of all operational scenario tests shall be reported in writing to the County's Project Manager. Any and all operational scenario test failures shall be resolved to the County's satisfaction.

3.2.9 Training –Contractor will provide a Training Team comprising of SOMA employees that can deliver the training materials based on their deep experience in the field.

The Training Manager (TM) provided by Contractor is responsible for the development of the training project, the training curriculum, and the training materials facilitating all training courses. The TM also provides continuous support to employees taking part in “train-the-trainer” programs.

Contractor will supplement the initial training program with regular follow-one training and webinars.

Contractor will conduct training at two different times during the implementation: at “Soft-Launch” and prior to “Go-Live”. The “Soft-Launch” training will be conducted over several weeks, with a select number of “power users”. The remaining training will be conducted prior to “Go-Live”.

The training program includes:

- **Train-the-Trainer** – SOMA, Platform, SOMA Dispatch, and SOMA Mobile
- **Admin/Operations** Training

A detailed training schedule will be finalized during Discovery. Training will be conducted on the live, “Soft-Launch” system. Facilities that meet with criteria will be finalized during Discovery.

The following will be the courses/training documentation produced and provided through this implementation:

- **User Training/Documentation** - A training course and user guide for each implemented application:
 - SOMA Platform (this includes HUB)
 - SOMA Dispatch
 - SOMA Mobile
- **System Admin Documentation** - An administrator's guide for the platform:
 - SOMA Platform Administration
- **Training Documentation** - All documentation, presentations and training materials will be provided, including a train-the-trainer program.

All documentation will be delivered in an online, web-based format.

The SOMA Platform is managed as-a-service. No infrastructure or server maintenance/support staff training is required.

3.2.10 Transition Management – Is comprised of tasks related to the County moving from the current system to the SOMA Platform. This includes the activities such as change management, County and operational readiness.

County and Contractor shall collaboratively develop a Transition Management Plan that defines how the County will manage, track and support transition from current system to the SOMA Platform. County will be responsible for executing the Transition Management Plan.

Contractor will prepare two checklists for helping the County assess its readiness for go-live. One checklist shall focus on a review of the County's operational/technical readiness and the other shall focus on a review of the County's implementation/end-user readiness. Contractor will assist with the readiness assessments and maintain the checklists, but the County will be responsible for conducting the assessments.

Create Phase Deliverables

Below is a listing of Contractor deliverables and interim work products for the Create Phase – SOMA Dispatch, SOMA Mobile and SOMA Hub.

1. SOMA Dispatch, SOMA Mobile and SOMA Hub Discovery
2. Requirements Specification Document (RSD)

3. Technical Environment Setup
 - Security Configuration
 - Settings Configuration
 - Records Configuration
 - Hardware Configuration
 - Software Configuration
3. Technical Team Training
4. User/System Interface Configuration
5. Data Conversion
6. Reports & Forms
7. Security & Workflow
8. Testing
9. Training
10. Transition Management

3.3 Achieve Phase – SOMA Dispatch, SOMA Mobile and SOMA Hub

The Achieve phase encompasses those activities related to final data conversion, production cutover and post-implementation support. The tasks to be completed during the Achieve phase are organized into the following sets of activities:

- Production Environment Setup
- Production Cutover
- Post-Implementation Support

3.3.1 Production Environment Setup – Contractor is responsible for establishing the production environment. After testing has been completed, the SOMA Platform will be migrated to the production environment. During the setup the County will be performing final acceptance testing of the SOMA Dispatch, SOMA Mobile and SOMA Hub systems. The acceptance criteria is split by application and will be fully developed during Discovery. The acceptance test process shall include three phases: the acceptance testing period, the reliability test period and the final acceptance per the County's requirements. The level of system reliability is inversely related to the error levels described below.

- Total System Failure (S1) – Critical system errors, which are defined as, Loss of Data, Corruption of Data, or Loss of Productive Use of the System. In the event this type of error occurs, the County will immediately notify Contractor and the thirty (30) day Reliability period will be cancelled. Contractor personnel shall promptly resolve the problem at no additional cost and a new thirty (30) day Reliability Period will begin. Once the system operates for 30 consecutive days without an Error Level 1, the thirty (30) day Reliability test will be completed.

- Critical Failure (S2) — Critical errors exist when the primary purpose of the JMS software is compromised, and productive use of the system is significantly impacted. A procedural workaround is either not immediately or readily available or has been proposed and has been found to be unacceptable by the County. In the event this type of error occurs, the County will immediately notify the Contractor and the thirty (30) day Reliability period will be suspended. The Contractor’s personnel shall promptly resolve the problem at no additional cost to the County, and the thirty (30) day Reliability period will re-commence at the point where it was suspended.
- Non-Critical Failure (S3) — Non-critical errors which are defined as incomplete operation of system where a procedural workaround is readily and immediately available, and productive use of the system is not significantly impacted on software or operations. In the event this type of error occurs, the County will immediately notify the Contractor, but the thirty (30) day Reliability period will continue. The Contractor shall resolve the problem during the thirty (30) day Reliability period.
- Inconvenience (S4) — Cosmetic errors which are defined as configuration issues that can be corrected by the County, data integrity issues that must be addressed by the County, Help File documentation errors, or enhancements that can be made in the future to the presently installed system. Error level 4 defects will be remedied within a future software fixes release.

If, during the thirty (30) day Reliability period, the system is deemed non-operational as a result of the S1 or S2 errors, the Warranty Period will cease.

3.3.2 **Production Cutover** – Contractor shall prepare a detailed Production Cutover Script. This script shall define the County and the Contractor roles/responsibilities and sequence/timing of tasks that are necessary to cutover the non-production environment into the production environment.

Contractor shall also provide the assistance and support outlined in the Production Cutover Script to facilitate the completion of the final conversion process and other cutover activities. These activities include a full back-up of the County’s production data by the County prior to the final conversion.

County will participate in the production cutover and rehearsal activities in accordance with the Production Cutover Script developed by the Contractor. County responsibilities include by are not limited to:

- Review cutover scripts developed by Contractor
- Review Projection Tables
- Verify converted data
- Conduct Production Migration
- Backup Production data prior to cutover

3.3.3 Post Implementation Support – On-going software and maintenance and support services (as-a-Service) for the SOMA Platform will include local on-site, remote maintenance and other support programs. Contractor will provide post implementation support in the following areas:

- Production Operations Monitoring – Contractor shall work with County staff to monitor processing in the County’s production environment. This task entails the review of system assurance reports and system and database tuning assistance.
- Production Incident Resolution – Contractor shall work with County to resolve incidents reported by its end-user community and operations staff.

Contractor will provide all the County with access to the Tier 1 level of support, Online Service Desk (OSD). County can access the OSD and create tickets for service and track those tickets as they are worked through the system. The OSD also has a database of common issues and remedies for them. Contractor will provide the County with 800 support services line to speak to a live Partner Success Manager.

If the Partner Success Manager is unable to resolve the clients technical support needs the call for service is escalated to Tier 2 which consists of a software engineer to assist with the support issue. This level has direct access to SOMA Global development teams and can resolve any matter of technical support at this level.

Contractor’s support team will use the following definitions for a ticket priority levels:

- Code Red: Business Critical. Only available for production applications. Represents a complete loss of service or a significant feature that is completely unavailable, and no workaround exists. Does not include development issues or problems in staging environments.
- Code Orange: Degraded Service. Includes intermittent issues and reduced quality of service. A workaround may be available. Does not include development issues or problems in staging environments.

- Severity 3: General Issue. Includes product questions, feature requests and development issues.

Achieve Phase Deliverables

Below is a listing of Contractor deliverables and interim work products for the Create Phase – SOMA Dispatch, SOMA Mobile and SOMA Hub.

1. Production Cutover Plan and Script
2. Production Data Conversion
3. Production Cutover Support

4.1 Planning and Management – SOMA Records, SOMA Solve

Contractor shall conduct project planning and management activities and deliverables necessary to:

- a. Establish an approach to communication the status of Phase 4;
- b. Establish the staffing requirements and staffing projections for the implementation; and
- c. Establish a project plan to successfully implement Phase 4 within 30 days following the effective date of the Contract with the condition that completion of Records and Solve Discovery has been completed. (see Records and Solve Discovery section below)

- 4.1.1 Project Planning – Contractor shall develop clear plans that allocate resources, define deliverables, and provide a comprehensive view of all components of Phase 2 that will be critical for the successful implementation of the project

Specifically, Contractor shall develop a Project Control Document (PCD) defining Phase 1 project management strategies for the following areas:

- Project Planning
 - Detailed Work Plan;
 - Project Governance and Structure;
 - Communication Strategy; and
 - Staffing and Team Management.
- Scope Management
 - Deliverables Management;
 - Change Control Process Management; and
 - Requirements Management
- Issue and Risk Management
 - Issue Management (including issue escalation processes); and
 - Project Risk Management
- Quality
 - Quality Management;
 - Work Product Reviews; and
 - Incident and Defect Management.

4.1.2 Project Management – Contractor shall provide project management and oversight to Contractor staff on the project in accordance with the tasks identified herein. The ongoing project management services to be provided by the Contractor shall encompass:

- a. Status Reports – Contractor shall submit a bi-weekly status report to County that include:
 - Project status against the project timetable;
 - Status of deliverables;
 - Project issues;
 - Review of the work plan; and
 - Other significant issues that impact project stakeholders

It is expected that the County and Contractor Project Managers and designated team leads will have at least semi-monthly project meetings to present and discuss project progress, issues and risks.

- b. Kick-off Meeting – Contractor shall plan and conduct a Create Phase kick-off meeting for project team members. Contractor will develop a kick-off presentation, which will outline project objectives, tasks, and the overall project timeline.
- c. Deliverable Acceptance Criteria – Contractor and the County will complete and submit deliverables for review and approval according to the Work Plan. The County will review and provide feedback on all Contractor deliverables in a timely manner (within five business days) so as not to affect the project schedule. If resolution cannot be made within the five business days, the County Project Manager will escalate the issue to the appropriate level.

Planning and Management Deliverables

Below is a listing of County and Contractor deliverables and interim work products for Planning and Management.

1. Project Control Document
2. Create Phase 2 Project Kick-Off
3. Bi-weekly Status Reports

4.2 Create Phase – SOMA Records, SOMA Solve

The Create phase encompasses activities related to software construction, testing and preparations for implementation, such as training and readiness management. Contractor's tasks to be completed during the Create phase are organized into the following activities:

- 4.2.1 Records, Case Management, FBR, Evidence Discovery
- 4.2.2 Technical Environment Setup: Non Production
- 4.2.3 Technical Team Training
- 4.2.4 User Interface Configurations/System Interfaces
- 4.2.5 Data Conversion
- 4.2.6 Reports and Forms

- 4.2.7 Security & Workflow
- 4.2.8 Testing
- 4.2.9 Training
- 4.2.10 Transition Management

4.2.1 Records, Case Management, FBR, Evidence Discovery – The project will kick off with a “Discovery” for a period of 60 days where Parties will meet to discuss project goals and vision, business requirements, administrative functions, user requirements and system requirements; map the project architecture, flow, and relationship. SOMA will deliver a Requirements Specification Document (RSD) within 90 days upon discovery completion, which County will review and approve. The Requirements Specification Document will detail functional and non-functional requirements and Work Breakdown Structure. Please see Attachment C – Functionality Objectives.

4.2.2 Technical Environment Setup: Non Production – County and the Contractor will setup the technical environment for implementation activities. The setup of the technical environments includes the acquisition and configuration of the hardware and SOMA Suite. The setup will begin with the configuration of the SOMA Cloud followed by the platform implementation of the following subsystems:

- **Security Configuration** – Creating all the users, groups and permissions in the system, when completed users can login and their core security permissions are applied.
- **Settings Configuration** – Configuration of all the platform settings: General Settings Records, Case Management, FBR, Evidence Settings. Once configured a basic demo of the system will be done using the County’s data and initial configuration.
- **Records Configuration** – Building and connecting the system forms. Once completed they will be presented to the user for feedback and adjusting in multiple iterations. This task may span across several weeks and performed in two different phases with adjustments.
- **Hardware Configuration** – The SOMA Platform hardware will be configured and end-to-end system testing and software updates can be performed for acceptance.
- **Software Configuration** – With basic settings and security configuration complete, the more advanced software configuration can begin. This software configuration involves the more complex code configuration tasks like: Screen Layout Configuration, Messaging Configuration and Alert Configuration.

4.2.3 Technical Team Training – This activity will include training for the County’s technical staff to acquaint them with the technical concepts of the SOMA Platform. Contractor shall utilize baseline training materials for the

technical training. A training course and user guide will be provide for SOMA Platform, SOMA Records, SOMA Solve and SOMA Platform Administration.

4.2.4 User Interface Configurations/System Interface – Entails the design, development and unit testing of the SOMA Standard Interfaces and Custom Interfaces identified during the Records, Case Management, FBR, Evidence Systems Discovery. Contractor shall create Concept Papers and develop for custom interfaces both inbound and outbound.

4.2.5 Data Conversion - The SOMA Platform features SOMA Hub, an innovative cloud-based hub to connect agencies and their data. The architecture facilitates distributed and federated searches across County systems, internet, and social media instantly to bring that disparate data into one place. The Hub can be used in-lieu of a full data migration to integrate to historical data. This method leaves historical data intact and dynamically searches it on-demand. When historical data is discovered, SOMA Hub allows for a one-click import to pull that data directly into your system. For this Phase the County requires Contractor to convert all premise history, unit information and street centerline, and beat data into the SOMA Platform prior to “Go-Live.”

If a full or partial data conversion/migration is necessary, it will be conducted in two passes. The initial data migration will be an iterative process, as each schema in SOMA Records is defined and implemented, we will create and execute a conversion and migration script to pull all historical records over into the SOMA Platform. The final data migration will be conducted during “Go-Live” where any additions and updates will be migrated or re-migrated to the SOMA Platform. This final migration will be performed uninterrupted.

With each schema iteratively developed and migrated, a separate “test, verification and reconciliation” script will be developed to sample and report the success of the conversion/migration. If the conversion/migration test script fails, specific reconciliation steps will be conducted. The test scripts will be programmed to test a random 5% sample (at least).

Partner subject matter experts may be required from time-to-time to interpret data, data relationships and data codes.

4.2.6 Reports and Forms – County and Contractor will perform a detailed reports and forms analysis during the Records, Case Management, FBR, Evidence Systems Discovery. During the discovery process a framework will be established for the design and development of all necessary reports that have been identified. Contractor will be responsible for providing a Report and Form Development Strategy, as well as consulting support for the County report activities during the course of the report development effort.

County will develop the functional designs for the report/forms and review the report/forms designs with the end users prior to beginning development.

Upon receiving feedback and approval from the users, report developers will complete the software development and testing of the reports/forms.

4.2.7 Security & Workflow – Application security and workflow is critical to the successful implementation of the SOMA Platform. Security defines user access while workflow establishes the route for documents approval based on defined workflow rules.

Contractor will develop a Security and Workflow plan that defines the approach the County should follow for setup. Contractor will train County Staff on Security and Workflow functionality. County will be responsible for defining, configuring and testing all security and workflow for the SOMA Platform. Contractor will provide support services for security and workflow activities. County will develop internal control plans as necessary to facilitate the County's completion of its security and workflow setup.

4.2.8 Testing – Software testing entails the planning and execution of tests to secure County's acceptance of the SOMA Platform – SOMA Records and SOMA Solve in accordance with the County-approved functional and technical designs and other specifications with the requirements document. Please see Attachment C – Functionality Objectives.

All proposed test plans will be agreed upon by the County prior to testing. Several layers of testing will be performed to determine that the software functions as required based on the Discovery phase of the project. These layers will be Preliminary Testing, System Testing, Interface Testing, Integration Testing, Stress Testing, Functionality Testing and Operational Scenario Testing.

Preliminary Testing – SOMA Records, SOMA Mobile and SOMA Hub shall be tested as various components of the system are installed. Each component of the system shall be tested to ensure it operates as designed. The results of all preliminary tests shall be reported in writing to the County's Project Manager. Any and all preliminary test failures shall be resolved to the County's satisfaction.

System Testing – Once SOMA Dispatch, SOMA Records, SOMA Mobile and SOMA Hub are completely installed and configured, the system shall be tested to ensure the system is operating as designed. The results of all system tests shall be reported in writing to the County's Project Manager. Any and all system test failures shall be resolved to the County's satisfaction.

Interface Testing - Each interface shall be tested to the County's satisfaction. Each interface must meet the design specifications for the interface. The results of all interface tests shall be reported in writing to the County's Project Manager. Any and all interface test failures shall be resolved to the County's satisfaction.

Integration Testing - Once System and Interface Testing is completed, the system shall be tested as a whole. The system shall operate as designed by the County. The results of all integration tests shall be reported in writing to the County's Project Manager. Any and all integration test failures shall be resolved to the County's satisfaction.

Stress Testing - A system stress test shall be conducted on SOMA Records and SOMA Solve once integration testing is completed. The stress test must successfully demonstrate the system's ability to operate under a maximum load to the County's satisfaction. The results of all stress tests shall be reported in writing to the County's Project Manager. All stress test failures shall be resolved to the County's satisfaction.

Functionality Testing - the County will test, and the Contractor shall support the testing of each function listed in the Functional Requirements and in the Scope of Services. Test scripts may incorporate one or more of the functions into an individual test. The Contractor shall document all test results and provide a written report to the County's Project Manager. Any and all functionality test failures shall be resolved to the County's satisfaction.

Operational Scenario Testing - Operational Scenario Testing may be conducted after successfully completing the Functionality Testing process. The County will develop real life operational scenarios used by its staff during all levels of operations. The County will test each operational scenario, while the Contractor monitors the results. The results of all operational scenario tests shall be reported in writing to the County's Project Manager. Any and all operational scenario test failures shall be resolved to the County's satisfaction.

4.2.9 Training – Contractor will provide a Training Team comprising of SOMA employees that can deliver the training materials based on their deep experience in the field.

The Training Manager (TM) provided by Contractor is responsible for the development of the training project, the training curriculum, and the training materials facilitating all training courses. The TM also provides continuous support to employees taking part in “train-the-trainer” programs.

Contractor will supplement the initial training program with regular follow-one training and webinars.

Contractor will conduct training at two different times during the implementation: at “Soft-Launch” and prior to “Go-Live”. The “Soft-Launch” training will be conducted over several weeks, with a select number of “power users”. The remaining training will be conducted prior to “Go-Live”.

The training program includes:

- **Train-the-Trainer** – SOMA, Platform, SOMA Records, and SOMA Solve
- **Admin/Operations** Training

A detailed training schedule will be finalized during Discovery. Training will be conducted on the live, “Soft-Launch” system. Facilities that meet with criteria will be finalized during Discovery.

The following will be the courses/training documentation produced and provided through this implementation:

- **User Training/Documentation** - A training course and user guide for each implemented application:
 - SOMA Platform (this includes HUB)
 - SOMA Records
 - SOMA Solve
- **System Admin Documentation** - An administrator’s guide for the platform:
 - SOMA Platform Administration
- **Training Documentation** - All documentation, presentations and training materials will be provided, including a train-the-trainer program.

All documentation will be delivered in an online, web-based format. The SOMA Platform is managed as-a-service. No infrastructure or server maintenance/support staff training is required.

4.2.10 Transition Management – Is comprised of tasks related to the County moving from the current system to the SOMA Platform. This includes the activities such as change management, County and operational readiness.

County and Contractor shall collaboratively develop a Transition Management Plan that defines how the County will manage, track and support transition from current system to the SOMA Platform. County will be responsible for executing the Transition Management Plan.

Contractor will prepare two checklists for helping the County assess its readiness for go-live. One checklist shall focus on a review of the County’s operational/technical readiness and the other shall focus on a review of the County’s implementation/end-user readiness. Contractor will assist with the readiness assessments and maintain the checklists, but the County will be responsible for conducting the assessments.

Create Phase Deliverables

Below is a listing of Contractor deliverables and interim work products for the Create Phase – SOMA Records, SOMA Solve and SOMA Hub.

1. SOMA Dispatch, SOMA Records, SOMA Mobile and SOMA Hub Discovery
2. Requirements Specification Document (RSD)
3. Technical Environment Setup
 - Security Configuration
 - Settings Configuration
 - Records Configuration
 - Hardware Configuration
 - Software Configuration
4. Technical Team Training
5. User/System Interface Configuration
6. Data Conversion
7. Reports & Forms
8. Security & Workflow
 - Plan
 - Training
 - S&W Support
9. Testing
 - Preliminary Testing
 - System Testing
 - Interface Testing
 - Integration Testing
 - Stress Testing
 - Functionality Testing
 - Operational Scenario Testing
10. Training
 - Train-the-Trainer
 - Admin/Operations Training
11. Transition Management

4.3 Achieve Phase – SOMA Records, SOMA Solve and SOMA Hub

The Achieve phase encompasses those activities related to final data conversion, production cutover and post-implementation support. The tasks to be completed during the Achieve phase are organized into the following sets of activities:

- Production Environment Setup
- Production Cutover
- Post-Implementation Support

- 4.3.1 Production Environment Setup** – Contractor is responsible for establishing the production environment. After testing has been completed, the SOMA Platform will be migrated to the production environment. During the setup the County will begin final acceptance testing of the

SOMA Records, SOMA Solve and SOMA Hub systems. The acceptance criteria is split by application and will be fully developed during Discovery. The acceptance test process shall include three phases: the acceptance testing period, the reliability test period and the final acceptance per the County's requirements. The level of system reliability is inversely related to the error levels described below.

- Total System Failure (S1) — Critical system errors, which are defined as, Loss of Data, Corruption of Data, or Loss of Productive Use of the System. In the event this type of error occurs, the County will immediately notify Contractor and the thirty (30) day Reliability period will be cancelled. Contractor personnel shall promptly resolve the problem at no additional cost and a new thirty (30) day Reliability Period will begin. Once the system operates for 30 consecutive days without an Error Level 1, the thirty (30) day Reliability test will be completed.
- Critical Failure (S2) — Critical errors exist when the primary purpose of the JMS software is compromised, and productive use of the system is significantly impacted. A procedural workaround is either not immediately or readily available or has been proposed and has been found to be unacceptable by the County. In the event this type of error occurs, the County will immediately notify the Contractor and the thirty (30) day Reliability period will be suspended. The Contractor's personnel shall promptly resolve the problem at no additional cost to the County, and the thirty (30) day Reliability period will re-commence at the point where it was suspended.
- Non-Critical Failure (S3) — Non-critical errors which are defined as incomplete operation of system where a procedural workaround is readily and immediately available, and productive use of the system is not significantly impacted on software or operations. In the event this type of error occurs, the County will immediately notify the Contractor, but the thirty (30) day Reliability period will continue. The Contractor shall resolve the problem during the thirty (30) day Reliability period.
- Inconvenience (S4) — Cosmetic errors which are defined as configuration issues that can be corrected by the County, data integrity issues that must be addressed by the County, Help File documentation errors, or enhancements that can be made in the future to the presently installed system. Error level 4 defects will be remedied within a future software fixes release.

If, during the thirty (30) day Reliability period, the system is deemed non-operational as a result of the S1 or S2 errors, the Warranty Period will cease.

- 4.3.2 **Production Cutover** – Contractor shall prepare a detailed Production Cutover Script. This script shall define the County and the Contractor roles/responsibilities and sequence/timing of tasks that are necessary to cutover the non-production environment into the production environment.

Contractor shall also provide the assistance and support outlined in the Production Cutover Script to facilitate the completion of the final conversion process and other cutover activities. These activities include a full back-up of the County's production data by the County prior to the final conversion.

County will participate in the production cutover and rehearsal activities in accordance with the Production Cutover Script developed by the Contractor. County responsibilities include by are not limited to:

- Review cutover scripts developed by Contractor
- Review Projection Tables
- Verify converted data
- Conduct Production Migration
- Backup Production data prior to cutover

4.3.3 **Post Implementation Support** – On-going software and maintenance and support services (as-a-Service) for the SOMA Platform will include local on-site, remote maintenance and other support programs. Contractor will provide post implementation support in the following areas:

- Production Operations Monitoring – Contractor shall work with County staff to monitor processing in the County's production environment. This task entails the review of system assurance reports and system and database tuning assistance.
- Production Incident Resolution – Contractor shall work with County to resolve incidents reported by its end-user community and operations staff.

Contractor will provide all the County with access to the Tier 1 level of support, Online Service Desk (OSD). County can access the OSD and create tickets for service and track those tickets as they are worked through the system. The OSD also has a database of common issues and remedies for them. Contractor will provide the County with 800 support services line to speak to a live Partner Success Manager.

If the Partner Success Manager is unable to resolve the clients technical support needs the call for service is escalated to Tier 2 which consists of a software engineer to assist with the support issue. This level has direct access to SOMA Global development teams and can resolve any matter of technical support at this level.

Contractor's support team will use the following definitions for a ticket priority levels:

- Code Red: Business Critical. Only available for production applications. Represents a complete loss of service or a significant feature that is completely unavailable, and no workaround exists. Does not include development issues or problems in staging environments.

- Code Orange: Degraded Service. Includes intermittent issues and reduced quality of service. A workaround may be available. Does not include development issues or problems in staging environments.
- Severity 3: General Issue. Includes product questions, feature requests and development issues.

Achieve Phase Deliverables

Below is a listing of Contractor deliverables and interim work products for the Create Phase – SOMA Records, SOMA Solve and SOMA Hub.

1. Production Cutover Plan and Script
2. Production Data Conversion
3. Production Cutover Support

K. Support Response Plan and Priority Matrix

Contractor shall provide Support Response Plan and Resolution as follows:

If, after County has cut over to live production use of the SOMA Global applications, County believes that the SOMA Software is Defective, as “Defect” is defined in the Contract, then County will notify us by phone, in writing, by email, or through the SOMA support web portal.

Contractor will review the support request and, when there is a Defect, Contractor shall resolve it at no additional cost to County.

In receiving and responding to Defect notices and other support calls, Contractor will follow the priority categorizations below. These categories are assigned based on County determination of the severity of the Defect and Contractor reasonable analysis. If County believes a priority categorization needs to be updated, County may contact Contractor to request the change.

In each instance of a Code Red or Code Orange prior to final Defect correction, the support team may offer County workaround solutions, including patches, configuration changes, and operational adjustments, or may recommend that County revert to the prior version the SOMA Software pending defect correction.

Contractor’s support team will use the following definitions for a ticket priority levels:

<u>Priority</u>	<u>Issue Definition</u>	<u>Response Time</u>
<u>Code Red</u>	Business Critical. Only available for production applications. Represents a complete loss of service or a significant feature that is completely unavailable, and no workaround exists. Does not include development issues or problems in staging environments	<u>After initial assessment of the Priority 1 Defect, if required, Contractor shall assign a qualified product technical specialist(s) within one business (1) hour. The technical specialist(s) will then work to diagnose the Defect and to correct the Defect, providing ongoing communication to County concerning the status of the</u>

		<p><u>correction until the SOMA Software is operational without Priority 1 defect.</u></p> <p>_____</p> <p><u>The goal for correcting a Code Red is 24 hours or less.</u></p>
<u>Code Orange</u>	<p>Degraded Service. Includes intermittent issues and reduced quality of service. A workaround may be available. Does not include development issues or problems in staging environments.</p>	<p><u>Contractor shall assign a qualified product technical specialist(s) eight (8) business hours of our receipt of County notice. The product technical specialist will then work to diagnose and correct the Defect. Contractor shall work diligently to make the correction, and shall provide ongoing communication to County concerning the status of the correction until the SOMA Software is operational without Code Orange.</u></p> <p>_____</p> <p><u>The goal for correcting a Code Orange event is to include a correction in the next SOMA Software release.</u></p>
<u>Severity 3</u>	<p>General Issue. Includes product questions, feature requests and development issues.</p>	<p><u>Contractor may include a correction in subsequent SOMA Software releases.</u></p>

ATTACHMENT B
Compensation and Pricing Provisions

1. **Compensation:** This is a firm-fixed fee Contract between the County and Contractor for Integrated Systems Solutions as set forth in Attachment A, “Scope of Work.”

The Contractor agrees to accept the specified compensation as set forth in this Contract as full payment for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder. The Contractor shall only be compensated as set forth herein for work performed in accordance with the Scope of Work. **The County shall have no obligation to pay any sum in excess of the fixed rates specified herein unless authorized by amendment in accordance with this Contract.**

2. **Fees and Charges:** County will pay fees in accordance to the following schedule.

Milestone	Payment Deliverable	Implementation Fee	Software as a Service Fee	Total
1.0	OC Sheriff SOMA Platform Instance availability	\$50,000	\$50,000	\$100,000
1.1	Planning and Management Deliverables - Jail Management System (Mainframe)	\$76,250	\$43,750	\$120,000
1.2	Create Phase Deliverables - Jail Management System (Mainframe)	\$50,000	\$46,875	\$96,875
1.3	Achieve Phase Deliverables - Jail Management System (Mainframe)	\$100,000	\$46,875	\$146,875
Total Phase 1 – Jail Management System (Mainframe)		\$276,250	\$187,500	\$463,750

Milestone	Payment Deliverable	Implementation Fee	Software as a Service Fee	Total
2.1	Planning and Management Deliverables - Jail Management System (Non-Mainframe)	\$126,250	\$93,750	\$220,000
2.2	Create Phase Deliverables - Jail Management System (Non-Mainframe)	\$50,000	\$46,875	\$96,875
2.3	Achieve Phase Deliverables - Jail Management System (Non-Mainframe)	\$100,000	\$46,875	\$146,875
Total Phase 2 – Jail Management System (Non-Mainframe)		\$276,250	\$187,500	\$463,750

Milestone	Payment Deliverable	Implementation Fee	Software as a Service Fee	Total
3.1	Planning and Management Deliverables - Computer-Aided Dispatch	\$126,250	\$93,750	\$220,000
3.2	Create Phase Deliverables - Computer-Aided Dispatch	\$50,000	\$46,875	\$96,875

3.3	Achieve Phase Deliverables - Computer-Aided Dispatch	\$100,000	\$46,875	\$146,875
Total Phase 3 –Computer Aided Dispatch		\$276,250	\$187,500	\$463,750
Milestone	Payment Deliverable	Implementation Fee	Software as a Service Fee	Total
4.1	Planning and Management Deliverables - Records Management System/Field Base Reporting and Property & Evidence Systems	\$126,250	\$93,750	\$220,000
4.2	Create Phase Deliverables - Records Management System/Field Base Reporting and Property & Evidence Systems	\$50,000	\$46,875	\$96,875
4.3	Achieve Phase Deliverables - Records Management System/Field Base Reporting and Property & Evidence Systems	\$100,000	\$46,875	\$146,875
Total Phase 4 - Records Management System/Field Base Reporting and Property & Evidence Systems		\$276,250	\$187,500	\$463,750
Total Phase 1 (Year 1) - Jail Management System (Mainframe)		\$276,250	\$187,500	\$463,750
Total Phase 2 (Year 1) - Jail Management System (Non-frame)		\$276,250	\$187,500	\$463,750
Total Phase 3 (Year 2) - Computer-Aided Dispatch		\$276,250	\$562,500	\$838,750
Total Phase 4 (Year 3)- Records Management System/Field Base Reporting and Property & Evidence Systems		\$276,250	\$750,000	\$1,026,250
Year 4 - Annual Software as a Service (Discounted SaaS)			\$750,000	\$750,000
Year 5 - Annual Software as a Service (Discounted SaaS)			\$750,000	\$750,000
Year 6 - Annual Software as a Service (Market SaaS)*			\$1,365,708	\$1,365,708
Year 7 - Annual Software as a Service*			\$1,420,336	\$1,420,336
Year 8 - Annual Software as a Service*			\$1,477,150	\$1,477,150
Year 9 - Annual Software as a Service*			\$1,436,236	\$1,436,236
Year10 - Annual Software as a Service*			\$1,597,685	\$1,597,685
Total Contract shall not exceed		\$1,105,000	\$10,584,615	\$11,689,614

Contract shall not exceed \$4,292,500 for the initial five (5) year contract term.

3. **Firm Discount and Pricing Structure:** Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. Contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.
4. **Contractor's Expense:** The Contractor will be responsible for all travel expenses as well as all costs related to photo copying, telephone communications and fax communications while on County sites during the performance of work and services under this Contract.
5. **Payment Terms – Payment in Arrears:** Payments for all good and services except Annual Software shall be made in arrears after the satisfactory acceptance of goods/services. Invoices are to be submitted in arrears to the user agency/department to the ship-to address, unless otherwise directed in this Contract. Invoices for Annual

Software costs will be submitted annually in advance to the address specified below. Vendor shall reference Contract number on invoice. Payment will be net thirty (30) days after receipt of an invoice in a format acceptable to the County and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the Contractor.

Billing shall cover services and/or goods not previously invoiced. The Contractor shall reimburse the County for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

6. **Taxpayer ID Number:** The Contractor shall include its taxpayer ID number on all invoices submitted to the County for payment to ensure compliance with IRS requirements and to expedite payment processing.
7. **Payment – Invoicing Instructions:** The Contractor will provide an invoice on the Contractor’s letterhead for goods delivered and/or services rendered. In the case of goods, the Contractor will leave an invoice with each delivery. Each invoice will have a number and will include the following information:
 - a. Contractor’s name and address
 - b. Contractor’s remittance address, if different from 1 above
 - c. Contractor’s Taxpayer ID Number
 - d. Name of County Agency/Department
 - e. Delivery/service address
 - f. Master Contract No. MA-060-22010456
 - g. Agency/Department’s Account Number
 - h. Date of invoice
 - i. Product/service description, quantity, and prices
 - j. Sales tax, if applicable
 - k. Freight/delivery charges, if applicable
 - l. Total

Invoice and support documentation are to be forwarded to:

Sheriff Coroner/Accounts Payable
 320 N. Flower Street
 Santa Ana, CA 92703
 Email: ocsdaccountspayable@ocsheriff.gov

10. **Payment (Electronic Funds Transfer (EFT))**

The County offers Contractors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to the County via an EFT Authorization Form. To request a form, please contact the agency/department representative listed in Section 9. Notices. Upon completion of the form, please mail, fax or email to [the address](mailto:theaddress)

or phone listed on the form.

11. Year End and Final Invoices

At the end of each term of the Contract, and upon final termination, Contractor shall submit final invoices for services rendered or goods accepted by County under the Contract term (typically one year) within ninety (90) days. For example, if the term of a Contract ends, or the Contract expires without being renewed on June 30th, any and all invoices for services rendered or goods accepted by County during the preceding term of the Contract shall be submitted to County on or before September 28. In the event the ninetieth (90th) day falls on a weekend or County holiday, the deadline for submission of invoices shall be extended to the next business day. County holidays include New Year's Day, Martin Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Contractor's failure to submit invoices pursuant to the deadlines established herein may be deemed a breach and shall be a basis for the County to refuse payment.

ATTACHMENT C

Functionality Objectives

1000	General System Design, Security and Requirements
1001	System Design
1002	The system shall utilize the latest technology to provide a state-of-art environment that will serve the Sheriff's Department needs for the present and the future that allows for easy expansion, upgrade, integration and maintenance.
1003	System response time shall be less than 350ms.
1004	The system shall include a system that is designed for 24/7/365 operation with 99.999% availability.
1005	The system shall include a system with a maximum acceptable response time to any CAD activity at peak periods (query, backup, etc.) of one 350ms second.
1006	The system shall include a system with a maximum response time of two 350ms for search/display of master name records. Please provide minimum hardware/software specifications (client and server) required to meet/maintain this response time criteria.
1007	System shall comply with speed (response) parameters such that system speed will be monitored, and guidelines established for minimum loading and transaction times as more users engage with the system. The intent is to not have the system slow to unusable speeds as more users and more functionality is added
1008	The system shall utilize the latest technology to provide a state-of-heart environment that will serve the Sheriff's Office's needs for the present and the future that allows for easy expansion, upgrade, integration and maintenance.
1009	All of the modules in the system shall be of a uniform design. All menus, forms, data entry screens, shall be designed using consistent principles.
1010	System shall utilize WCAG 2.0 Standards for user interface, experience and system color accessibility. System shall offer light and dark modes and allow for per user customization to be saved to their profile. This includes the ability to change and set font sizes globally throughout the system per user.
1011	System Security
1012	The systems permissions shall be role-based in the system with the ability for system administrators to create/modify these roles along with assigning users to these roles. This includes user, supervisor, manager, officer, call-taker, command, helpdesk, and administrator. The system shall include single sign-on capability with integration with Oauth 2.0, SAML, OpenID-Connect, Azure AD, or ADFS.
1013	The system shall allow for tiered access to information based on passwords and other authentications. The system shall include the capability of utilizing other identification technologies, such as biometrics, ID card, security token, etc. The system shall include the capability to apply appropriate edits to all entered data to ensure data integrity and maintain activity logs and audit trails. The system shall include the capability for the agency to define and maintain codes and associated literals (i.e. plain English translation) for as many data elements as possible.

1014	The system shall include the capability to display and print an activity log including successful and unsuccessful log-on attempts. This log shall be searchable by date or date range. Information reported shall include date, user ID, client IP address, and success or no-success attempt indicator, time of attempt and system module access requested.
1015	The system shall include the capability to restrict users to a single log-on, based on user rights. (Prevent multiple log-on on multiple machines)
1016	The system shall include the capability of suspending a log-on account after a user-defined number of unsuccessful attempts. The system shall also include the capability of alerting administrative personnel when an account has been suspended.
1017	The system shall include the capability for defining user password complexity and expiration.
1018	The system shall include the capability of encrypting user passwords stored on the server or when transmitted from the workstation to the server.
1019	The system shall include the capability to configure a system use notification / logon banner at the initial login page or specific modules. The system shall also display the user's last login date/time and IP address.
1020	The system shall allow administrators to restrict or deny access to the system or specific modules based on the user's source IP address.
1021	The system shall allow administrators to configure a block list of weak or known/common passwords.
1022	The system shall include the capability to log out users after a period of inactivity, the amount of time shall be configurable by administrators.
1023	The system shall scan all files uploaded by a user for malware. The system shall include the capability to restrict or block unauthorized file types by the administrator. All file attachments shall render in the user's browser.
1024	The system shall allow administrators to configure a watermark that will be overlaid reports and attachments when displayed in the browser. The system shall also have the ability to redact, restrict, and expunge data throughout the entire platform from a single input module.
1025	The system shall include the capability to export system and application audit logs to a third-party syslog or SIEM.
1026	System Requirements
1027	The system shall provide site-licensing for all core modules when available and/or more cost effective.
1028	The system shall include all "client-related" software.
1029	The system shall include "client/server and/or database related" hardware specifications for all devices.
1030	The system shall include support with installations of software during implementation.
1031	The system shall include multi-screen capability.
1032	The system shall include the capability to store data in a relational database with table-driven design. The system will provide to the agency database administrators, any/all administrative passwords needed to access the database.
1033	The system shall include the capability to perform system backups without system degradation or interruption.
1034	The system shall include the capability to roll-back to data of the last backup in case of system failure.

1035	The system shall include the capability to archive data that is not current, but search the archive data for reporting functions.
1036	The system shall include the capability to limit record modifications by users or groups.
1037	The system shall include the capability to maintain a history of all modifications made to any record.
1038	The system shall include the capability to view the following information for any modifications to a record name of modifier, date and time of modification and what was modified.
1039	The system shall include the capability to perform ad- hoc queries and reports on the audit history of any record(s).
1040	The system shall include the capability of Report number assignment. CAD will maintain this function since most formal report numbers are assigned during handling of the dispatch event. All other modules will have access to the report number.
1041	The system shall provide a system that uses to the maximum extent possible; the process of single point of entry concept, where data entered into any of the modules is immediately available to all other modules if that data is needed
1042	System shall have a diminutive and soundex search algorithm for all records
1043	Training, Support and Documentation
1044	The system shall provide on-site training for key personnel and shall utilize the Train-the-Trainer method for all training except for CAD which will be conducted directly with each user. The system will be required to provide adequate training manuals for each student and class. The system will provide electronic copies of all training manuals that can be re-printed for future training classes as needed by the agency.
1045	The system will include as part of this proposal user acceptance testing (prior to system go-live). During acceptance testing, defects identified or classified as critical shall be corrected prior to completion of testing. Discrepancies that prevent normal acceptance testing from completing shall be corrected as soon as possible before testing is to be restarted. Acceptance testing will be accomplished with real data from the agency.
1046	The system shall include implementation and continuous support plans for all users of the system. This support shall include twenty-four hour per day help desk support via a toll-free number.
1047	The system shall include on-site support personnel capabilities for problem resolution beyond phone/VPN.
1048	The system shall include a projected schedule of periodic updates to system software.
1049	The system shall include detailed technical system documentation that describes the system as-built architecture and data structure.
1050	The system shall include all data dictionary's to include at least the following: field name, field definition, field length, field type, field rules/integrity checks, originating source, general edits and table name(s).
1051	Performance and Availability
1052	The following performance and availability requirements shall apply to all components of the system.
1053	The system shall include the capability for the system to be configured in a manner that ensures a high level of availability and redundancy.
1054	The system shall include the capability to ensure an uptime of at least 99.999%.
1055	The system shall include the capability for the system to be configured in a manner such that the failure of any single component shall not cause a system failure.
1056	The system shall include the capability to view reports on-line.

1057	Data conversion/Migration
1058	The system will perform all data extraction during migration. The agency will provide necessary personnel to assist in data cross-walking during the conversion process as needed. Include any additional requirements/resources that may be needed during this phase that may not have been expressed within this proposal
1059	The system will understand that data cleansing will be performed as data is converted into the new system. The agency will work with The system in defining the requirements of this process.
1060	The system's data conversion shall include the capability of re-identifying old report numbers (incident, case, offence, etc.) to standard numbers utilized by your system. This is intended to simplify querying and/or reporting on a single numbering system.
1061	The system will be required to convert some of the data elements into a standardized format (address, phone numbers, names, etc.) as needed or determined by The system or agency to maximize system performance or provide for system usability.
1062	Functional Requirements: General System Requirements
1063	System shall provide the ability to query both structured and unstructured data. This shall also include key word and soundex-based searches.
1064	System shall enable data to be collected/captured at the point of origin and then used and displayed across the system for other subsequent activities and functions.
1065	System shall provide the ability for all on-screen queues to be interactive. The information for these screens will be defined by Agency (i.e. information such as inmate name, booking number, OCN number etc.)
1066	System shall enable the system to automatically check spelling and grammar for all reports, forms, and screens that have free text fields and/or free text narratives. The System shall provide a visual indicator on screen to identify errors.
1067	System shall provide the ability to support formatting actions such as, but not limited to: bold, underline, italics, font, size, font color, etc. for all user defined free text narratives.
1068	System shall enable authorized users to make any non state-mandated field within the system mandatory or optional.
1069	System shall provide users with the ability to auto insert a date/time for selected fields.
1070	System shall allow users to view, edit, or delete information in an inmate record at any time based on security privileges.
1071	System shall provide the ability to allow for emergency check list procedures to be completed in jail system. Checklists shall be user-configurable and shall record the date/time events were logged. Certain fields may trigger an automatic e-mail notification such as, but not limited to: escape, emergency procedures manual, death ...
1072	System shall enable an authorized user to configure all forms. In addition, all original form data shall be stored even if questions have been changed. The system shall allow for an Systems Administrator to add an unlimited number of additional forms.
1073	System shall allow for multi-part forms that can be completed in stages. Each stage shall display in a queue. Upon completing the final stage, form shall be electronically stored as part of the inmate file. Stages may or may not require e-signatures and shall be configurable by a system administrator.
1074	System shall provide the ability to support the use of kiosk functionality to provide Agency-defined inmate information to the public. The public shall be able to search for active inmates by name or OCN/booking number.
1075	System shall provide for the ability to hide certain flagged bookings from the public records

1076	System shall provide users with the ability to export custody information to Orange County's website.
1077	System shall provide users with the ability to scan documents and attach to an inmate booking record. Scanned documents shall be stored.
1078	System shall store documents attached to a booking, with the ability to sort into folders, and within folders, sort by other parameters such as date created, type of file, etc.
1079	System shall enable users to modify fields for situations such as, but not limited to, inmates with long names, etc.
1080	System shall display multiple screens of information at the same time.
1081	System shall provide users with the ability to import/export external files (i.e. JPEG, AVI, PDF, etc.)
1082	System shall provide users with the ability to display, update, and manage static information, such as manuals, study guides, codified laws, website links, and contact information.
1083	System shall provide the ability to a training and testing environment to enable the training of staff and testing of new software releases.
1084	System shall provide users with a guided, web based training of all modules within the system for the purposes of training new hires.
1085	System shall provide users with the ability to upload, retrieve, and view files stored with an inmate record. For example, pictures of an inmate tattoo shall be only uploaded while working in the tattoo data entry area, and only visible from the tattoo data entry area. Other uploaded files shall not be visible from the tattoo data entry area.
1086	System shall provide authorized users with the ability to configure workflows.
1087	System shall provide authorized users with the ability to add /remove existing screens from a workflow.
1088	System shall provide authorized users with the ability user to restrict access to specific fields based on user ID.
1089	System shall enable a unique user to log in with a unique user ID and password. In addition, The system shall also provide the ability for users or an authorized person to change passwords. System shall document date/time user ID was created.
1090	System shall provide system administrators with the ability to deactivate a user from Active Directory (AD), preventing the ability to log on. The system shall continue to recognize all inactive IDs for the purposes of maintaining accurate, searchable historical records. When staff member is separated from county, AD access is de-activated.
1091	System shall provide users with the ability to assign an expiration date to a user ID.
1092	System shall provide users with the ability to restrict access to screens and functions based on user ID.
1093	System shall enable authorized users to add/delete/modify visiting location conditions and restrictions for each facility
1094	System shall provide users with the ability to manage (add, edit, delete) electronic notifications for individuals and groups.
1095	System shall provide barcoding functionality to support routine checks for specific cells (safety cell/sobering cell) and to record inmate's behavior.

1096	System shall enable authorized users, located outside of the Agency network, to upload/transfer documents. These documents shall be in a queue. Authorized users at Agency shall have the ability to take action (review/delete/attach to the appropriate inmate record) items from the queue and link the document/file to an inmate record. Document/file shall automatically store to the appropriate location within the inmate record. Document types shall be user configurable, allow for the addition of unlimited document types and allow a system administrator to define the document storage location for each document type. User shall have the ability to view /print items and/or attachments from the queue. System shall notify users when documents are successfully uploaded / linked to an inmate record.
1097	System shall provide a System Administrator with the ability to retile fields within the system. If a field name is changed, the change shall carry over to all applicable screens and reports.
2000	JMS (Jail Management System)
2001	General Requirements
2002	The Jail Management System shall be designed to efficiently manage all aspects of Jail operations to include inmate and facilities maintenance and/or tracking. The application shall maintain records on all persons who are arrested/booked, including personal property, inmate funds and commissary. The system shall be able to track any and all transactions pertaining to an inmate's incarceration in the facility, to include (but not limited to) the following: monies added/subtracted, property, cell assignments and moves, visitors, medical, disciplinary actions, charges, record accesses and/or changes. All events will be tracked by date/time, user id, what was changed and original values.
2003	Functional Requirements: Intake
2004	System shall support the intake and booking process in compliance with the Agency policies and procedures.
2005	System shall provide the capability for authorized users to enter basic information such as the date and time of arrival, agency, name of officer, name(s) of inmates and basic medical information. The system shall also provide the capability to ingest information that is sent through an electronic data exchange upon approval from an authorized user.
2006	System shall enable users to assign a system-generated temporary (pre-booking) number to each inmate.
2007	System shall enable authorized users to send and receive the information identified in 3.1.2 and 3.1.3 to the CHS medical system using an automated bi-directional interface
2008	System shall incorporate a way to complete a 'Pre-Booking Form' 'Medical Screening', and 'Property Form' from the field (outside of jail) by any user of the system who transports arrestees to the Sheriff's Department, including outside agencies, through a commonly accessed 'web-type' portal. The system may require login credentials for such agency personnel and shall allow input of arrestee demographics, arrestee property, transportation status, and medical observations to be displayed in a 'queue' available in real-time to jail receiving staff

2009	System shall provide for a 'Geo-Fencing' alert to put an arriving officer with an arrestee into a 'Queue' in the proper order. For example, if distant agency uses a 'Pre-Booking Form' to indicate he/she is enroute with an arrestee, a much closer agency could make a later arrest and arrive sooner than the distant agency. The intent is to put the arriving officers in a queue in the order they arrive, and a 'Geo-Fencing' solution, or other similar option, would allow for that situation
2010	The system shall also allow for the bag sealing and digital image of arrestee property in the field prior to admittance to the jail facility, and allow for a 'chain of custody' type documentation for property transfer to the jail personnel
2011	System shall also allow for a digital image of an arriving arrestee prior to admittance to jail to document current appearance and condition of arrestee
2012	System shall allow for a 'Wizard' approach to Booking and Release, such that the agency may define a certain order of screens or fields for the operate to navigate through. This shall include allowing a choice of what 'Type' of Wizard to use for particular types of bookings, such as a 'Regular Booking' a 'Sentenced Inmate', and 'Cite and Release' and so on. The system shall track the 'Stage' that any booking is at and be able to display all such 'in-process' bookings in a Queue monitor available to other booking and release stations to be able to pass the booking on to the appropriate station or operator for that part of the booking and/or release
2013	System shall allow for user-defined 'Required Fields' that are able to be skipped upon supervisory approval. The intent here is the require certain information from operators with normally processed bookings, but allow for the exception to occur where the operator will come back to that field later when the information is available but the rest of the bookings can proceed if possible. The system shall 'flag' such bookings with a 'Booking Process Delay' alert to specified users to complete the booking at a later time
2014	System shall trigger a notification to be sent to Agency-designated staff if an inmate requires immediate medical or mental health attention.
2015	System shall support an interface with the CHS medical system to receive information after Triage activities have been conducted on the inmate and the inmate is ready to be booked. (Interface details are provided in the technical requirements.)
2016	System shall populate the booking officers queue with the name(s) of the inmates that have cleared the Triage process and are ready to be booked.
2017	System shall enable users to update the facility and location count after the inmate has received a booking number in the system.
2018	System shall enable users to create a new booking number for an inmate upon each booking and associate it to their Orange County Number (OCN) master record identifier.
2019	System shall enable users to enter information from multiple sources/documents such as the Statement of Booking Officer (SOBO), Pre-booking, PCD etc. As mentioned earlier, it is expected that this information will come in through an automated interface that will obtain data real-time and insert it into the inmate record.
2020	System shall enable users to search for an inmate record based on multiple criteria such as, but not limited to: name, alias, SSN, and date of birth.
2021	System shall enable users to add a booking number for each incarceration event. These booking numbers shall be linked to the OCN number.
2022	System shall consolidate inmate information into the original OCN#. A history of corrections shall also be maintained.

2023	System shall provide users with the ability to search an inmate's prior incarceration information and alerts. The system shall prompt users to carry over prior alerts to the new record. It shall also provide users with the ability to NOT carry over an alert (such as a medical alert that is no longer relevant) if so desired by Agency.
2024	System shall provide users with the ability to capture custody booking status including, but not limited to: a. Pre-trial b. Sentenced c. Detainer
2025	System shall provide users with the ability to do a partial or full copy of inmate information from a previous booking. System shall maintain all previous booking information (e.g. photos, tattoos, classification, release, etc.)
2026	System shall provide enable users to record inmate information including, but not limited to: a. Name (Last, Middle, MI, Suffix) b. Name Type (Legal, Committed, Alias, Nickname) c. Social Security Number
2027	System shall provide users with the ability to record inmate demographic information including, but not limited to: a. Hair Color b. Hair Length c. Facial HairThe system shall enable users to add new questions/categories as needed.
2028	System shall enable users to record inmate legal information including, but not limited to: a. Docket # b. Court c. Charges
2029	System shall enable users to record additional inmate information including, but not limited to: a. Alias names (unlimited) b. Alias numbers (unlimited) c. city/state/country of birth, and citizenship It is expected that this information will be obtained automatically/ be pre-populated whenever possible to eliminate redundant data entry.
2030	System shall enable users to identify/track inmates who have been identified as “Keep Separates”.
2031	System shall provide users with the ability to document and photograph an inmate in three positions: a. Full front b. Right profile c. Left profile The system shall also enable users to add/update record with additional photo(s).
2032	System shall be able to take any number of photographs of inmate during and after booking, along with multiple photographs and descriptions of scars, marks, and tattoo photographs. Such photographs shall be easily display with dates of capture, with latest photograph appearing by default. System must create notifications to have updated photos taken at intervals set by agency administrator.

2033	System shall provide users with the ability to document and photograph an inmate's scars, marks and tattoos. Users shall be able to enter text identifying the area of the body that the scar/mark/tattoo is located as well as a description. The solution shall enable users to perform searches by tattoo type/design, location, etc. The solution shall also utilize standardized nomenclature for naming of scars/marks/tattoos and body location as referenced in Cal ID.
2034	System shall provide users with the ability to enter, retrieve, and compare data related to the inmate's employment and education history.
2035	System shall enable users to complete an Agency-defined PREA Screening questionnaire and create a flag that will be used during the housing/ cell assignment process based on the inmate being identified as a: <ul style="list-style-type: none"> a. Potential predator b. Known predator c. Potential victim d. Known victim
2036	System shall enable users to route PREA alerts to appropriate personnel including, but not limited to: <ul style="list-style-type: none"> - PREA Facility Compliance Manager (Deputy Warden of Administrations at each facility) - PREA Coordinator, Commissioner - Medical Director The alerts shall include: Inmate Name, PID#, Age, Race, Facility, Housing, Census, Perpetrator (Male/Female), Victim (Male/Female).
2037	System shall enable users to notify the PREA Coordinator and the PREA Facility Compliance Manager at each facility every time an inmate who is identified as a "PREA inmate" is transferred from another facility, or following an in-house movement. The information that is sent shall include, but not be limited to: Inmate Name, PID#, originating and receiving Facility and/or Housing Unit.
2038	System shall provide users with the ability to record an inmate's selected phone PIN.
2039	System shall provide users with the ability to record, review and edit an inmate's emergency contact/family information including name, phone number, and relationship.
2040	The system shall be able to differentiate between different inmate types: sentenced, pre-trial, male/female, juvenile/adult, etc.
2041	System shall enable users to note that an inmate is a weekender arriving for the initial period of incarceration.
2042	System shall provide users with the ability to record results of inmate searches and body scanners.
2043	System shall enable users to mark Agency-defined fields as mandatory during the intake process.
2044	System shall provide users with the ability to send an inmate to medical prior to being sent to a housing location.
2045	System shall interface with an automated finger print identification solution in order to both send inmate information to the Livescan system as well as receive results from the live scan to record in the inmate's record.
2046	System shall interface to the Live Scan System - sending demographic inmate information to the Live Scan machine for use by Live Scan operators

2047	System shall interface to the current (SecurePass) Body Scanning Machine and store Inmate number, date and time of scan, and scanner file number for later use
2048	System shall provide users with the capability to forward the name of an inmate to other areas such as Classification, Housing, Livescan, Property, Medical etc.
2049	System shall provide users with the ability to record the arrival of an inmate from an outside agency.
2050	System shall provide users with the ability to record whether an inmate has sustained any injuries and if he/she was taken to a hospital prior to arrival.
2051	System shall provide users with the ability to record an injury and which hospital the inmate was taken to.
2052	System shall provide users with the ability to record whether an inmate has sustained any injuries from the police and if he/she was taken to a hospital prior to arrival.
2053	System shall provide users with the ability to upload a photograph of any injuries.
2054	System shall provide users with the ability to record the arrival of an inmate including agency, arrival date and time, and custody level.
2055	System shall provide users with the ability to record the receipt of inmate arrest information to provide to Receiving.
2056	System shall provide the capability to support an Intake/Booking Status monitor that shows the various processes in the Booking Loop and the inmate's progress/stage. Upon completion, an alert will be sent to an Agency-defined recipient.
2057	System shall provide for an alert and tracking of unhoused inmates within a certain time parameter - such as 'Inmate shall be housed within 'X' amount of hours, such information showing in a queue or 'Dashboard' to applicable staff
2058	System shall allow users to enter alerts, cautions and restrictions with either a user-defined period of time or indefinitely. The system shall also be able to ingest electronic restrictions from the medical system.
2059	System shall allow for the 'Watchlist' alerts for system wide users, either within the jail or at other units, such as Investigations, which allows such users to place an inmate (or person record) on a 'Watchlist' to be alerted upon release, upon any engagement with the system, or upon any inquiry by any other user, such choice to be made by the Watchlist user
2060	System shall provide the ability to flag an inmate with certain alerts, visible on main inmate screens, including the ability to flag individuals currently on a 'Hunger Strike' - such individuals being restricted on Commissary purchases
2061	System shall provide users with the capability to print ID cards, wristbands, module cards and other documents that are part of the intake/booking process.
2062	System shall enable users to print labels with bar codes for a variety of purposes such as inmate file, clothing and property tracking, etc.
2063	System shall provide users with the capability to send out notifications and alerts to other external agencies such as Homeland Security, ICE, etc.
2064	System shall provide the ability for a user with proper security privileges to force a statute at the time of booking for charges that do not exist in the statute code table.
2065	System shall provide card reader related hardware/software. Card reader shall be capable of capturing data from a driver's license, ID card, or county issued inmate ID card. Data shall automatically populate fields in JMS. The solution shall enable users to capture and validate visitor information by executing a search of external systems such as but not limited to CLETS, DMV, and DOH.

2066	System shall automatically generate and print a visitor badge, with agency administrator defined demographic information
2067	System shall enable users to book a subject that does not provide a name. i.e. John Doe.
2068	System shall provide the ability for users to easily identify inmates that have had a previous DNA collection completed. For example; from the charge screen, staff could hover the mouse over an inmate's name to see specified alert types and/or other owner defined information.
2069	System shall enable users to record DNA collection details on all subjects arrested and include information such as, but not limited to the date\time of collection, the staff member collecting the sample, and the date the sample is sent to the state crime lab.
2070	System shall provide users with the ability to create an inmate trust account during booking. Users shall be able to input amount of inmate's funds as well as track additional funds received/debited from the inmate's account and view/print statements.
2071	System shall provide the capability to integrate with kiosks for Arresting Officer to submit arrestee funds prior to booking. These kiosks shall provide a receipt and account information.
2072	System shall support mobile/remote booking, and if proper or different identification is made at the jail, jail staff will be able to override the previously entered mobile data. Original data entered by arresting officer shall be historically stored even if subsequently changed.
2073	System shall provide the capability for users to book arrestees in the order they deem necessary rather than in chronological format.
2074	System shall provide the capability to support the use of future biometric technology for identifying inmates.
2075	System shall provide a remote booking functionality that allows an arresting agency to enter inmate data that will pre-populate the booking record that will subsequently be used during intake.
2076	System shall enable users to store, review, edit and approve individual bookings. Information may include, but is not limited to: arresting agency, charges, hold, bail, court dates, and inmate personal data. The system shall not allow a booking that has not yet been reviewed/approved to be released. As part of the Agency-defined workflow, the system shall provide a queue for all bookings that are ready for review/approval by a Records Supervisor.
2077	System shall enable users to create a booking report that is both printable and available to view on screen. The booking report shall include an inmate's personal data, photo, and all information related to his/her current booking.
2078	System shall enable users to document an inmate/detainee's religious preference during the booking process. (This would be helpful later when determining the sincerity of religious diet requests.)
2079	System shall generate a booking log that tracks/lists all arresting officers/agency defined input.
2080	System shall provide users with the capability to create a "Photo Lineup" for a suspect who has not yet been incarcerated. (Users shall be able to import photo(s) and complete the associated description.)
2081	System shall enable external authorized users from other agencies to access the "Photo Lineup" functionality. When external agencies save line-ups on the system, both the system administrator and the agency shall be able to view the line-up records.

2082	System shall provide the capability for users to log various types of events as part of an inmate's booking history. System shall allow for the addition of inmate event types by means of a user-configurable drop down field that allows for the addition of an unlimited amount of event types. Specified event types that require inmate transportation shall automatically carry over to the appropriate transportations list. The system shall allow users to enter free text narrative, and contain a date/time field. The system shall record the user ID of the user who logged the event, as well as the date/time the event was logged.
2083	System shall enable authorized users to obtain a holistic view of an offender. This view shall be readily available and provide information such as, but not limited to: cautions, current restrictions, current housing, and other Agency-configurable areas of interest. The information available may be restricted based on the Agency-assigned security level of the user.
2084	System shall allow multiple, Agency-provisioned-users to input data as part of the inmate intake process.
2085	The system shall allow users to affix an inmate's most recent picture to any virtual jail document and designated printed documents. Mug shot photo shall appear anytime screen relates to inmate.
2086	If an inmate is rejected for intake by medical, the reason for rejection shall be stored within the proposed Jail Management System and associated with a pre-booking number. Record shall also include date/time stamp to facilitate future searches.
2087	System shall auto import current Department of Justice Statute Codes for the State of California into the system Statute table
2088	Functional Requirements: Medical, Mental/Behavioral Health
2089	System shall provide the capability to interface to other systems currently in place at Agency including HIPAA requirements.
2090	System shall provide the ability to display medical alerts for inmates. Alert types shall be owner-configurable and unlimited(i.e. ADA or Communicable Disease.)
2091	System shall provide for medical alerts such as 'ADA' alerts (Disability alerts) on inmates, such alerts coming from the interface with TechCare. These alerts will flag inmates as requiring wheelchair access, certain bunk access, and other impairment accommodations as determined by the County Health Service
2092	System shall provide the ability to support the generation of defined alerts arising from health and psychological screenings via the interface with the TechCare system.
2093	System shall provide the ability to enter expiration dates for alerts. Once the expiration date is reached, the solution shall alert the appropriate person so that the cause for the alert can be reviewed/renewed/cancelled.
2094	System shall provide the ability to receive and store medical alerts, watches and special diets from the TechCare system via an interface.
2095	System shall provide the ability to receive and store health or suicide-alerts.
2096	System shall provide the ability to record inmate movement to the clinic or other medical appointments.
2097	System shall provide users with the ability to prepare inmate identification (badge or similar document) with a bar coded patient identifier that records medication received by the inmate, medical visit/interaction and/or after-incident medical evaluation.

2098	System shall provide the ability for a user to notify the medical unit based on key correctional data such as, but not limited to: segregation, discipline, and close observation status identified by the Classification department.
2099	System shall be able to receive stop/expiration dates from the TechCare system through the interface and de-activate the alert/diet in the solution.
2100	System shall provide the ability to enable the Food Services module users to filter on meal requirements by facility, jail location and meal type. Dietary restriction shall be tracked for both medical and religious requirements.
2101	System shall support automated exchange of HIPAA compliant information between the solution and the CHS medical system (TechCare) as well as other cooperating correctional or healthcare institutions.
2102	System shall provide the ability to record the need for a wheelchair, prosthetic appendage, or other medically approved devices.
2103	System shall provide the ability for inmates to view responses to medical requests from the kiosk.
2104	System shall provide the capability to send real time updates on all changes in inmate location (admits, discharges, transfers) through the interface to the medical system. This can also include current information (medical or discharge summary) contained in the "letter" from the hospital.
2105	System shall be able to send a list of inmates who are being discharged to the TechCare system so that meds for the inmates can be provided.
2106	System shall be able to receive and record medical approvals for placement at a particular facility.
2107	System shall provide the ability to capture and store injury photographs or video.
2108	System shall allow CHS/appropriate staff to review active medical alerts for an inmate.
2109	System shall provide the ability to schedule the referral/follow-up appointments with healthcare professionals in the TechCare system and record them in the inmate's schedule. The solution shall send an alert if there is a conflict so that conflict resolution may be performed.
2110	System shall provide the ability to link medical screening with the mobile / jail booking process.
2111	System shall provide the ability to move the inmate to the medical queue after the pre-booking checklist is completed.
2112	System shall support the automation of the medical screening process by sending the inmate information through a medical interface and enabling the medical staff to review any medical data entered by the arresting officer as well as the intake nurse's assessment.
2113	System shall provide the ability to reject the intake of a subject and document the reason.
2114	System shall provide the ability to record an emergency room physician's approval for detention.
2115	System shall provide the ability for a user to create and print a report of inmates with Infectious Diseases per H&S 121050 & 121070.
2116	System shall provide the ability to notify users that a prior medical alert exists for an inmate that is a repeat offender.

2117	System shall provide the ability for staff with the appropriate security levels to view medical restrictions, watches and medical orders placed on an inmate.
2118	System shall provide the ability to identify inmates with medical alerts as high priority in the intake medical screening queue.
2119	System shall provide the ability to display special medical notices on all inmate information screens to alert users to special conditions.
2120	System shall enable medical staff to view inmate information. This shall include, but not be limited to: a. Housing history b. Current location c. Reports, such as inmates with specific medical alerts
2121	System shall provide the ability to search Behavioral Health Referrals(BHRs) by inmate name, booking # and date range.
2122	System shall provide the ability to track and report on the status of Behavioral Health Referrals(BHRs).
2123	System shall provide the ability for users to verify that Behavioral Health Referrals (BHRs) have been completed prior to the release of the inmate. If not completed, an alert shall be sent and the release workflow may not proceed until this requisite exam has been completed.
2124	System shall restrict the assignment of KOP medications if the inmate has a “Seriously Mentally Ill” designation. It shall enable an override but shall capture the name of the person who is doing the override along with the reason for the override.
2125	System shall provide the ability to store pictures related to inmate injuries.
2126	Functional Requirements: Property
2127	System shall enable the documentation, storage and disposal of property.
2128	System shall enable users to review a queue that shows inmates that have been accepted by Agency whose property has not yet been collected. The property officer shall be able to select an inmate from this list and be directed to the appropriate property screen(s).
2129	System shall enable users to document property collected from an inmate during the booking/ intake process. The information collected shall include, but not be limited to: a. Item name b. Item quantity c. Item description
2130	System shall have the capability for users to store photographs of specific property items if taken by Agency which may be attached to the specific property item.
2131	System shall support the ability for a signature pad to be used in order for an inmate to sign an issued property receipt.
2132	System shall also offer the ability to use a thumbprint for a quick inmate identity verification and various other purposes, similar to signature requirements

2133	System shall have the ability to issue a hard copy receipt for any non-cash property that has been taken from an inmate. Property receipt shall include data elements such as, but not limited to: inmate's name, booking number, property list/description, arresting officer/agency, booking officer, storage location, OCN number, DOB, barcoding, booking date/time, age, race, sex, money balance with receipt number(interface), space to allow for inmate/staff e-signatures.
2134	System shall enable users to document cash collected from the inmate.
2135	System shall support the ability for a signature pad to be used in order for an inmate to sign an issued cash receipt.
2136	System shall have the ability for a user to issue a hard copy receipt for the cash property that has been taken from an inmate.
2137	System shall enable users to assigned all identified items to a container(s) as one transaction.
2138	System shall enable users to generate labels with barcodes/RFID tags to track the movement of property containers across facilities.
2139	System shall have a iOS device with native mobile application to allow for barcode scanning of property items and locations with the ability to capture digital signatures.
2140	System shall have an interface to kiosks to enable an Arresting Officer to directly deposit money. Following a deposit, an automatic notification shall be routed to the cashier who shall be able to both view the transaction and print a receipt.
2141	System shall enable users to generate labels for property that may be stored in multiple containers Multiple labels shall be able to be linked to a single booking number.
2142	System shall be flexible and configurable to enable the Agency authorized users to add, modify and delete property storage locations in the Agency facilities.
2143	System shall enable users to document the issuance of Agency items to an inmate.
2144	System shall be configurable so that the list of Agency items issued to the inmate(s) can be modified, as desired.
2145	System shall allow for authorized users to view a list of property items that an inmate has been allowed to "keep on person."
2146	System shall have the ability for users to retrieve information about non-consumable items purchased from the commissary. The information housed in the system shall be pre-populated via an interface to the Commissary system and shall include, but not be limited to: a. Type, quantity and description of item
2147	System shall support the ability for lobby staff to digitally request inmate property via visitor ID swipe and have the system subsequently generate either: (a) Property Release form or (b) Clothing Exchange form.
2148	System shall enable users to route a completed property release form, via a user-configurable drop down list, to the appropriate Housing Deputy's queue.
2149	System shall enable users (Housing Deputy) to view a Property Inventory Sheet electronically on screen as well as print a paper copy.
2150	System shall enable users to obtain an inmate's signature either electronically or on a paper printout of the Property Inventory Form/ Clothing Exchange form, which will subsequently be scanned and then electronically attached to the associated inmate property record.

2151	System shall enable a housing deputy to submit a property release form electronically and route it to a user-configurable authorized person's queue.
2152	System shall enable an authorized person to attach a property release form to an inmate's property inventory sheet.
2153	System shall enable an authorized person to add, remove or exchange items from an inmate's property inventory sheet.
2154	System shall enable users to print a receipt showing any updates made to an inmate's property inventory.
2155	System shall enable users to print a property receipt detailing the length of time an inmate has to pick up his/her excess property.
2156	System shall enable an authorized property officer to see a "pre-release" list.
2157	System shall enable a property officer to open an inmate's property inventory screen to view his/her property.
2158	System shall enable users to find and document the return of an inmate's property to the inmate upon release.
2159	System shall enable authorized property officers to update or release property items one by one or all together.
2160	System shall enable an inmate to view the Property Inventory Sheet and sign it either electronically with a signature pad or on paper (which will subsequently be scanned and uploaded) for in-custody releases.
2161	System shall enable users to document the chain of custody of a property container as it is transported among facilities.
2162	System shall maintain and display the location of multiple property containers that may belong to an inmate, which may be stored in different locations.
2163	System shall enable authorized users to identify the specific storage location of an inmate's property container within the storage location (e.g. Row 4, Shelf 2),
2164	System shall enable users to scan documents such as a search warrants, as well as enable an authorized user to document the reason for the removal of a property item.
2165	System shall offer the ability to do Mass Transfer of Property items from present location to another facility or storage location through multi-select within the software, such as all items belonging to an inmate to be moved to another facility
2166	System shall enable users to attach a medical note to a record that grants permission for a property item to be provided to an inmate.
2167	System shall enable users to document that an inmate was informed of a property disposal action. Documentation needs to include: date, time and who informed the inmate.
2168	System shall maintain a history of released and disposed of property across all bookings for each inmate. Users shall be able to append history with free text notes.
2169	System shall enable users to generate reports, including: <ul style="list-style-type: none"> a. Available storage report (e.g. container list by name and container #) b. Pending disposal report c. Blank common items list d. List of all property currently in the possession of any inmate e. Transportation court list that includes garment container #

2170	System shall enable users to document the disposal of inmate property not returned upon release. The information documented shall include, but not but limited to: a. Type, quantity and description of item b. When & by whom it was disposed c. Method of disposal
2171	System shall have the ability to generate a notification identifying the disposed of property items and the manner in which they were disposed. This notification shall be sent to a user-configurable pre-identified group using the notification system.
2172	System shall provide users with the capability to document an inmate's request for property release to a 3rd party, as well as the resulting approval or denial of the request and substantiating reason.
2173	System shall allow users to generate reports and track any incidents of lost inmate property. This report shall contain all inmate data including date of booking, date of property receipt by Agency, any inmate transfer dates or dates the inmate left custody, and date request for property was made and by whom. It shall also allow for the entry of any information regarding any search for inmate property and what steps were taken to locate the property. The system shall be calibrated to distinguish when a claim for property is made after disposal
2174	System shall notify staff that property and/or clothing items have exceeded their shelf life in such cases as when an inmate has been sent to the CDC or another agency and has not instructed someone to pick up his/her property in a timely manner.
2175	Functional Requirements: Classification
2176	System shall provide users with the ability to identify and appropriately assess an inmate in order to provide safe and secure placement within the facility.
2177	System shall enable a user to generate an electronic list of all inmates waiting for classification review who have been processed through booking and are available for initial classification.
2178	System shall provide the ability for users to identify and assess an inmate with an objective validated tool to ensure an appropriate housing placement choice is made and programmatic mandates within the organization's jurisdiction are met. Agency utilizes its own classification instrument. The solution shall be able to support subjective, objective, as well as an external instrument.
2179	System shall enable authorized external users, such as court staff, to view classification and booking alerts.
2180	System shall provide users with the ability to identify an inmate's custody status as unsentenced or sentenced.
2181	System shall notify classification users of any changes that could affect the classification of an inmate.
2182	System shall provide the ability to clearly and quickly identify the custody status of an inmate (i.e. use of color coding in the header, etc.)
2183	System shall recommend classification levels based on responses to questions in the classification instrument.
2184	System shall provide the ability for authorized users and supervisory staff to override system-generated classifications as well as capture the new classification level, the staff ID making the change, and override reason.

2185	System shall provide Classification personnel with the ability to view current and historical information about an inmate providing a "360 degree view." The information shall include, but not be limited to: a. Current charges including highest charge b. Criminal History "Rap Sheet" c. Behavior (disciplinary, other) d. Program participation
2186	System shall enable authorized users to conduct additional queries of external systems to obtain more detailed information for Classification and/or Special Handling. The user shall be able to execute these queries from within System and have the ability to select one or multiple data sources. These system include but are not limited to: a. ELETE, b. CII c. FBI d. LARS e. EZ Payment System – Inmate funds database (kiosk, online), f. VISION – Criminal and Traffic court database, g. COPLINK – inter-agency law enforcement contact database, h. CALGANGS – interagency state (CA) gang database, i. GTL - Global Telecommunications Link – Jail phone recording database, j. TAGRS – Orange County graffiti tracking/reporting system
2187	System shall provide the ability to notify the classification user when an inmate has been in Agency for a specific time period and not been classified, based on the time the inmate arrived in Receiving.
2188	System shall provide the ability to automatically schedule an inmate for re-classification based rules to include but not limited to: a. Pre-determined interval schedule b. Disciplinary action c. Program completion d. Court action such as bail change, conviction or additional charges.
2189	System shall provide an electronic list of upcoming reclassifications required indicating the reason for the reclassification. These shall include, but not be limited to: a. Scheduled b. Disciplinary action c. Program completion d. Bail status e. Parole status f. Detainer status
2190	System shall enable a classification user to reclassify an inmate and record the reclassification result. The system shall identify the staff id for the user that has taken this action.
2191	System shall enable authorized users to override a re-classification. System shall capture the staff ID when he/she adjusts the inmate record with the new classification level and override reason.
2192	System shall provide users with the ability track inmate classification appeals and results.
2193	System shall provide users with the ability to perform and input results from an assessment designed to help determine appropriate security level and housing choice for an inmate. The assessment shall be an interactive user-configurable question/answer form.
2194	System shall provide users with the ability to determine program eligibility and track program continuity based on information from prior incarcerations within Agency.

2195	System shall capture/retain all previous alerts from prior incarcerations in Agency .
2196	System shall enable users to add/remove alerts based on information discovered during classification.
2197	System shall provide users with the ability to restrict inmate movement to housing from classification if an inmate is not both "Classified" and "Medically Cleared". This restriction shall be able to be overridden.
2198	System shall maintain a complete history of all classification activity on all inmates, across multiple bookings.
2199	System shall display historical classification information in a concise manner to be easily viewed by a user.
2200	System shall enable users to generate a report of relevant classifications.
2201	System shall be capable of being integrated with a commercial off the shelf (COTS) classification system.
2202	System shall provide users with the ability to configure interview questions and receive an automated scoring and classification recommendation based on the answers to the questions without the need for additional programming.
2203	System shall maintain a record that tracks how an inmate classification was chosen even if the selection criteria options have subsequently been changed.
2204	System shall users to refer inmates to "Special Handling" based on Agency-defined criteria. The solution shall automatically send an alert to the Deputy if these criteria are met.
2205	System shall enable users to easily change/configure criteria for "Special Handling" without the need for programming.
2206	System shall provide users with the ability to designate and maintain a list of classifications that will be allowed in each facility/ and of sector. The solution shall also enable Agency to easily change/configure criteria without the need for programming.
2207	System shall display the number of available beds at each facility based on classification levels and be able to be filtered using multiple rules such as low level/ADA.
2208	System shall provide users with the ability to enter comments regarding an inmate. These comments shall be able to be categorized by subjects such as, but not limited to: Gang Affiliation, Classification, Keep Separates, Escapes, Hostage, Assaults on Inmates, Assaults on Officers and General.
2209	System shall provide users with the ability to search comments fields to help identify all current inmates with a specific gang affiliation, classification, warning, etc.
2210	System shall generate automated triggers that indicate an inmate's classification needs review. These triggers include but are not limited to: <ul style="list-style-type: none"> a. Date of last classification b. New Identification information, c. Communications from an inmate (such as a request for cell change) d. Requests from Medical Health and Behavioral Health.

2211	System shall provide users with the ability to generate and track a Classification Plan for an inmate in order to identify individual needs, reference previous classification decisions and monitor program assignments. The Classification Plan shall include, but not be limited to information such as: a. Identifying information b. Parole eligibility c. Estimated end of sentence
2212	System shall enable users to enter chronological notes to an inmate's classification record to be archived.
2213	System shall enable users to easily review an inmate's custody status as well as associated cautions and alerts. The ability to add/view alerts shall be based on Agency-defined roles and associated permission levels.
2214	System shall enable users to electronically forward a case to ICE.
2215	System shall enable users to receive and record an ICE detainer created by ICE.
2216	System shall enable users to filter classification and housing records based on user-defined criteria in order to create an inmate transfer list.
2217	System shall enable Classification users to send a notification about transfers to designated departments.
2218	System shall automatically remove an inmate who has been assigned as a worker from the transfer list.
2219	System shall send an alert and notification to Records if an inmate has been identified as meeting the ICE criteria. This shall replace the current "Blue Sheet" process.
2220	System shall enable users to forward information to ICE in order to create a detainer if an inmate meets the ICE criteria.
2221	System shall enable users to send an inmate record that has gone through the classification process to one or multiple queues such as, but not exclusively: housing, ICE (287 G) and Special Handling.
2222	System shall enable users to link key identifiers such as, but not exclusively "keep separates / keep always / stay always" to an inmate record that will carry throughout the modules of the Jail Management System and be easily visible to all authorized viewers.
2223	System shall enable users to maintain a list of inmates who are assigned to inmate worker positions.
2224	System shall enable users to create a report that identifies state prisoners held in OC and include their sentences, ranked by severity of charge, with associated years.
2225	System shall provide users with the ability to display chronological notes on subjects and programs.
2226	The system shall enable users to identify potential inmate gang affiliation. It shall capture information such as, but not limited to: gang name, gang set, gang status.
2227	System shall enable users to add free text as well as modify/remove previously entered gang information while maintaining a historical record.
2228	System shall allow users to identify gang conflicts based on an Agency-defined and configurable drop-down table.
2229	Functional Requirements: Housing

2230	System shall provide users with the ability to manage inmate housing based on the Policies and Procedures of Agency.
2231	System shall enable authorized Agency users to configure and name facilities, housing sectors, location and bunks based on the physical layout. This layout can be modified without the need for programming
2232	System shall accommodate the current Sheriff's Housing designators, which consist of five levels of designations - Facility, Module, Tank, Cell, and Bed, along with ADA type designations for individual cells and Beds
2233	System shall enable authorized Agency-users to configure specific housing locations and/or bunks as "usable" or "unusable" based on various scenarios. An example of a scenario is where an inmate who has to be kept separate from other inmates is housed in a two bunk cell. The 2nd bunk will then need to be marked "unusable."
2234	System shall allow appropriate users to take a cell offline, change the custody level, add new areas and beds for Emergency Assignments without the need for any programming.
2235	System shall provide appropriate users with the ability to view a current snapshot of all the facilities within Agency. This shall display the number of beds available by custody levels, facilities, etc.
2236	System shall provide for the display and reporting of Electronic Monitoring Program cell locations to facilitate staff choosing appropriate cells for Inmate Housing.
2237	System shall support the ability for a user to assign an inmate to a housing unit. Ideally, a drag and a drop function would be desirable.
2238	System shall provide, where possible, the ability to 'multi-select' inmates for mass-processing of common type transactions, such as movement into recreation, meal distribution, the mass logging of a particular narrative, the mass update of charge dispositions, mass cell movement or inmate location movement, and other similar transactions
2239	System shall provide the ability to warn staff of situations relating to Keep Separates, medical issues, mental health issues, and Victim/Predator status prior to assigning an inmate to a housing area.
2240	System shall provide the ability for a user to override a warning and to house an inmate in an area with a keep separate. It shall record who authorized the move, the date and time the moved was authorized, and the reason for the move.
2241	System shall show a specific housing unit/bunk as "reserved" once an inmate has been assigned to it.
2242	System shall automatically schedule a movement for an inmate from his/her current housing location to the new housing location when a housing assignment is entered.
2243	System shall enable a user to display a list of expected returning Weekender inmates and allow the user to assign a new housing location to a Weekender each time the inmate returns to the facility after the initial Admissions process. The system shall default to the previous week's list to minimize data entry for users.
2244	System shall maintain a complete history of every cell an inmate has been assigned to and their cell stay date and time, including cell mates as well as the staff member who entered the housing change, reason and comments. This history is critical to medical investigations (e.g. an infectious disease situation) or criminal investigations (e.g. witness confirmation).
2245	System shall enable the housing deputies to make changes to bunks in a very user friendly manner (drag and drop feature is preferred).

2246	System shall keep a history of housing changes for display. The system shall track any changes as well as display the reason for and comments regarding the change (e.g. Pod move, Cell change, D Report #).
2247	System shall ensure that the housing module interfaces with the security module to view special management status of inmates, including start date and expected end date, for such Special Management areas including, but not limited to: a. Administrative Segregation b. Protective Custody c. Suicide Watch d. Disciplinary Detention e. Juvenile Status
2248	System shall provide the ability for a user to view and print housing history reports as follows: a. Inmate Housing History report showing every assignment and change, dates, reasons, comments and special management status over multiple booking. B. Inmate contact report showing every housing assignment and every other inmate the subject inmate was housed with over multiple bookings and/or date ranges.
2249	System shall enable staff to create an Emergency Housing assignment and move with the ability to override all warnings and restrictions. The system shall capture the user ID who authorized the move as well as the date, time and override reason.
2250	System shall have the ability to "overbook" a bed or move inmates to a temporary location during assignment.
2251	System shall provide the ability for users to run a report describing cell activity for a proposed range of dates. This also may include adjacent cells or entire areas.
2252	System shall provide the ability to notify all appropriate areas (both sending and receiving) of all housing changes scheduled for a 24 hour period.
2253	System shall provide the ability to view, in real-time the state of a pod or group by cells (color coded).
2254	System shall support the ability to bring in weekenders easily and house them.
2255	System shall automatically release a bed once an inmate is ready to be released or transferred to another housing location.
2256	System shall provide users with the ability to enter, track and review a cell inventory of standard items with the option to print a completed checklist for the inmate to sign. The signature can be on paper and the document scanned or via a signature pad for the inmate to sign electronically.
2257	System shall allow a housing deputy to easily review basic information about an inmate including areas such as, but not limited to: Gang, Moniker, Universal Precautions, Mental, Level, Tran Code and Caution Codes.
2258	System shall users to print current reports utilized by Agency including housing rosters. Additional reports will be defined by Agency based on build-out.
2259	System shall identify an inmate as ADA based on the medical staff review. The ADA can either be for a specific period of time or for an indefinite period.
2260	System shall identify ADA-compliant housing options only within each facility when users are assigning housing for ADA designated inmates.

2261	System shall create an alert and send a notification to appropriate staff, if an ADA inmate is being housed in a non-ADA compliant cell/ bunk. The user shall be able to override the alert and provide a reason for the override
2262	The system shall provide the ability to display the total bail amounts including "no bail" for each inmate.
2263	The system shall enable deputies to very easily conduct bunk movements as well as record the reason for the bunk move such as, but not limited to: medical, inmate request, job update, prevent altercation and the date and time of the move.
2264	System shall provide the capability to do Mass Inmate Movements in any of three ways - Intelligent Mass Move operations, such as the solution choosing appropriate new housing assignments, allowing operators to individually choose housing assignments prior to committing to the Mass Move, and non-intelligent Mass Moves, i.e., where the system merely chooses housing assignments in sequential order
2265	System shall provide the capability to move a group of inmates around, such as in a Court setting, where a group goes to a Facility Holding Cell, onto a bus, into a Court Holding Cell, into individual courtrooms, back to a Court Holding Cell, onto a bus, into a Facility Holding Cell, and back to permanent housing assignments, with the allowance for possible releases or changes to individual inmate movements during the process
2266	The system shall provide users with the ability to record the approval/denial of special housing requests.
2267	System shall provide the capability to produce reports on housing such as, but not limited to the AB109 list.
2268	System shall allow a user to query inmate housing by bunk assignment.
2269	System shall not allow an inmate to be housed outside of booking prior to completing the initial classification process. However, the system shall allow a user with proper restrictive access to override.
2270	System shall enable users to send a classified inmate to one or multiple queues after the classification process has been completed, including, but not limited to: the housing queue, ICE (287 G), Special Handling.
2271	System shall automatically send notifications to the appropriate departments such as medical, mental etc., after the housing assignment has been completed
2272	Functional Requirements: Inmate Records
2273	System shall support the documentation of inmate information in compliance with the Agency policies and procedures.
2274	System shall enable a user to view a queue of inmates that have cleared the medical triage process.
2275	System shall provide the capability to support the use of biometric techniques such as fingerprint readers to identify inmates that may have been previously incarcerated at Agency.
2276	System shall enable a user to search the database using multiple search parameters to determine if an inmate has been previously incarcerated at Agency.

2277	System shall enable the user to attach the information collected during initial entry and the medical triage, as well as other information such as, but not limited to: alerts and demographic information from the most recent booking to create a new booking record. This record shall be tied to the inmate's OCN number. The system will also store the Pre Book number that was created during the Initial Entry process at Intake. In addition, the solution shall also provide alerts for active booking numbers such as CWP, Electronic Monitoring Program, SEC, etc.
2278	System shall support the capability to electronically ingest any additional information that may be received from other data sources to complete the newly created booking record.
2279	System shall enable the records users to identify when the records process is completed so workflow may continue to the next process.
2280	System shall provide users with the capability to update the facility and location count once a booking record has been created. This will signify that the inmate is now in Agency custody.
2281	System shall provide users with the ability to automatically query an arrestee for wants/warrants as well as other criminal history information once the booking number has been created. The system shall check local AWSS, OC Probation, CLETS, and NCIC.
2282	System shall interface with the livescan device to send the required information to the device once the booking process is completed.
2283	System shall enable a user to add or modify inmate information such as, but not limited to: Name, Date of Birth, Booking Status, Arrest time and date, Alias, Medical Status, Court Jurisdiction, Warrant/ Detainer Information Place of birth, citizenship, SSN, phone number, SMT, Address, Next of Kin, Arraignment dates, next court dates, etc. This shall be done prior to the assignment of the booking number. Specific fields cannot be changed once a booking number is assigned
2284	System shall provide the capability to document the various requests and documents received from other agencies via teletype, fax or other mechanisms.. This includes, but is not limited to: Probation Holds, Parole Holds, Out of County Warrants, Fugitive Warrants, US Marshal Warrants, Orange County Warrants, Revocation Hearings, Flash Incarcerations, Pick-up/Release Notifications, WIS Warrant Notifications, Fugitive Warrants, Immigration Holds, Court Paperwork.
2285	System shall provide the capability to scan any faxes, teletypes or other paper documents that come in and attach/link to booking number.
2286	System shall provide the capability to electronically ingest any information that may be sent through an electronic interface.
2287	System shall have the capability to send notifications to appropriate staff based on the documents received by the Detail Desk.
2288	System shall enable the Detail Desk to document the proposed pick-up time for inmates after coordination with the specific agency. This action shall generate a notification to all appropriate departments requesting preparation of any required documents and information.
2289	System shall provide users with the capability to document information received from the court. This information can be received in a paper format or an electronic format. This will include, but not be limited to court orders, sentences, remands, go-backs, and court releases.
2290	System shall automatically calculate an inmate's release date, including multiple release dates, concurrent and consecutive sentences, and the incorporation of good time/work time. The system shall also provide the ability to override the calculation and enter a manual date with the reason for the override.

2291	System shall provide the capability for users to enter new court documents. Any notifications that result from these shall be sent to the appropriate personnel based on Agency pre-defined business rules.
2292	System shall provide the ability for the records staff to create a new supplemental case or a hold for those inmates that are court releases.
2293	System shall provide the ability for the records staff to add a hold expiration date. The system shall automatically bring up an alert for the records staff one day prior to the hold expiration date
2294	System shall provide users with the capability to move an inmate to a pre-release status after the hold expiration date expires.
2295	System shall provide the capability for the records staff to move inmates to a pre-release status. This action shall automatically generate notifications that are routed to the appropriate departments.
2296	System shall enable users to view and/or print the list of inmates being housed for other agencies (for example, California Department of Corrections and Rehabilitation, US Marshals Service).
2297	System shall provide the capability to interface with the courts and other criminal justice entities to send and receive electronic information to include, but not limited to information such as paperless jackets/court orders/court paperwork, etc.
2298	System shall support the capability to print Agency Forms either without any data or with data already populated from the system.
2299	System shall provide users with the capability to re-associate all records for an inmate under one OCN record.
2300	System shall have the capability to produce .pdf forms that can also support e-signatures. These forms shall be attached to the specific booking record.
2301	System shall provide users with the ability to record the "book and release" of a subject.
2302	System shall provide users with the ability to record details of contacts or attempted contacts with outside parties.
2303	System shall provide users with the ability to record, review, and edit inmate court hearing information, including bail information.
2304	System shall provide the ability for users to record chronological notes to identify the actions taken on extradition cases within/outside Orange County.
2305	System shall provide users with the ability to create a failure to self-surrender letter and/or a "no-show" letter.
2306	System shall provide users with the ability to add chronological notes to an inmate's booking record.
2307	System shall provide users with the ability to add multiple Holds/Detainers and for the entry of a hold/detainer charge(s), hold agency, bail amount, expiration date, and hold disposition. These fields shall be user-configurable. The system shall not allow for the release of an inmate if the inmate has a hold(s) that does/do not have a releasable disposition.
2308	System shall provide users with the ability to upload and attach the arresting officer's probable cause declaration to the booking record.
2309	System shall provide for the documentation of the current 'PC Dec' (Probable Cause Declaration) which is done by every participating County agency to document the probable cause for the arrest to be approved by a judge. This shall be incorporated into the Pre-booking solution.

2310	System shall provide users with the ability to add new charge(s), warrant(s), and place hold(s), on an inmate record to an existing booking number.
2311	System shall provide users with the capability of sending an electronic notification to or receiving an electronic notification from the probation/PRCS staff if the inmate is on Supervised Release.
2312	System shall provide users with the ability to create a list of subjects who failed to self-surrender as required.
2313	System shall provide users with the ability to create a list of subjects booked during a given time period.
2314	System shall provide users with the ability to maintain booking averages for each arresting agency.
2315	System shall provide a fingerprint card that is printable and available to view on screen. The fingerprint sheet shall include inmate name, DOB, race, sex, SSN, OCN number, booking number, booking date/time, and all current charges to include arresting agency, location of arrest, arrest date/time, arrest type, court case number, arresting officer, arresting agency case number, inmate photo, and a specified area to collect a ink thumb print.
2316	System shall provide users with the ability to enter booking information on special cases (civil commitments, witnesses with no charges and subjects serving out of County sentences).
2317	System shall provide users with the ability to record victim information. The system shall allow users to flag an inmate record if victim notification is required and provide an alert at time of release if notification has not yet been made.
2318	System shall provide users with the ability to alert classification/special handling of additional charges or changes.
2319	System shall provide users with the ability to enter information on a fugitive hold. i.e. title of charges...
2320	System shall provide the capability to enable an authorized User to expunge or modify records by the booking, case or offense. The audit trail shall detail who and when the deletion was made.
2321	System shall provide users with the capability to incorporate extensive validation checks to ensure that two separate records are not created for the same inmate. This will include, but not be limited to parameters such as: gender, height, weight, overlapping incarcerations, etc.
2322	System shall provide users with the ability to record charge dispositions as releasable or non-releasable. Non-releasable dispositions shall prevent the release of an inmate and provide an overridable warning message prior to release.
2323	System shall provide users with the ability to add, modify, and delete a final release.
2324	System shall provide users with the ability to capture the agency name, officer name and badge number of the officer picking up an inmate for transfer to another agency.
2325	System shall provide users with the ability to annotate that a detainer was provided to an outside agency.
2326	System shall provide users with the ability to schedule releases. The system shall enable authorized staff to view and/or print a list of all inmates scheduled for release based on user configurable parameters such as release types, predicted sentence expirations or policy decisions.

2327	System shall provide users with the ability to add comments/approval/denial of court order. This shall include the order type, date received, case number, free text notes field, and approval or denial of the order.
2328	System shall provide users with the ability to view and/or print rosters (i.e. court roster, weekend roster etc.)
2329	When updating arrest charges and/or court information, System shall allow users to view court information directly from the court system's computer databases (VISION) for verification and corrections (i.e. multiple dispositions, remands, bail etc.)
2330	System shall provide users with the ability to record the court date, time, department, disposition, and bail to individual or multiple charges at one time, eliminating the need for redundant data entry.
2331	System shall provide users with the ability to automatically recalculate release date(s) based on varying events such as program completion, disciplinary action, and amended sentences. The Jail Management System shall provide users with the ability to manually override sentences.
2332	System shall provide users with the ability to apply a specific sentence type to a court case or multiple court cases. Sentence types shall be user-configurable and allow for the entry of a sentencing algorithm to be associated with each sentence type. The system shall allow for the addition of unlimited sentence types. i.e. AB109
2333	System shall provide the ability to track sentencing for inmates, and the calculation of Good Time and Work Time according to certain formulas the County uses. The system shall allow for the ability to remove Good Time or Work Time applied based on inmate behaviors that are logged by users, such as refusing a work assignment or being subject to Discipline for rule violations. Such actions must include a reason why.
2334	System shall provide the ability to 'flag' a booking in a Trouble Log that have sentencing problems that need to be cleared at the court. Such bookings need to be clearly marked while supervisors track the fixes to problem sentences and kept in a queue available to supervisors, such as on Dashboards
2335	System shall provide users with the ability to apply a sentence for years, months, days or hours.
2336	System shall provide the ability to support court recommendations such as, but not limited to: Day for day allowed, Alternatives To Custody recommended, Good Time, etc.
2337	System shall provide the ability for a user to view the history of all changes made to a sentence and/or sentence calculation.
2338	System shall provide the ability to calculate day for day work credits based on a sentence. The system shall track the number of days worked by an inmate and provide a means to manually/automatically apply to the sentence, affecting the release date.
2339	System shall provide users with the ability to note when an inmate is ineligible to receive day for day work credits, but continue to record the number of days worked.
2340	System shall provide users with the ability to remove good time work credit from a previously entered sentence.
2341	System shall provide users with the ability to add notes to a sentence calculation and track changes made to notes.
2342	System shall provide users with the ability to support the recording of all judgment and sentence related data received from the court.
2343	System shall provide users with the ability to document, edit, and review sentence information, including custody, fines, restitution, modifiable sentence and program recommendation.

2344	System shall provide users with the ability to attach a release condition to a sentence, such as, report to Parole, Probation, Program. Release condition shall be user-configurable and may or may not allow the release of an inmate.
2345	System shall provide users with the ability to create and view a report that will provide the number of days an inmate has served in custody based on court case number, booking number, housing location, and other user-defined criteria.
2346	System shall provide users with the ability to create a list of inmates that have completed a user-determined percentage of their sentence.
2347	System shall provide users with the ability to record multiple codes that may make an inmate eligible or ineligible for certain release programs. Codes shall be user-configurable and allow for unlimited code types.
2348	System shall provide the ability for users to enter multiple charge levels for the same charge code into the JMS statute code table. (i.e. felony/misdemeanor)
2349	System shall provide system administrators with the ability to expunge or seal a record. Both sealing or expunging a record will only be able to be viewed by users with proper system security permissions. The system shall allow authorized users to expunge a specific booking and/or OCN number if no bookings are tied to it.
2350	System shall provide users with the ability to enter a reason code for expunging a booking or OCN number. The system shall also generate a report that lists booking /OCN numbers expunged, the reason, date/time expunged and user ID of the person that expunged the record by user-defined date range.
2351	System shall provide system administrators with the capability to transfer a booking from one OCN number to a different OCN number. If a new OCN number is created through a system administrator, a booking record can be transferred to it.
2352	System shall provide the ability to add, modify, merge, and seal subject records.
2353	System shall provide users with the ability to add, modify, merge, and seal charges.
2354	System shall provide users with the ability to add, modify, and merge inmate historical records (OCN number). If records are merged, all bookings associated with the OCN numbers shall also be merged.
2355	System shall provide users with the ability to schedule any report to be automatically sent via e-mail to an individual or group.
2356	System shall provide system administrators with the ability to control access and distribution of inmate information in accordance with all applicable laws and regulations.
2357	System shall provide users with the ability to add the Department Room Number for a specific court destination.
2358	System shall generate different kinds of statistical views and reports.
2359	System shall provide the records staff with the ability to redact information prior to printing.
2360	System shall provide the ability for records staff to change an inmate's status to release.
2361	System shall enable users to work on multiple screens at one time.
2362	System shall display the type of inmate hearing (prelim, jury...)

2363	System shall provide the ability to display any comments attached to the court. i.e. court activity remarks such as JUTR and DO NOT TRANSPORT INMATE TO COURT etc. or Sentence remarks such as No Jackson Credits and Register etc.
2364	System shall automate the pre-registration form (DOJ Form). In addition, it shall auto-populate the inmate information on the DOJ form.
2365	System shall provide the ability for a user to access and update several cases at once, preferably on the same screen(i.e. if booking through supplemental all went to court and they are all returning in two days, the current process requires staff to input each case individually with a return date.)
2366	System shall provide a weekender screen which automatically inputs the in and out dates for weekenders instead of staff having to input each set of dates. Also, users shall be able to vacate weekenders simultaneously or individually if for any reason the inmate is converted to straight time prior to finishing the weekends program.
2367	System shall automate the Work Refusals/Agree to work process. Currently, if an inmate signs a work refusal, it can take days/weeks before Inmate Records receives the form and re-calculates the sentence. When the refusal/agree to work is signed it shall be uploaded to the system and a notification sent to Records to perform the sentence recalculation.
2368	System shall provide users with the ability to record, review, and add current and past employment for each street booking.
2369	System shall enable users to record, review, and add subject family contact information.
2370	System shall provide users with the ability to record and store multiple miscellaneous numbers for an inmate. Number types shall be user-configurable and allow for unlimited number types (i.e. home, cell, social media etc.)
2371	System shall provide users with the ability to make inmate name and information temporarily confidential.
2372	System shall provide users with the ability to document inmate information such as, but not limited to: age, sex, ethnicity, proxy, recidivism, military experience, religion, family/relationships, substance abuse, education, housing, financial, employment and transportation.
2373	System shall enable users to receive and access bail and offense code table updates from the providing entity.
2374	System shall provide users with the ability to record, review, and add current and past addresses.
2375	System shall enable users to create alerts/flags. i.e. DNA, Mental Health, X-ray, State Prison etc.
2376	Proposed solution shall provide user with the ability to record and track inmates who are sentenced with recommendations for program participation (alternatives to custody).
2377	System shall enable users to produce a list of inmates whose sentences are modifiable making them eligible for a reentry/day reporting program.
2378	System shall enable authorized users to make changes/corrections once an inmate has been placed in final release. Examples are change from "bond out" to "bail out".
2379	Functional Requirements: Inmate Accounts, Cashier
2380	System shall have the capability to support all inmate related accounting transactions at the Agency based on Agency policies and procedures.

2381	System shall follow generally accepted accounting principles.
2382	System shall enable an inmate to open an account upon being booked into the Agency. If the inmate has a old booking number, any credits and debits shall transfer over to the new account.
2383	<p>System shall provide users with the ability to establish and administrate parameters under the following categories:</p> <ul style="list-style-type: none"> a. Preset Restrictions b. Automatic Posting c. Automatic Post History d. Batch Deposits e. Batch Withdrawals f. Cash Drawer <ul style="list-style-type: none"> (i) Assignment (ii) Deposit/Withdrawal (iii) Reconciliation (iv) Billing (v) Billing History
2384	System shall provide functionality to define and administer a General Ledger and its components including, but not limited to the following features: <ul style="list-style-type: none"> a. Chart of Accounts b. Payeesc. c. Deposit Types d. Withdrawal Types <ul style="list-style-type: none"> (i) General Withdrawals (ii) Cost Recovery Withdrawals e. Inmate Funds Payable f. Billing Agencies g. Vendor h. Sales Tax
2385	<p>System shall provide functionality to create, document and track General Ledger Transactions, including, but not limited to, the following:</p> <ul style="list-style-type: none"> a. Deposits <ul style="list-style-type: none"> (i) Receive (ii) Prepare b. Write Checks <ul style="list-style-type: none"> (i) Check Register c. Transfer Funds d. Bank Reconciliation e. Year-end Close f. Print Bond Checks
2386	<p>System shall provide the ability for users to process and document deposits of monies as a result of activities such as:</p> <ul style="list-style-type: none"> a. Receiving b. Mail c. Visits d. Prison Payrolls g. Kiosk i. Work Release/Direct Deposit Checks j. Grievances Receivable k. Refunds for all Accounts w/Revenue Fees Untouched (Check Fees, Commissary Fees, Notary Fees)

2387	System shall support the ability to accept or reject payment of bail through multiple methods such as, but not limited to: a. Kiosk b. On-line c. Cashier's window d. Phone call
2388	System shall check the mode of payment and accept or reject the transaction. (For example, Kiosk, On-line and Phone calls can only be done for misdemeanors.)
2389	System shall support the ability of users to record details about the person posting bail.
2390	System shall enable a user to print a bail/bond receipt both initially and at later date.
2391	System shall allow users to record bail payments for one/multiple charges/cases.
2392	System shall allow users to record and maintain bail information on each subject booked into the jail, including the stacking of bail if the subject is booked on multiple charges.
2393	System shall notify personnel that a bail/bond has been posted.
2394	System shall be capable of interfacing with a variety of kiosk and on-line systems to enable payment transactions to be ingested into the system
2395	System shall support the ability to create a pending transaction list for all the bail amounts that have been posted through different channels. This list shall be viewable by the cashier or an authorized person.
2396	System shall enable the cashier to view and approve each transaction. The cashier shall also have the ability to process multiple transactions at one time, if these are similar transactions
2397	System shall provide a notification to records once bail/bond is paid so that the release process can be initiated.
2398	System shall enable the cashier to process a bond payment.
2399	System shall support the capability to record bond postings and the name of the bonding company. It shall include the ability to store entered bond company addresses for future utilization.
2400	System shall enable an authorized user to perform transactions through multiple means such as, but not limited to: a) Money for Commissary use b) CWP Payment c) Weekender Payment d) Bail or Self Bail e) CJAF Payments
2401	System shall enable an authorized user to reconcile the transactions and the money collected with the actual cash/ other monies in the lock box.
2402	System shall support the capability to deposit money into an inmate's account once it has been approved.
2403	System shall display an inmate's cash balance on the property receipt at the time of release.
2404	System shall display inmate account information upon release. (An inmate signs a request form for the balance of their account at time of release.)

2405	System shall support the capability to assess fees for an inmate and/or arresting agency/hold agency. Fee schedule shall allow for a one-time fee or recurring fees and shall calculate the fee(s) based on a date range. System shall allow for setting fee payment schedule. Recording a payment shall debit the inmate account.
2406	System shall support the capability for users to create an unlimited number of fee types with an associated fee amount that are user-configurable.
2407	System shall support the capability to enter arresting agency information including agency name, agency type, fee types, fee amounts, etc.
2408	System shall support use of digital signatures for the release of money to either an inmate or an approved third party. Use of biometrics is also desired.
2409	System shall support the capability to generate alerts when inmates transfer user-defined amounts of money or x number of transactions. Users shall be able to set limits.
2410	System shall support audits and procedures used for balancing a cash drawer.
2411	System shall enable an inmate to review debits/deposits to his/her account via a kiosk.
2412	System shall notify users of missed payments for programs (i.e. work release, electronic monitoring, or any future programs.)
2413	System shall enable users to print inmate bank account disbursement payments automatically for an inmate for release or transfer to another facility. This shall include debit payment.
2414	System shall display inmate bank account and transaction history by name or booking OR OCN number.
2415	System shall provide accounting reports.
2416	System shall enable users to record details of persons depositing money into an inmate account.
2417	System shall provide authorized users with the ability to correct inmate bank account transaction errors.
2418	System shall support the capability to generate a list of the following for the Cashiers group: a) Inmates that need to pay Med Co-Pay (daily) b) Detainee roster for ICE Work Program (daily) c) TCPP releases (daily) d) Community Work Program participants e) Weekender Program participants f) Collection of CJAF (Criminal Justice Administrative Fees) payable to Agency. g) Electronic Monitoring Program participants h) All inmates being transferred to Federal & State Prisons, and other Law Enforcement entities i) Money Orders/Checks received through the mail j) Pre-Release Roster

2419	<p>Create a digital input to replace the following current items but not limited to requested by the Cashier Group:</p> <ul style="list-style-type: none"> a) Jail Cash receipts b) Cash Withdrawal Slip c) Master Daily Cash Activity Report d) Shift Cash Activity Sheet e) Bail Receipt f) Bond Receipt g) A/C Cash Receipt Upload Form h) Commissary Deposit Transmittal Report i) Unclaimed Funds Transfer Report j) Weekender Transmittal Report k) CWP Transmittal Report l) Account Closeout/ Release Sheet
2420	<p>System shall support the capability to interface with the Court systems to enable a digital record to be sent to the courts for Bails & Bonds received in any given period.</p>
2421	<p>System shall support the need to share Cashier Group information with Financial Group (read only access) relating to:</p> <ul style="list-style-type: none"> a) Bails and Bonds b) Kiosk Deposits c) Commissary Deposits d) WEK & CWP Deposits e) Transfer of Funds from Jail Cashiering to Financial and vice versa f) Transfer of Funds to and from Jail Cashiering Trust Fund
2422	<p>System shall have the capability of creating detailed billings for federal, state, and other agencies.</p>
2423	<p>System shall provide the ability to provide a Housing Report to allow for the County to bill certain agencies for the housing of their inmates - date and time of arrival, Inmate Name, total number of days, per month, charge per day, and such tracking information</p>
2424	<p>System shall enable users to enter events that may or may not have a cost associated with them (including co-payments) and report them to an external accounting system. Users shall have the option of reporting when this occurs.</p>
2425	<p>System shall have the capability to record the receipt and return of welfare (SSI) checks and child support checks.</p>
2426	<p>System shall interface with the Commissary Group regarding but not limited to:</p> <ul style="list-style-type: none"> a) Daily sales and revenue b) Sales reversals c) Welfare charges and reimbursements d) Claims
2427	<p>System shall interface with the Commissary software transferring demographic information and cell locations for inmates to the commissary software, and tracking Inmate Fund balances back and forth between the Jail Management System and commissary application</p>
2428	<p>System shall provide the capability to document and track all funds withdrawn from inmate accounts such as but not limited to: a) Bail or Self Bail b) Medical Co-Pay c) Release of cash to a third party d) Correctional Programs e) Commissary Purchase f) In Custody Release g) Release/Close Account h) CWP i) Weekendenders</p>

2429	System shall interface with external systems/ agencies to send forms electronically to agencies such as, but not limited to: a) Financial – Auditor-Controller accounting forms b) Commissary – Transmittals/ Deposits c) CMS/HCA – copy of Transmittal - Med Co-Pay Collections d) Jail Records – Bail and Bond Receipts e) CWP/WEK deputies – Fee Collections f) Courts
2430	System shall support the capability to enable the records staff to flag an inmate that may be eligible for self bail so that the inmate may be provided with that option.
2431	System shall support the capability to provide inmate account balances in real-time. Balance shall be linked to the inmate's active booking number.
2432	System shall allow for the transfer of inmate money to family members upon inmate signature authorization
2433	System shall provide an 'Inmate Ledger' - an accounting report of all monetary transactions involving a particular inmate - such report provided on release or request of inmate
2434	System shall track three ways for the Fugitive detail to account for inmate moneys - received via check, received via a receipt, received in cash
2435	System shall have the ability to take an Inmate Fund into a 'negative balance' if necessary
2436	System shall support the capability to opens and Closes a Cashiering drawer for an operator
2437	Functional Requirements: Release
2438	System shall have the ability to support all releases including, but not exclusive to: bail bond, transfer to another facility, and system definition of other release types such as ICRE and SE.
2439	System shall provide the ability to display a warning message prior to releasing an inmate if the inmate record has been flagged for DNA collection and the collection has not occurred. It shall also flag for alerts such as, but not limited to those pertaining to Mental Health issues. Administrator override shall be required prior to continuation of workflow.
2440	System shall provide a way to track violent inmates due for release. The County has strict rules as to which facilities violent-tagged inmates may be released from, based on their current charges (which are flagged as violent) and their California Criminal History Records. The system shall alert the releasing officers that certain inmates shall be moved to other facilities prior to release
2441	System shall provide the ability for a user to record extradition of inmates both to/from Orange County. This update shall be included in custody release.
2442	System shall support the capability to positively identify an inmate who is due for release by using biometric methods such as fingerprint identification.
2443	System shall provide the capability for a user to print the DOJ JUS 8715 form based on arrest type and/or arresting agency.
2444	System shall provide the capability to document the return of the inmate's wristband / identification card.
2445	System shall provide the ability to print a release certificate for subjects released pursuant to 849 (b) (2).

2446	System shall provide the user with the capability to ensure that all charges against an inmate have been disposed of prior to release.
2447	System shall verify the validity of a release by performing an automatic query to ensure that all fields have the proper disposition.
2448	System shall display the inmate's most current image throughout the entire release process.
2449	System shall provide the user with the ability to create an inmate's release paperwork.
2450	System shall provide the ability to create a list of inmates to be released, or those who were released, for a given time period. Released list shall display release disposition type.
2451	System shall provide the capability to have an authorized person process the final release. The solution shall record the date, time and the name of the person that is processing the final release in the system.
2452	System shall support the capability to enable an authorized user to put an inmate into a "pre-release" status
2453	System shall enable a user to send out notifications to the appropriate departments as soon as the inmate's status has been changed to "pre-release." This will enable each department to prepare for the release of the inmate.
2454	System shall provide the capability to display a list of the inmates that are being released to the housing deputies for in-custody inmates.
2455	System shall enable a user to document both the release of inmate clothing and the return of Agency property.
2456	System shall provide the capability for a user to check an in-custody inmate out of his/her cell/bed subsequent to being checked out of the housing unit via the movement module.
2457	System shall provide the capability for the housing deputy to update the unit log once an in-custody inmate has checked out of the housing unit and been moved to the release processing area.
2458	System shall provide the capability to release inmates that are in the hospital and not on Agency property. The solution shall allow authorized personnel to conduct all the release actions remotely and release the inmate from the hospital.
2459	System shall support the "Cite and Release" process which requires supervisor approval.
2460	System shall support the recording of all remaining inmate property in the final release processing area.
2461	System shall provide the capability to print all paperwork that needs to be completed by the inmate and scan/ store the documents with the inmate's signature. The solution shall also provide the capability to record digital signatures of the inmate.
2462	System shall support the capability to upload release photographs and fingerprints of the inmate being released.
2463	System shall document the return of money to the inmate after release.
2464	System shall run a check to determine that all the required process steps, in accordance with the Agency policies and procedures, have been completed prior to releasing an inmate. In the event that step(s) have not been completed, System shall not allow the release workflow to continue without authorized user override (i.e. Records Supervisor.)

2465	System shall allow a user to record the transfer of an inmate to another agency.
2466	System shall support the capability to decrease the inmate count/census once an inmate has been released from Agency.
2467	System shall support the capability to change an inmate's status to "released" once the inmate has been released from Agency.
2468	System shall be able to cancel a release in the event of an error.
2469	System shall provide the ability to interface with the court system to receive court activity information in real time. (Please see TI-2 for further details)
2470	System shall have the ability to incorporate a release checklist that is configurable by facility, to ensure that all actions required by Agency policy are completed prior to release.
2471	System shall allow the user to specify the release type.
2472	System shall be able to capture information regarding warrants checks or database searches conducted prior to an inmate's release.
2473	System shall automatically update the scheduling modules with release authorization information.
2474	System shall provide the ability to record any Conditions of Release.
2475	System shall provide an authorized user with the ability to temporary release user-definable types of inmates such as, but not limited to weekenders, without performing a final release.
2476	System shall provide an authorized user with the ability to perform a final release for an inmate with a weekend sentence.
2477	System shall provide for searching and sorting of Inmates for the purpose of emergency release (such as court orders or overcrowding) based on parameters defined by the agency, such as remaining sentence, severity of charge, and other similar parameters
2478	Functional Requirements: Transportation
2479	System shall support the transportation process in compliance with the Agency policies and procedures.
2480	System shall provide the ability for the Transportation Department to see a Transportation List that lists all inmates scheduled for external movement. This list shall display the originating and final destinations, and the date and time that the movement is scheduled for. In addition, this list shall also show any alerts/caution codes that are needed for the Transportation officers to effectively schedule the inmates.
2481	System shall enable authorized users to view transportation information by multiple parameters. For example, user shall be able to restrict results retrieved from a search to criteria such as, but not limited to inmates who are scheduled to go to a certain court, on a certain date, etc.
2482	System shall support the ability for users to create and maintain a list of vehicles available for transportation that includes details such as, but not limited to: <ul style="list-style-type: none"> a. Vehicle type b. Number of seats c. Types of seating (wheelchair, seps, etc.)

2483	System shall enable the transportation officers to assign the inmates to a vehicle based on business rules. This shall be based on criteria such as, but not limited to classification levels, other caution codes, etc.
2484	System shall send out notifications to the appropriate personnel at the originating facility when the vehicle is scheduled.
2485	System shall update an inmate's schedule once he/she is assigned to a vehicle.
2486	System shall enable the transportation officers to see a summary view of an inmate.
2487	System shall document the trip for each vehicle. The information that shall be captured shall include, but not be limited to <ul style="list-style-type: none"> a. Vehicle Number b. Origin and Destination c. Inmates transported d. Officer(s) transporting
2488	System shall enable a user to provide a "Keep Separate" alert to the officer who is assigning the inmate. At the same time, the solution shall provide the capability to enable the officer to override this alert, but document the name of the person and the date and time this decision was taken.
2489	System shall enable a user to produce/print a "face sheet" containing inmate information such as, but not limited to: mug shot, charges, alerts, demographic data, etc.
2490	System shall provide the ability for transportation staff to print the documents that need to be taken as part of the transportation trip such, but not limited to the trip sheet.
2491	System shall provide the ability for the transportation staff to create minor and major incidents for contraband and accidents respectively.
2492	System shall enable a user to produce statistical reports by parameters including, but not limited to: <ul style="list-style-type: none"> a. Number of trips per month or for date range. b. # inmates daily & monthly Transported c. # Officers daily & monthly Transported d. Amount of fuel Daily & Monthly used per vehicle e. Security vs. Medical trips Daily & Monthly
2493	System shall enable a user to print reports including, but not limited to: <ul style="list-style-type: none"> a. Dates/times/vehicle numbers/transporting officers of vehicles by offender. b. recreate/reconstruct manifests of completed jobs/transport. c. An offender disposition report that would create a report for every court transport and court disposition.
2494	System shall provide users with the ability to alert transportation staff when there they will be moving inmates with medical conditions (communicable diseases) and/or those who require medication or special diets.
2495	Systems shall allow for the entry of transport requirements, such as individuals to be transported to court, or to medical facilities, fugitive detail transport, evacuation transport, new bookings to other facilities, and other similar reasons.
2496	System shall provide for the capability to track quarantine restrictions for communicable diseases, along with contact tracing information, such as which inmates shared spaces with which other inmates during a chosen date range

2497	The system shall provide certain person alerts for the use of transporting officers, shackle requirements, and other dangers necessary to know by transport. Such alerts are for placement within busses, such as ADA requirements, contact tracing requirements, inmate real-time tracking, assignment to particular cages within a bus transport, and seat assignments. The system shall also be able to track such items as mileage, fuel used, and other fleet maintenance items
2498	System shall have the ability to notify the Fugitive Detail of any assignments as entered by authorized users with Inmate Demographic information, current location, date restriction parameters, comments, contact information, and short narrative instructions
2499	Functional Requirements: Unit Management
2500	System shall enable Agency facility staff to log every event and activity that occurs in a unit in accordance with Agency policies and procedures.
2501	System shall provide users with the capability to document any activity that occurs in a unit. The information captured shall include, but is not limited to: a. Unit location b. Staff member making the entry c. Date and Time (shall automatically be recorded)
2502	System shall allow users to search logs by a number of configurable parameters including, but not limited to: a. Date and time b. Staff name c. Inmate name d. Date range e. Search terms
2503	System shall provide System Administrators with the ability to provision users with various levels of access at the field level.
2504	System shall support the generation of reports for given time periods including, but not limited to: a. Monthly b. Weekly c. Daily d. Ad-hoc
2505	System shall enable authorized personnel to access the logs and search both structured and unstructured data such as narratives.
2506	System shall allow a user to mark a location as a "log location" in order to signify that a log will be utilized at that location.
2507	System shall provide users with the capability to record all real-time entry of jail staff activities such as, but not limited to sector and inmate welfare checks.
2508	System shall allow staff to record all inmate activities/events for each booking. This shall be stored historically. Activities/events are to be identified by owner and shall be configurable. Events shall be able to be configured to either automatically create a historical log (Agency defined) or be manually entered.
2509	System shall allow users to record activities of inmates including, but not limited to: use of the shower, telephone and television, recreation time, and yard time. Activity types shall be both user-configurable and unlimited.

2510	System shall provide a supply check list to support staff inventory tracking of items that are assigned to a housing location. Checklist shall be user-configurable, unlimited and allow for barcode scanning of items.
2511	System shall provide configurable time limits for the length of time that an item can be checked out from the supply checklist. If an item has been checked out for longer than the allowed time, an electronic notification shall be sent to identified staff. The system shall also provide a report displaying all items that are checked out and due for return to support the staff inventory tracking process.
2512	System shall enable the deputy/deputies to log in at the beginning of each shift so that an auditable record of the person/s responsible for a given time period is created.
2513	System shall enable the staff entering the information to add the name of the staff performing the activity.
2514	System shall record the user ID, date and time of an entry for audit logging purposes. Staff shall be able to log in an activity that was conducted in the past, but not an activity that is scheduled to occur in the future.
2515	System shall provide an inventory function that supports the check-in/check-out of the equipment, as well as the maintenance and reordering of the inventory. It shall also allow for barcode scanning of items for both check-in and check-out.
2516	System shall be able to be user-configured to create an alert that may be targeted to appropriate personnel if safety checks are not completed within a specified period of time. This period shall be configurable by location.
2517	System shall accommodate the use of kiosks or tablets by inmates or staff, such as the filing of Grievances by Inmates or the use of Tablet computers for making rounds or other log entries by staff
2518	Functional Requirements: Mail
2519	System shall support the processing and documentation of inmate mail in compliance with the Agency policies and procedures.
2520	System shall enable users to authorize the source of any electronic mail that an inmate receives.
2521	System shall provide users with the capability to flag inmates that are on the "mail cover list."
2522	System shall enable users to document the results of a search of incoming mail for inmates who are on the mail cover list.
2523	System shall allow for certain 'triggers' to be created within an Inmate Incident Report, such as Discipline events, for example, restricted visitation, restricted privileges, restricted Commissary, as a result of an Event
2524	System shall enable users to document any contraband found after the search of incoming mail.
2525	System shall enable the mail staff to record any checks that were received for a specific inmate by mail.
2526	System shall provide the capability to notify appropriate staff if criminal contraband was discovered in the mail during the initiation of the DR process.
2527	System shall enable users to document the return of non-criminal contraband found in the mail.
2528	System shall enable users to document names and addresses found on incoming mail.

2529	System shall enable users to scan a single inmate or batch scan a group of inmates' mail and mail cover and forward a scanned copy, as well as an electronic message, to the requesting law enforcement agency.
2530	System shall enable users to document any outgoing mail search.
2531	System shall allow users to send notifications to the appropriate personnel to start DR proceedings if criminal contraband is found in outgoing mail.
2532	System shall provide the capability to scan outgoing mail and document the address details if an inmate is on the Mail Cover list.
2533	System shall provide an "alert" function for special handling verifications on specific inmates when they send or receive mail.
2534	System shall provide enable users to add comments about individual correspondence (either inbound or outbound mail.)
2535	System shall provide the capability to digitize all incoming mail to be delivered electronically to inmates.
2536	System shall provide users with the capability to provide digital readers to inmates for reading correspondence.
2537	The system shall allow investigations staff to flag an inmate for an inbound or outgoing mail hold.
2538	The system shall track and catalog mail sent to and received from an inmate, including logging legal and official mail. Users shall be able to run reports showing mail sent and received by inmates, including the address of the sender for outgoing mail.
2539	System shall allow users to record the discovery of contraband found in incoming or outgoing mail.
2540	System shall allow for tracking of incoming and outgoing mail, with the capability of indicating a restricted sender or addressee, and restriction addresses, possibly using OCR (optical character recognition) technology to assist staff
2541	System shall allow the ability for inmates to receive electronic messages submitted from the public.
2542	System shall allow the agency administrator to configure without the assistance of the vendor the number of messages an inmate is allowed to receive for a time period or by recipient.
2543	System shall allow inmate to retrieve messages from an inmate accessible kiosk.
2544	System shall monitor inmate message content and allow agency administrators the ability to set key word or phrase hotlists.
2545	System shall enable users to record the names of inmates subscribing to defined periodicals.
2546	Functional Requirements: Incidents
2547	System shall provide users with the ability to record incidents identifying specific incident types, dates, name, location and narrative and any legal processes that are in effect as well other criteria to assist institutions in data collection, in compliance with Agency policy and procedures.
2548	System shall provide the capability for users to document both minor and major incidents.

2549	System shall provide users with the capability to capture information about a minor incident such as, but not limited to: a. Date and Time of Incident b. Reporting Deputy c. Location d. Narrative e. Recommendation
2550	System shall provide the capability to forward a report to the supervisor for review, approval and digital signature once the report has been completed.
2551	System shall provide the ability to enable a supervisor to re-route a report for corrections with comments. It shall include the ability to capture electronic signatures.
2552	System shall enable a user to print the report and scan/upload once the inmate has signed, or allow inmate to sign digitally.
2553	System shall provide users with the ability to route notifications to the appropriate departments once the inmate accepts the report
2554	System shall provide users with the ability to convert a minor incident into a major incident based on the inmate becoming a habitual offender.
2555	System shall provide users with the ability to copy the same incident report to multiple inmate records by quickly identifying the inmates that had the same report to be written.
2556	System shall provide the capability to document the inmate's appeal to the minor disciplinary notice. The system shall support the use of a kiosk for submitting this appeal.
2557	System shall provide the capability for the appeal to appear in the sergeant's queue.
2558	System shall enable the sergeant to document the official response to an appeal.
2559	System shall enable users to print the response and then upload the signed / scanned copy. Inmate may also digitally sign the report.
2560	System shall provide the capability to check whether an appeal to a minor incident was submitted within 48 hours after the inmate was notified. If the time is greater, the solution shall alert the user that the appeal is no longer valid. *NOTE: 48 hour time shall be user-definable
2561	System shall provide the capability to document a major incident. The user shall capture fields such as, but not limited to: a. Date and Time b. Location c. Incident narrative d. Type of incident (criminal, non-criminal) f. Other witnesses g. DR number h. Office information and other information
2562	System shall provide the capability to send the required information, via an interface, to the computer aided dispatch (CAD) system to obtain a disciplinary report number.
2563	System shall be able to receive the disciplinary report number from the CAD system.
2564	System shall store the disciplinary report number along with the incident number that was provided when the incident was initiated.

2565	System shall provide the capability to forward a report to the supervisor for review, approval and digital signature after the report has been completed.
2566	System shall provide the ability for a supervisor to review, approve and digitally sign the report. If there are errors, the supervisor can re-route the report to the initiator until the error is corrected and the approval process is completely executed.
2567	System shall enable users to print out a notice of violation which shall be signed by the inmate then scanned, or digitally signed by the inmate using a handheld device.
2568	System shall support the capability of a user to forward the violation to the sergeant's queue once the action is completed by the supervisor.
2569	System shall enable sergeants to schedule hearings.
2570	System shall enable users to document hearing results.
2571	System shall enable a sergeant to create a disciplinary package which can be previewed.
2572	System shall enable a sergeant to route the violation to the disciplinary sergeant's queue for review and further action.
2573	System shall enable the disciplinary sergeant to send the packet back to the sergeant for any necessary modifications.
2574	System shall enable the disciplinary sergeant to apply the punishment (sanctions) to the violation and then forward it to the watch commander for approval
2575	System shall enable the watch commander to return the disciplinary packet and the notice of punishment back to the disciplinary sergeant for any required modifications.
2576	System shall enable the housing deputy to print out the advisement of punishment to provide to the inmate. The solution shall enable a user to scan and store a signed copy of the advisement of punishment or have the ability to obtain the inmate's signature digitally
2577	System shall support the capability to notify all appropriate departments of an advisement of punishment and create appropriate alerts.
2578	System shall support the capability to track timeframes to ensure that the hearing occurs within 72 hours of an inmate being served a notice of violation. The Jail Management System shall create an alert or notification at pre-determined times to let appropriate personnel know that the time is lapsing.
2579	System shall apply an automatic 24 hour delay to the hearing time unless waived by the inmate. shall the inmate choose to waive the 24 hour delay, this waiver shall be documented in the Jail Management System. *Note Time period shall be user-configurable.
2580	System shall enable a user to document that an inmate has appealed an advisement of punishment.
2581	System shall support the capability to check whether the date of appeal is within the 14 day period after the advisement of punishment was handed to the inmate. *Note Time period shall be configurable.
2582	System shall support the capability to reject an appeal if outside the 14 day period. However, the solution shall provide the capability to enable the appropriate staff to override the rejection after documenting the reason and the user id of the person that has overridden the rejection.
2583	System shall support the capability to suspend a punishment after the appeal has been accepted.

2584	System shall support the capability to route an appeal to the facility commander's queue.
2585	System shall support the capability to document the response to an appeal.
2586	System shall enable users to print out the advisement of appeal, scan and store a copy signed by the inmate and/or support the capability to get the advisement of appeal signed digitally by the inmate.
2587	System shall generate a unique number for each report and identify whether it is a minor or major one.
2588	System shall enable a user to lock a report once it has been closed.
2589	System shall support the capability to create dashboards and reports that enable management to view trends and patterns filtered by multiple criteria such as, but not limited to facilities, date range, types of incidents, locations, inmates.
2590	System shall support the capability to display the current status of the incident - adjudicated or appeal pending.
2591	System shall enable users to execute a query based on parameters such as, but not limited to: Jail Incident number (JI), Disciplinary Report number (DR) that shows historical information about incidents as well as prior incarceration history.
2592	System shall support the capability of linking an incident to the source as the result of inmate searches.
2593	System shall enable users to link incident reports related to any event that occurs within the facility/floor/unit/cell. This information will include details of the incident, parties involved, responsibility of each party, and immediate action taken. An unlimited number of narratives can be saved or linked to a single incident by a single user identification or multiple users identifications.
2594	System shall enable users to record details of staff and inmate interviews.
2595	System shall provide the ability to apply multiple violations and violation severity to a single incident report.
2596	System shall enable users to add new narratives to Incident reports that have been previously approved. Adding a narrative after approval shall cause the incident to be re-submitted for approval.
2597	System shall enable users to enter privilege restrictions resulting from a hearing. This shall include a start date/time and shall link to any associated modules within the system (visiting, commissary, etc.). Sanctions shall automatically expire on the end date/time. System shall allow for the unlimited number of user-configurable sanction types.
2598	System shall provide alerts and warnings of individuals not allowed to visit other inmates, such as recently released inmates or any person who has been restricted by staff regarding visitations due to rule violations and the like
2599	System shall provide a report of individuals who are visiting multiple inmates, suggestion is a report that shows which individuals have the most visits within a time period in order for staff to investigate. The system shall also allow for designating such individuals as restricted as to visitation if found necessary by staff
2600	System shall provide a means for users to search and track incidents by inmate, OCN number, charge code, incident location, incident number, or other incident descriptors (use of force, facility damage, contraband, inmate violence, violence against staff, etc.)

2601	System shall enable users to submit incident reports using a Agency-provided form format. Certain data elements on this form shall be configurable with drop down menus. Data entered into certain fields shall be searchable for reporting requirements and administrative review.
2602	System shall support the capability to restrict access to any Incident reports of a sensitive or personal nature.
2603	System shall support the capability to track the sources of incident reports such as, but not limited to: use of force, violence against staff, inmate to inmate violence, contraband, facility damage, disciplinary action, and hearing requirements.
2604	System shall be configurable to include the report control number on all of the printed reports within the incident reporting module. This includes, but is not limited to, an Incident Report, Disciplinary Report and Appeals form.
2605	Functional Requirements: Investigations (Special Handling)
2606	System shall provide users with the ability to process and document investigations in compliance with Agency policy and procedures.
2607	System shall provide users with the ability to initiate an investigation based on: <ul style="list-style-type: none"> a. Inmates referred from other departments for Special Handling b. Roster that lists inmates scheduled for release
2608	System shall provide users with the ability to record initial information including, but not limited to: <ul style="list-style-type: none"> a. Referral source/ department b. Date and time received
2609	System shall enable authorized personnel to conduct queries of other databases such as, but not limited to: <ul style="list-style-type: none"> a. AJS b. ELETE c. LARS d. VISION – Criminal and Traffic court database e. COPLINK – inter-agency law enforcement contact database f. CALGANGS – interagency state (CA) gang database g. GTL - Global Telecommunications Link – Jail phone recording database h. TAGRS – Orange County graffiti tracking/reporting system
2610	System shall organize search results in a manner that is easy for an investigator to understand.
2611	System shall enable an investigator to click on a specific result and retrieve further details.
2612	System shall enable an investigator to automatically create and route an Agency-defined report of inmates scheduled for release to the Command Staff and/or Classification.
2613	System shall support the ability for an authorized user to forward the report created in the prior requirement to the appropriate Command Staff and/or Classification.
2614	System shall enable authorized users to add an inmate to the mail cover list.
2615	System shall provide users with the ability to notify mail staff and other appropriate personnel if an inmate is included in the mail cover list.
2616	System shall provide the ability for an authorized user to modify the status of an investigation and capture the user id, modification, date, time and reason.

2617	System shall enable a user to generate a monthly report of ongoing investigations.
2618	System shall provide the ability for a user to create, capture, and retain a paper report of the investigation.
2619	System shall be capable of storing pictures related to specific investigations when the results are returned from multiple sources.
2620	System shall provide an Investigative Dashboard for investigators within the facility, with various reports and tables, along with external websites, they need for their job assignments
2621	Functional Requirements: Facility Count and Daily Population Report
2622	System shall provide the ability to document the physical count of inmates in compliance with the Agency policies and procedures. Note: Agency has two main types of counts - Statistical Body Count (counting bodies) and Module Book Count (face to photo).
2623	System shall provide the capability to support a Statistical Body Count. This is a count that verifies the total number of inmates that are supposed to be within the facility at the statistical body count time.
2624	System shall support a Module Book Count. The purpose of this count is to verify that the inmates who are expected to be present in the Agency facility at the time of the Module Book Count are actually present.
2625	System shall enable appropriate personnel to identify the type of count to be performed (Statistical/Module).
2626	For a Statistical Body Count, System shall provide the ability for users to enter the official count of inmates in a specific count location/housing unit during count times.
2627	For a Module Book Count, System shall provide the ability for a deputy to check-off the offender as present based on a physical verification of the offender.
2628	For an Module Book Count, System shall provide the ability for a deputy to utilize a handheld device and biometric techniques such as a fingerprint reader to ensure that the correct inmate is present at the facility.
2629	System shall autofill the unit location and restrict the Correction Officer in that unit from changing to another unit.
2630	System shall enable users to perform a count at any time throughout the day and capture the date and time the count is cleared and verified, as well as provide a "free text area" for notes.
2631	System shall enable users to enter/perform a count at predetermined (per Agency policy) or unspecified times (in response to any event that may occur).
2632	System shall provide the ability to determine/mark which locations in a facility are designated as Count Location Areas.
2633	System shall auto-fill field with the officer's name who completed a particular location count for auditing purposes.
2634	System shall provide the ability to add/modify the count location tables by facility.
2635	The solution shall ensure that the officer enters the count without any prior knowledge of what the system has as the actual count.

2636	System shall have the ability to verify the count and freeze the screen if the officer entered an incorrect count (to eliminate guesswork). Only a supervisor can change a location count after a count has already been saved or enter a count for an offline location. (This is for statistical counts.)
2637	System shall provide a process for the officer to enter a recount figure. The solution shall have a reported count field that is locked after first attempt, but a corrected count field that can be changed if necessary.
2638	System shall provide users with the ability to create and print a "TEMP" count report. This report would list all inmates who are out of the facility and show where they are, including, but not limited to: court, hospital, work crew, etc., at the time the report is run.
2639	System shall have the ability to verify the count by comparing the system-generated number to the officer's input.
2640	System shall have the ability to display the count verification process in the form of a matrix, showing number in housing units vs. number in out-count locations, and to tally with the census.
2641	System shall auto-fill the time/date fields for count entered as well as count cleared data fields.
2642	System shall provide the ability for agencies to produce historical reports regarding area and facility counts.
2643	System shall provide the ability to conduct a nightly census of all inmates in all Agency Facilities. This shall be used to produce the Daily Population Report.
2644	System shall identify the custody level for all inmates included in the census. Custody levels include, but are not limited to: <ul style="list-style-type: none"> a. Pre-trial b. Sentenced c. AB 109s (SPOC, parole violators, flash incarceration, etc.)
2645	System shall include all inmates that are in the custody of Agency (including those that have moved in and moved out) in the census.
2646	System shall have the ability to display the census verification process in the form of a matrix, showing number in housing units vs. number in out-count locations, and totals included in the census.
2647	System shall capture all status types and include in the census.
2648	System shall provide the ability to include inmates who are in admissions and have not yet been assigned to a housing location.
2649	System shall include all discharges up to the actual time of the census.
2650	System shall provide the ability for users to view scheduled events in order to determine inmate location during census.
2651	System shall provide the ability for users to view the list of inmates admitted (admission date and time) and released (release date and time) over the last 24 hours up to the current time of the census.
2652	System shall provide the ability to report the results of the census by individual facility and by all facilities in Agency.
2653	System shall be able to provide the length of stay and average length of stay for inmates that are in the custody of Agency.

2654	System shall be able to automatically send alerts to appropriate individuals if an inmate has not been scanned for a user-defined time period.
2655	System shall enable users to view the population count for each mod and facility in real-time.
2656	Functional Requirements: Searches and Shakedowns
2657	System shall provide the ability for users to define and document processes related to required types of searches in accordance with the Agency policies and procedures.
2658	System shall provide the ability to search by cell and common area as well as add other user-defined searches.
2659	System shall enable the user to recommend additional searches that need to be conducted based on the results of the current searches and provide the ability to override pre-defined search areas.
2660	System shall provide the ability for the facility to manage cell and other area searches by creating a random list of cells, by shift, to be searched based on Agency defined-policy.
2661	System shall support the ability for a user to reconcile and ensure that all cells or other areas have been searched based on Agency policies and procedures within a given timeframe.
2662	System shall provide the ability to document the results of the cell or other area searches. Results shall include the list of the officers that conducted the search as well as the supervisor. The information shall include, but not be limited to: <ul style="list-style-type: none"> a. Cell number b. Officer/ Search team name c. Results
2663	The solution shall enable an authorized user to add common areas to the search schedule.
2664	System shall provide the ability to document any contraband that is found during the cell and common area searches.
2665	System shall track the disposition of seized contraband.
2666	System shall provide the ability to notify appropriate personnel (user-configurable) and initiate an incident report based on the results of the search.
2667	System shall provide the ability to initiate a disciplinary report based on the results of search.
2668	System shall allow user to enter search results by individual cells/locations or by group of cells/locations. (Note: this is especially useful when nothing is found in any cell in an entire housing unit.)
2669	System shall enable a user to document a search and create a report based on housing unit, cell, inmate name, or common area.
2670	System shall generate reports that are relevant to searches based on user-specified, configurable time periods (i.e. 30 days, daily, yearly.)
2671	System shall provide the ability for a user to record the pre-approval of a strip search to include: reasonable suspicion narrative, approving supervisor, deputy conducting search and date/time.

2672	System shall provide the ability for a user to record information about the strip search including, but not limited to: a. date and time of search b. deputy/ deputies conducting search c. search results
2673	System shall support the capability to automate all Agency forms that may be completed by the arresting agency or jail staff (JI's, strip search, etc.). Forms shall be pre-populated with known data and allow for free text entry. Editing of pre-populated data as well as selected fields shall be possible. Any future changes to State or Federal required form shall be able to be updated in the system for no additional cost.
2674	System shall provide the ability for the user to write a single report and route copies to identified inmate(s) or staff.
2675	Functional Requirements: Grievances
2676	System shall provide the ability to track inmate grievances by a system-generated number in order to keep track of details and decisions rendered in compliance with Agency policies and procedures.
2677	System shall enable a user to create and track inmate grievances.
2678	System shall be able to create a new grievance based on data entered by an inmate from an inmate accessible kiosk.
2679	System shall let inmates assign a PIN to log in to each kiosk.
2680	System shall enable an authorized user to create a grievance from a paper grievance form.
2681	System shall assign a unique number to each grievance.
2682	System shall date stamp the receipt of a grievance to support proper and timely processing.
2683	System shall provide the user with the capability to document information such as, but not limited to the: type of grievance, date received and details of the grievance.
2684	System shall provide the ability for a user to enter the type of grievance. Grievance types shall be both user-configurable and unlimited.
2685	System shall list the details of grievances (including type) filed by specific inmates, mods, floor, and facilities.
2686	The system shall allow users to both document and track the progress of an inmate grievance including, but not limited to information regarding hearings, investigations, notifications, outstanding issues.
2687	System shall enable users to query grievance records to generate reports for statistical purposes.
2688	System shall enable a user to document grievances, grievance responses, grievance reviews, appeals and decisions about appeals (approval process.)
2689	System shall provide the ability for an inmate to withdraw an already filed grievance.
2690	System shall allow a user to configure the workflow in order to send notifications to the appropriate person/s for review/approval.

2691	System shall enable an authorized individual to perform trend analysis for grievances by user-defined, configurable parameters such as, but not limited to: grievance type, location and date range.
2692	System shall list grievances filed against specific staff members and include a field that shows the type of grievance.
2693	System shall enable a user to record a grievance received from an inmate, assign a sequential number to the grievance, link the grievance to the inmate record/records, and produce a printable receipt.
2694	System shall display trends tracking the time taken to respond to grievances entered by inmates.
2695	System shall support the capability to display active grievances and their respective status. The grievances shall no longer show once a decision has been finalized and/or the appeal has been decided or the appeal time has expired.
2696	System shall provide the ability for a user to print grievance responses.
2697	System shall enable a user to search for grievances by parameters such as, but not exclusively: receipt number, inmate name, date range, OCN number, booking number, location, grievance type, etc.
2698	System shall provide the user with the ability to forward the grievance to appropriate Sergeant once the grievance is created in the system.
2699	System shall provide the ability for the Sergeant to route the grievance to the appropriate destination based on the type of grievance.
2700	System shall support business rules such as, but not limited to: <ul style="list-style-type: none"> a. For conditions of confinement, the grievance shall be forwarded to the Deputy for action b. For staff misconduct, the Watch Commander shall be notified, the recommendation documented and then forwarded to the Administrative Lieutenant and then the Captain for approval c. For Medical/ Inmate Services, the grievance shall be forwarded to the administrative sergeant who will then forward it to the correct department for processing
2701	System enable a user to modify business rules without the need for programming.
2702	System shall enable a user to print grievance responses as well as scan and store the grievance with the inmate's signature. System shall also support the ability for an inmate to view and sign the grievance response digitally.
2703	System shall enable an inmate to appeal the grievance response.
2704	System shall automatically check the appeal date. If the appeal date is more than 14 days after the date that the grievance response was served to the inmate, the system shall recommend that the user reject the appeal. Rejections shall be able to be overridden as long as an authorized person provides the reason for the override. The number of days shall be configurable.
2705	System shall provide the ability for an inmate to file an appeal to the grievance decision via a message slip or an external kiosk.
2706	System shall support the ability to route the grievance appeal using the same business rules as a grievance.

2707	System shall provide the capability to document the response to the appeal.
2708	System shall provide the capability to print the response to the appeal, scan and store the inmate signature to depict receipt of the response and/or support the ability for the inmate to sign digitally.
2709	Functional Requirements: Reporting
2710	System shall support the creation and printing of various reports that are used by Agency from an operational and statistical perspective.
2711	System shall provide the ability to produce 'automatic reports' of certain jail activities, or 'Dashboards' with this information, such as 'Inmates in Custody, Daily Booking tallies, Daily Release Tallies, Incident Reports, and so on
2712	System shall display and allow for printing of statistical reports such as arrests and bookings by agency, type, date, time, charge, percent inmates in custody by (defined field), number of bookings by shift, by facility, by ethnicity, ranges for booking recaps, arrest recaps, bail ranges, etc.
2713	System shall support real-time or near real-time data replication to an SQL server that will be utilized for generating multiple types of reports in addition to the reporting capability of the system.
2714	System shall enable the Agency technical users to create new, customized, integrated reports without the assistance of vendor.
2715	System shall be able to generate all types of reports identified by Agency to include, but not limited to, the list in Appendix I (Agency Glossary of Visuals). The vendors are encouraged to provide a list of the reports that they have included in their solution.
2716	System shall enable users to create and print ad hoc reports.
2717	System shall enable the user to export data to an Excel spreadsheet or other program for further analysis.
2718	System shall provide the capability for all reports and forms generated to include a user-defined header and report/form title. User shall be able to upload an image to the header.
2719	System shall support the capability for all reports and forms to be printed and/or saved as a PDF file.
2720	System shall provide the ability for a multi-level sorting feature for data elements in on-screen reports at the user level and save sorting preferences for reports at the user level.
2721	System shall provide the ability to produce summary reports of the agency roster and access rights. (Admin, classification...)
2722	System shall provide an inmate contact history report. Report shall list all inmates with whom a user-identified inmate may have come into contact within a specified date range. This can include biometric inmate tracking technology.
2723	System shall be a configurable reporting system that displays details for all inmates currently in custody including, but not limited to: photo, name, booking number, OCN number, housing location, alerts, race, sex, and classification level. User shall be able to filter data by facility, floor, housing unit, cell and bunk. The system shall provide a total count (in and out) for all inmates listed and their status. Users shall be able to sort the data both alphabetically by inmate name and numerically by booking number.
2724	Any document produced/printed from the system shall display the date and time the document was printed as well as the name and user ID of the individual that printed it.

2725	System shall provide a form for requesting routine maintenance for facility items, with notifications to assigned maintenance staff, date parameters for follow-up, status and resolution indicators, and standard periodic reporting of handled items
2726	System shall allow for a report of visitation to be produced according to various search parameters, such as visits to certain inmates, visits by certain public individuals, and other standard parameters
2727	Functional Requirements: Escapes
2728	System shall provide the ability to document an offender's security risk as it pertains to escapes. It shall track offenders whom are suspected of planning or assisting others in an escape attempt, an offender's history of escapes, and the seriousness of the escape(s). The solution shall also provide alerts which would indicate if an offender is currently an escape risk and increased supervision is required.
2729	System shall provide the ability to generate alerts as a way of flagging inmates as "escape risks."
2730	System shall enable an authorized user to confirm an escape. This action shall automatically trigger other actions such as, but not limited to: <ul style="list-style-type: none"> a. Change the inmate status from "active" to "On Escape" b. Reduce the facility count c. Update bed availability
2731	System shall support the capability to send notifications to appropriate departments as soon as the escape is confirmed.
2732	System shall provide the capability to create "wanted posters" that can be transmitted electronically to various external agencies such as local police, state police, California DOJ, etc.
2733	System shall provide the capability to send out notifications to external agencies regarding the inmate as soon as the escape is confirmed.
2734	System shall provide the capability to document the fact that the inmate's property and documents have been seized.
2735	System shall provide the ability to provide inmate-related demographic, housing and visitor information and to generate notification and routing alerts to various departments when there is an active event (escape, riot, fire, etc.) in progress per the agency's documented Emergency Plan.
2736	System shall provide the ability to document an inmate's status as a fugitive from Agency or from another agency (local, other county, state, or federal.)
2737	System shall provide the ability for the fugitive staff to search inmate records.
2738	System shall provide information to the fugitive staff from the courts on new warrants and warrant status changes in a queue to initiate action and track warrant notes.
2739	System shall provide the ability to electronically capture, store, view, and remove warrant and detainer information.
2740	System shall provide the ability to print and transmit electronically warrant and detainer information.
2741	Systems shall provide the ability to record and view incoming extradition information.
2742	Systems shall provide the ability to record and view outgoing extradition information.

2743	System shall support the capability to send out cancellation notifications once the inmate's status changes from "On Escape" to "Active."
2744	System shall provide the ability to track 'Escapes' - these are inmate with electronic home monitoring who are not complying with the provided rules, notification to designated staff, and actions taken to follow-up
2745	Functional Requirements: PREA
2746	System shall support all the PREA requirements as defined by federal law as well as support the policies and procedures of Agency.
2747	System shall provide for a PREA Screening questionnaire and create a flag for use in housing/ cell assignment based on the inmate being identified as a: a. Potential predator b. Known predator c. Potential victim d. Known victim
2748	System shall provide the ability for the user to modify the questionnaire (add, modify or delete questions) and change any of the question weighting without the need for programming.
2749	System shall route the alert to the appropriate personnel including, but not limited to: a. PREA Facility Compliance Manager (Admin Sergeant at each facility) b. PREA Coordinator, Commissioner c. All Deputy Commissioners, d. Medical Director Sent information shall include: Inmate Name, Booking #, Age, Race, Facility, Housing, Census, Perpetrator (Male/Female), Victim (Male/Female)
2750	System shall be integrated with the medical system so that pertinent fields on the PREA Questionnaires that will be utilized by the medical department are pre-populated.
2751	System shall support the guidelines defined in the PREA Act as defined by the Bureau of Justice Statistics (http://www.bjs.gov/) .
2752	System shall provide the capability to monitor any retaliatory acts on the person who reported the allegation. This will include monitoring any housing location changes, etc.
2753	System shall enable the incident module to be integrated with the classification module so that any instances of PREA allegations can be identified.
2754	System shall provide the capability to flag both the inmate and staff if there has been an inmate-on-inmate or a staff-on-inmate incident which has PREA associations.
2755	System shall enable users to print required federal reports and create data files to be sent to the Bureau of Justice Statistics.
2756	System shall record both the incident and the actions that were taken after the incident for the victim as well as the predator. These actions shall be user-defined.
2757	System shall be integrated with the case management system (investigative system) to ensure that all information is shared.
2758	The system shall flag user according to user-defined criteria for the purpose of monitoring the victim or suspect for events associated with victims including: housing changes, disciplinary incidents, etc. Example: more than 5 housing changes within a short period of time following a PREA incident.
2759	Functional Requirements: Food Services (Medical, Special Diets)
2760	System shall have the ability to support the processes pertaining to medical, religious and other special diets based on the Agency policies and procedures.

2761	System shall have the ability to ingest a court order for religious diets via either an electronic interface or scan.
2762	System shall have the ability to ingest inmate requests for medical/religious diets.
2763	System shall support the capability for the appropriate personnel to review new diet requests received from court or inmates and compare to existing medical restrictions to determine if there are conflicts.
2764	System shall support the capability for the appropriate personnel to forward diet requests to the Nutritionist for secondary review once it has been determined that there are no conflicts between existing medical/religious restrictions and the new diet request.
2765	System shall support the capability for the Nutritionist to document the results of an inmate interview, complete the findings and notes, and route the record back to the Religious Diet Coordinator.
2766	System shall enable the appropriate personnel to reject an inmate special diet request and send the denial back to the inmate.
2767	System shall enable an inmate to sign the denied special request via an inmate signature pad or by scanning the inmate denial form after the inmate has signed it. If the inmate refuses to sign, the solution shall enable appropriate personnel to mark the denial with "inmate refused to sign."
2768	System shall support the capability for the Religious Diet Coordinator to forward a special diet request to the Inmate Services Division Administrative Manager after approval.
2769	System shall provide the capability to add an inmate to the Religious Diet list. This list shall be able to be reviewed by the appropriate personnel including, but not limited to the Head Cook.
2770	System shall provide a user with the capability to record whether an inmate is receiving the religious diet or refusing it via digital or paper/scanned signature.
2771	System shall provide the capability to generate a "Warning of Non-Compliance" that can be printed and given to the inmate. It shall also enable the user to record the receipt of the "Warning of Non -Compliance by the inmate.
2772	System shall provide the capability to track the refusal of the inmate to take the religious diet for a specified amount of time after the inmate has received the Warning of Non Compliance and alert the appropriate personnel.
2773	System shall enable the Religious Diet Coordinator to send a special diet request to the appropriate department based on whether it is a court order or inmate request.
2774	System shall enable authorized personnel to remove an inmate from the religious diet list if the request was not ordered by the court.
2775	System shall support the capability to ingest a "set aside order" from the court for the religious diet.
2776	System shall provide a user with the ability to run a report displaying inmates with special diet requirements. This report shall be able to be run by search criteria such as, but not limited to: diet type, all diets, facility, all facilities, floor, module, cell, inmate name, and diet expiration date.
2777	System shall provide the user with the ability to capture exact headcounts for/from both dining hall and in-cell/module feeding. Users shall be able to note when an inmate refuses food.

2778	System shall provide the ability to notify Food Services when inmates on special diets are scheduled for court, transferred to another housing location/facility or released from custody. Presently staff are required to run each religious diet recipient every day to verify on their status.
2779	System shall support the ability to use wristband, ID card or fingerprint to verify receipt, by individual, of special diets.
2780	System shall provide the ability to notify appropriate personnel when inmate/detainee is added to, or removed from, medical/religious diet.
2781	System shall provide the capability to display the daily updated schedule to the Head Cook in order to identify inmates on the medical/religious diet list that are scheduled for court, other trips or release.
2782	Functional Requirements: Scheduling
2783	System shall provide a Scheduling Module that captures information about an inmate's appointments, scheduled inmate activities within the facility (programs, education, etc.), and external trips.
2784	System shall provide the ability to display a complete list of scheduled activities by criteria such as, but not limited to: housing unit, inmate, date, destination, and/or activity type.
2785	System shall provide the ability to display a list of external trips scheduled for inmates.
2786	System shall provide the ability to conduct schedule conflict resolution. In some cases, the conflict resolution could be done manually, in other cases the system could do the conflict resolution. The specific scenarios will be finalized in conjunction with the Orange County Sheriff's department.
2787	System shall provide the ability to select an activity (internal or external) from a drop-down table.
2788	System shall provide the ability to print individual trip sheets for inmates. The trip sheet will include a picture of the inmate, demographic detail and trip information. The trip sheet shall also include 'Precautionary information' – STG, medical, restraining order, "keep-separates".) The solution shall allow for the printing of one trip sheet, or the ability to print multiple sheets with one click of the mouse. It shall also allow for the addition of detainers and other holds as well as holds for other courts.
2789	System shall provide the ability to create activity rosters with start and end dates, add inmates and schedule the activity. All enemy and keep-away issues shall be incorporated.
2790	System shall enable the integration of the inmate's schedule with relevant Jail Management System modules. For example, when a new court date is created/updated, the inmate's schedule is also created/updated to reflect the inmate's upcoming court dates. This applies for actions including, but not limited to: add court date, create schedule, modify inmate work and program schedules and add medical appointments.
2791	System shall enable users to view inmate schedules (past, current and future) based on multiple parameters including, but not limited to: <ul style="list-style-type: none"> a. Time based view (daily view, weekly view, monthly view, custom date range view) b. Activity type (medical, court, program, day room, etc.)
2792	System shall provide the ability to produce, view and/or print past, current and future schedule reports. These reports shall include, but not be limited to: <ul style="list-style-type: none"> a. Activity b. Activity and time period c. By inmate

2793	System shall enable a user to cancel all scheduled activities for an inmate if the inmate is released, as well as send any necessary notifications.
2794	System shall provide the user with a calendar view that shows all activities. The user shall be able to click a button to modify the view. These views shall include, but not be limited to: a. Internal Activity/Activities view b. External Activity/Activities view c. Specific Time period view
2795	System shall enable users to view facility schedules based on multiple parameters including, but not limited to: a. Time-based view (daily view, weekly view, monthly view, custom date range view) b. Activity type (medical, court, program, day room, etc.) System also shall allow for the user to drill down on a specific event such as a program, etc. to see the names of inmates that are attending.
2796	System shall provide the ability to display scheduled events that are past due with an option to send an electronic alert. Event types and overdue times shall be configurable by an identified administrator. If an event is overdue, supervisor shall acknowledge and notate why (administrator optional feature).
2797	System shall provide the user with the ability to run an "activity roster" report displaying all inmates scheduled for court. Report shall have the capability to be run by date/time range, event type, court, court department, facility, floor, mod and/or cell location. Agency will define how report will be displayed (i.e. name, alerts, housing location, booking number, etc.) and sorted.
2798	System shall provide the ability to schedule and record all transfers to/from Agency facilities, including those inmates being picked up by CDCR staff.
2799	System shall provide the ability to run a report displaying all inmates scheduled for an event. Report shall have capability to be run by date/time range, event type, facility, floor, and/or cell location. Agency will define details of how the report will be displayed and sorted.
2800	System shall be able to generate a list of inmates' work schedule on any given day.
2801	System shall enable a user to annotate when an inmate declines to go to a scheduled event/appointment.
2802	System shall allow a system administrator to enter county holidays, court furlough days, or any other required days into a calendar. Staff who attempt to schedule specified events on these dates shall be alerted of the conflict and be able to override.
2803	Functional Requirements: Executive Management
2804	System shall provide dashboard views Agency operations for various levels of management.
2805	System shall enable a user to personalize the dashboard view to a certain degree. For example, a dashboard view for a Facility Commander of an Agency facility may be different from that of the Undersheriff or Sheriff.

2806	System shall support the ability for each Facility Commander or other authorized users to view the key activities in their facility over the past 24 hours. This would include information such as, but not limited to: a. Number of new admissions b. Number of incidents c. Number of searches
2807	System shall enable the information identified in the requirement EMS-03 to be viewed at an enterprise level, facility level, or regional level.
2808	System shall allow authorized users of the dashboards to drill down to a specific incident or item in order to view it in detail.
2809	System shall support a real time view of the key performance indicators (KPI) that are identified by Agency.
2810	System shall provide the ability for a user to analyze data and identify key trends and outliers in any of the KPIs identified above. These shall be displayed in an easy to understand visual manner.
2811	System shall support the collection, analysis and display of information in alignment with defined executive management process and reporting requirements
2812	System shall have the ability to support the printing of the STAR report.
2813	System shall provide the capability to support ad-hoc management reports such as management statistics by, but not limited to: user defined elements, inmate, race, gender, gang status, medical status, cell, facility, movements, all classification criteria, forecasting, total inmate population by cell, sector, module, facility, etc. System shall have capability to generate a jail roster on these core objects based on a range defined by management and shall include migrated historical data.
2814	System shall provide the capability to create the Jail Dashboard.
2815	System shall have the ability to model effects of legislative law changes to inmate population, i.e. what would the effect on jail population be if there were to be a mandated increase in average length of stay for REVH (AB109) booked inmate from current 38 days to 68 days.
2816	Functional Requirements: Call Outs/Cell Extractions
2817	System shall provide the capability for Agency facility staff to log every call out (cell extraction) event and activity that occurs in accordance with Agency policies and procedures.
2818	System shall support the capability for the incident/watch commander to authorize a call out/cell extraction. This shall include, but is not limited to, the date/time of the authorization.
2819	System shall enable a user to document the team members and their respective roles.
2820	System shall enable user to assign equipment to the team members based on their roles.
2821	System shall support the capability to document any use of force that was required, as well as the equipment that was deployed. It shall also enable users to send notifications to the appropriate staff.

2822	System shall support the capability for a user to document an incident in a narrative format.
2823	System shall be able to store and/or allow user to reference any video related to the call out.
2824	System shall enable a user to search the call out incidents based on multiple and user-configurable parameters such as, but not limited to: date range, team members, etc.
2825	System shall support the capability for a user to document any medical attention that was provided to the staff and/or the inmate.
2826	This module shall be integrated with CRM-Use of Force, Reporting, through the Data Exchange Server (DES).
2827	System shall provide for the online scheduling by the public of inmate visits, with background information of the visitor able to be provided for a background check, explanation of time slots available, reservations of time slots, facility locations, and a warning to appropriate staff and visitors if an inmate transfer (among facilities) will affect the scheduled visitation. This system shall also allow for the cancellation of visits and notification to visitors of such cancellations or location changes as necessary
2828	System shall be able to control available visitation timeslots according to classification rules set by the agency, i.e., certain inmate classifications are allowed visits during certain time periods
2829	Functional Requirements: Transitional Services
2830	System shall accommodate the tracking of inmates assigned to Electronic Monitoring Program
2831	System shall support the management of all inmate program and education activities in compliance with the Agency policies and procedures.
2832	System shall support the ingestion of message slips from inmates through a kiosk or enable deputies to manually enter a request for inmate worker programs.
2833	System shall allow for an Inmate Worker program where certain inmates are assigned as workers according to user-defined screening factors, time, date, hours, and assignments are tracked and reported on, and workers can be removed for specified reasons
2834	System shall enable users to approve/deny inmate worker requests/programs and create a list of inmates that have been approved for either based on user-defined parameters.
2835	System shall enable a deputy to create a consolidated list that displays inmates in their housing unit and identifies those who have requested inmate worker positions. This list shall be sortable by multiple parameter such as, but not limited to housing unit.
2836	System shall enable a deputy to delete inmates from the candidacy list that do not meet the Agency criteria. To facilitate this process, the system shall enable the deputy to review prior information without having to go to different pages/screens.
2837	System shall enable users to send a list of potential workers to the Medical and Mental Health teams, via the TechCare system, for screening.
2838	System shall enable a user to receive an inmate list that includes any restrictions/disqualification resulting from the Medical and Mental health screening.
2839	System shall enable users to capture an inmate's signature on a work status form either electronically or on a printed copy that can be scanned and uploaded.
2840	System shall enable staff to note an inmate's refusal to sign a work status form.

2841	System shall send an electronic notification to Classification, Records and Housing when an inmate is assigned a worker position.
2842	System shall enable users to easily assign inmates to worker positions.
2843	System shall enable the appropriate staff to add, modify, or deactivate inmate worker positions by housing location, work schedule and maximum capacity of inmate workers.
2844	System shall enable a user to assign an inmate to a waiting list if there are no current worker position openings.
2845	System shall automatically update the inmate's schedule once the inmate has been assigned to a specific worker position.
2846	System shall automatically send an alert to a deputy who is assigning an inmate to a worker position if separation issues exist that shall preclude him/her from taking that position.
2847	System shall enable users to print/view the relevant work-related documents so that they can be either be digitally signed by an inmate or signed/scanned/uploaded.
2848	System shall enable a user to easily assign an inmate to a program.
2849	System shall enable appropriate staff to add, modify, or de-activate programs by housing location, schedule and maximum capacity limits. It shall enable users to maintain program and program session characteristics (e.g. facility location, instructor/facilitator, room location and capacity).
2850	System shall enable a user to assign an inmate to a program waiting list if the there are no available openings remaining and automatically update the waiting list based upon a change to an inmate's status.
2851	System shall automatically update an inmate's schedule once he/she has been assigned to a specific program.
2852	System shall automatically send an alert to a deputy who is assigning an inmate to a program if separation issues exist that shall preclude him/her from attending.
2853	System shall enable deputies at housing units to see a list of inmates scheduled for various programs.
2854	System shall enable a user to log/update attendance by scanning inmates as they arrive and depart.
2855	System shall enable an instructor to add notes to the attendance list.
2856	System shall enable an instructor to remove an inmate from a program as well as document the reason for removal.
2857	System shall automatically update an inmate's schedule once he/she is removed from a specific program.
2858	System shall enable users to assign instructors for user-defined programs for user-defined periods of time.
2859	System shall enable a user to create Community Work Programs (CWP)
2860	System shall enable CWP personnel to view a list of Friday night bookings as well as in-custody inmates who are eligible for the CWP program based on specific, user-defined criteria.

2861	System shall enable users to schedule checks of external systems such as, but not limited to: a. LARS b. ELETE c. OCN d. VISION
2862	System shall enable CWP personnel to delete inmates that are not eligible in order to create a list of those who are eligible.
2863	System shall enable users to print CWP packets and either have inmates sign electronically or on paper that can be scanned into the Jail Management System.
2864	System shall automatically alert CWP staff if separation issues exist when assigning the inmate to the CWP program.
2865	System shall enable CWP staff to assign inmates to CWP programs and view the inmates assigned to a particular Employer.
2866	System shall automatically notify the booking staff to expedite the booking process for inmates that are "Friday night bookings."
2867	System shall enable an inmate to be included on the property return list in order for his/her property to be returned.
2868	System shall update an inmate's status who is released from an Agency facility to participate in CWP programs.
2869	System shall reduce the facility count when an inmate is released from the Agency facility.
2870	System shall allow users to notify and update both Records and Classification staff when an inmate leaves a facility.
2871	System shall allow users to route the list of qualified CWP inmates that are in-custody to Records for processing.
2872	System shall allow users to create a list of qualified in-custody CWP candidates after a review by the Records staff.
2873	System shall enable users to initiate the release process for CWP-approved in-custody inmates, once they are assigned to the CWP program.
2874	System shall enable users to scan inmates at the CWP location. The solution shall automatically mark the inmate as present once the inmate is scanned into the location.
2875	System shall enable users to scan inmates out of a location.
2876	System automatically send a notification to the appropriate personnel if an inmate is absent from the CWP program.
2877	System shall provide the capability for appropriate personnel to terminate an inmate's CWP assignment.
2878	System shall provide users with the ability to notify appropriate personnel and departments if an inmate has been terminated from the CWP.
2879	System shall automatically notify Records and Accounts if an inmate has not been terminated but allowed to continue so that Records can modify and update the sentence and Accounts can charge the inmate \$90.
2880	System shall enable users to create a list of in-custody inmates who are eligible for the Electronic Monitoring Program based on specific, user-configurable criteria.

2881	System enable users to conduct a query of external systems and review the returned information. These systems include, but are not limited to : a. LARS b. ELETE c. VISION d. OCN
2882	System shall enable users to create a final list of qualified candidates for the Electronic Monitoring Program based on the results of the external checks.
2883	System shall enable users to document the results of staff interviews with the qualified candidates.
2884	System shall enable users to document residential checks conducted by Electronic Monitoring Program personnel.
2885	System shall enable users to generate Electronic Monitoring Program paperwork that can be digitally signed by an inmate or signed/scanned into the Jail Management System.
2886	System shall support the initiation of the release process for those inmates that have been assigned to the Electronic Monitoring Program.
2887	System shall enable Electronic Monitoring Program staff to assign qualified inmates to the Electronic Monitoring Program.
2888	System shall enable Electronic Monitoring Program staff to document the Electronic Monitoring Program tracking alarm and related actions that occur if the alarm is triggered
2889	System shall send a notification to the appropriate staff, if a decision is made to return an Electronic Monitoring Program inmate back to custody
2890	System shall enable a user to document the results of a compliance visit to an inmate on the Electronic Monitoring Program
2891	System shall track recidivism rates for inmates participating in programs or volunteer groups.
2892	System shall track the programs and services in which an inmate has participated while in-custody so staff can determine which classes best reduce recidivism.
2893	System shall enable users to record an inmate's appeal of a program denial decision.
2894	System shall provide users with the capability to maintain a field visit calendar for subjects in Agency programs.
2895	System shall automate court screening forms.
2896	System shall provide the ability for users to author letters regarding inmates' participation in programs to include, but not be limited to: program noncompliance, program completion, or the cancellation/termination of an inmate's participation in the program.
2897	System shall provide the ability for users to record an inmate's baseline skill level prior to entering a program as well as his/her new skill level upon program completion (e.g. an inmate's literacy level before and after program.)
2898	System shall support the capability for users to generate CWP paperwork that can either be digitally signed by the inmate or hard copy signed/scanned.
2899	System shall enable users to track the status of equipment issued by the Electronic Monitoring Program, i.e. returned/issued/serviced, etc.

2900	System shall support an Agency-defined risk assessment tool to assist users with identifying inmates who may be eligible for work programs, in-custody treatment programs, educational programs, vocational training. The criteria for these assessments shall be user defined and configurable.
2901	System shall allow users to track and manage inmate who are on alternative custody, work furlough, and work release programs. The system shall also provide users with the ability to separate these inmates from those who are "in custody".
2902	System shall provide users with the ability to record field visit notes about inmates participating in programs.
2903	System shall enable instructors to record progress notes on inmates who are participating in programs.
2904	Inmate Tracking
2905	The solution shall be able to generate and dual sided inmate identification cards that contain unique Barcodes & RFID encoding.
2906	The solution shall be able to generate and dual inmate wristbands that contain unique Barcodes & RFID encoding.
2907	The solution shall allow the agency administrator without the need of vendor assistance to design and configure the inmate identification card/wristband designs and define the information to be auto populated on the card output, including but not limited to inmate photo, name, classification, booking number etc.
2908	The inmate identification card/wristband design shall be able to render conditional logic to allow for specific elements on the card based on agency administrator defined criteria without the need of vendor assistance.
2909	The system shall limit the total number of simultaneous active inmate identification card/wristband per inmate to one active card/wristband per booking.
2910	The system shall deactivate previous inmate identification card/wristband when a new inmate identification card/wristband is created per inmate booking.
2911	The system shall keep an audit history of all inmate identification cards/wristbands.
2912	The system shall limit the ability to generate and print new inmate identification card/wristband to a defined role within the system.
2913	The system shall require a user to document a reason for generating a supplemental inmate identification card/wristband.
2914	The system shall auto generate and print a new inmate identification card/wristband when inmate classification changes.
2915	The system shall allow the agency administrator without the need of vendor assistance to create and modify inmate tracking locations, activities and services.
2916	The system shall allow the agency administrator without the need of vendor assistance to define the frequency and recurrence that is allowed per inmate/per location or per inmate/per activity or per inmate/per service.
2917	The system shall allow for the mobile tracking of inmates via RFID and Barcode scanning using an Agency supplied iOS device running a native mobile application provided by the vendor.
2918	The mobile application shall track the user, location/activity date & time of each scan.

2919	The system shall allow users to scan a single inmate or batch scan a group of inmates to record the beginning of an activity.
2920	The system shall allow users to scan a single inmate or batch scan a group of inmates to record the end of an activity.
2921	The system shall allow users to scan a single inmate or batch scan a group of inmates to record the in-transit to a location.
2922	The system shall allow users to scan a single inmate or batch scan a group of inmates to record the arrival at a location.
2923	The system shall indicate to users an inmates previous location, such as where they departed from.
2924	The mobile application shall transmit data back to source system after each scan.
2925	The mobile application shall provide distinguishable audible and visual feedback to users of successful and failed scans.
2926	The mobile application shall allow local caching of data in the event a scan is performed while the device is unable to connect to the source system. When the device is back in coverage it shall automatically transmit any cached data and sync back with the source system.
2927	System shall be able to be configured to track custom “service types” (e.g. Meals, Pharmacy Laundry)
2928	System shall be able to track at the inmate level whether the service was offered / rejected / accepted
2929	System shall be able to track the issuing of restricted, dangerous items such as razors to an inmate, and the subsequent return of such items
2930	System shall track inmate access to, and durations of use of mandatory items such as Law Library, Rec and have the ability to report by inmate or by service.
2931	Mobile Device shall allow the capture of officer or inmate signatures related to refused services.
2932	System shall be able to report metrics per officer, per location, per transfer type and other available acceptance / refusal fields in the system.
2933	System shall provide the ability to monitor and track of inmates locations, activities and services
2934	System shall allow a transportation officer to “drop off” an inmate at an interim location (e.g. holding cell) while maintaining the need to transport the inmate to their final destination (e.g. a Court transfer was interrupted by an unruly inmate who was deposited into a holding cell until the remainder of inmates are delivered).
2935	System shall track inmate access to mandatory items such as Law Library, Rec and have the ability to report by inmate or by service.
2936	Officer shall be able to use the handheld device to build a list of inmates for subsequent transfer or escort to a location (e.g. Court, Rec, Religious Ceremony etc.).
2937	Officer shall be able to use the handheld device to scan inmate wristbands / ID tags to build a list for escort or transport.
2938	Officer shall be able to assign a single or a group of inmates as “in transit” under their escort from the mobile device

2939	Receiving Officer shall be able to “check-in” inmates to housing or to other location from In Transit (e.g. Medical Officer “accepts” the In Transit inmates).
2940	System shall have the ability to allow inmates to have a supervised “check-in” or track them to a common location (for example Recreation/Medical/ Kitchen etc.) – this could be achieved from a proximity sensor or similar by the area’s ingress / egress.
2941	System shall have the ability to easily initiate a “go-home” escort, taking the inmate back to their home location. (e.g. once Court Hearing has finished, queue up those inmates ready to be returned)
2942	System shall enforce “keep-separates” when transporting or moving inmates into holding cells or any other defined destination.
2943	System shall display transportation or escort alerts when moving an inmate (e.g. medical alert, (high risk) only etc.
2944	System shall provide ability to perform partial or full facility head counts through the use of mobile devices
2945	System shall have a “management module” or similar where jail wide head counts are managed and exceptions noted for the entire population.
2946	System shall be able to setup Inmate Programs and record escort and attendance to programs.
2947	System shall be able to track date and time of inmate moves and transfers including time in transit, assigned officer etc.
2948	System shall allow for capture of inmates under restraint and/or suicide watch, and manage the easy collation of observation inmate behavior and well-being.
2949	System shall allow the custom configuration of standard observation notes for officers to select.
2950	System shall allow the capture of inmate observation notes via Voice to Text online or offline.
2951	System shall allow for the logging of shake-down or cell checks cataloging / tracking of items found.
2952	System shall allow the scanning of an inmate armband or tag and display inmate data, inmate restrictions, diet, special handling concerns or other similar tags captured against an inmate.
2953	System shall allow the enforcement and reporting of rounds through way point tags, tank/cell tags, inmate armbands etc.
2954	System shall allow supervisors to identify potential abuse of round compliance due to speed of round; average time between tags etc.
2955	System shall provide supervisor or captain level dashboards or reports that aid in assessing staff, shift or location efficiency, workloads etc.
2956	System shall have the ability to create a jail incident and capture core information about that incident including inmates involved, brief narrative, photographs etc.
2957	System shall have the ability to integrate JMS to send any captured incident information to the system of record.
2958	System shall allow for the setup of scheduling and compliance of round completion by cell type, inmate type etc.

2959	System shall allow for the regular update of changes in Tank/Cell characteristics from the JMS which could impact the maximum round interval compliance.
2960	System shall allow for the “inactivation” of particular cell or round requirements by authorized parties for reasons such as: inactive cell; inactive pod/tank; TEMP change in round review period etc.
2961	System shall be able to integrate with JMS to dynamically update the maximum cell check time based on real time changes in jail population and housing configuration. (e.g. if inmate is marked as suicide, the max time is reduced automatically; if the tank is changed from)
2962	System shall have a method to document the physical presence of the officer as part of the round compliance. Any additional devices required to ensure this shall be quoted in the bid and notated in comments.
2963	System shall have a real time alert system or management dashboard to show areas of non-compliance with set round standards.
2964	System shall have an ability to roll up compliance data to floor, tower or jail level
2965	System and mobile application shall allow the Agency to define which barcode and RFID scanning peripherals will be utilized in conjunction to the iOS device such as but not limited to Linea Pro, Linea Impera, ASReader. If Agency decides to switch to Android devices the Vendor shall offer a native Android compatible application with existing compatibility.
2966	System shall be able to integrate with JMS to dynamically update the maximum cell check time based on real time changes in jail population and housing configuration. (e.g. if inmate is marked as suicide, the max time is reduced automatically; if the tank is changed from) System shall have a method to document the physical presence of the officer as part of the round compliance.
2967	System shall allow for the regular update of changes in Tank/Cell characteristics from the JMS which could impact the maximum round interval compliance.
2968	System shall allow for the “inactivation” of particular cell or round requirements by authorized parties for reasons such as: inactive cell; inactive pod/tank;
2969	System shall be able to integrate with JMS to dynamically update the maximum cell check time based on real time changes in jail population and housing configuration. (e.g. if inmate is marked as suicide, the max time is reduced automatically; if the tank is changed from)
2970	System shall have a method to document the physical presence of the officer as part of the round compliance.
2971	System shall have a real time alert system or management dashboard to show areas of non-compliance with set round standards
2972	System shall have an ability to roll up compliance data to floor, tower or jail level for senior staff monitoring and investigation
2973	System shall allow for capture of inmates under restraint and/or suicide watch, and manage the easy collation of observation of inmate behavior and well-being.
2974	System shall integrate with mounted scanning units which an agency administrator can configure and associate to a specific location, activity or service to capture short and long range scans.
2975	System shall allow users to capture and associate photos and videos to movement, searches, etc.
2976	Mobile application must require users to log in with multi-factor authentication

2977	System must be able to send notifications based on agency administer defined rules for potential compliance violations and late check ins.
2978	System must allow a method to scan an inmate and retrieve inmate profile information within the mobile application.
2979	System must allow a method to scan a location and retrieve a list of all the inmates currently at that location.
2980	System must allow a method to retrieve an audit history of all inmate movement and activity history.
2981	System must allow a method to retrieve all activity performed by a user.
2982	System must allow a method to perform contact tracing of an inmate based on the time of their activity and presence at or in transit to a location.
2983	System shall provide for the ability to do Head-Counts with mobile scanners, along with the ability to 'freeze' inmate movements during certain of these headcounts, i.e., restrict the system from allowing any inmate movements during the head count freeze condition
2984	System shall indicate inmates Assigned, Not Present, Present at a defined location.
2985	System shall provide for the ability to update Medical Appointment disposition and continuation for an inmate
2986	System shall provide for the ability to update Medical Appointment report scheduler
2987	System shall provide for the ability to update Medical Appointment for an inmate
2988	Visitor Module
2989	System shall provide for the ability to add visitor request
2990	System must allow a method to add information for each visitor: Last name, First name, Initial, DOB and ID Number
2991	System must allow a method to provide visitor report scheduler
2992	System must allow a method to generate Inmate's per visitor report: If Inmate is denied visitation privilege
2993	System shall provide for the ability to generate Daily Visitor Count Report
2994	System shall provide for the ability to generate A visitor Pass ID
2995	System shall provide for the ability to manage visiting booth: Availability and time keeping
2996	System shall provide for the ability to send visitor info to COPLINK and LINX
2997	System shall provide for the ability to revoke Visiting privilege of a visitor
2998	System shall provide for the ability to record inmates visitation activities: Previous visitors for that inmate

3000	Computer Aided Dispatch (CAD)
3001	General Requirements
3002	The system shall provide dispatch functions from call takers, dispatchers and supervisors. It shall be user customizable based on unique requirements of the agency. The system shall communicate with other entities, such as NCIC. The system shall be capable of the following additional features: agency-to-state data communications not encompassed in NCIC, an open architecture and application programmer interface that may connect to other systems. The system shall operate on agency hardware and network infrastructure. The system shall be expandable to encompass multi- jurisdictional solutions.
3003	System shall allow agency to create layouts specific to roles and assign roles to users. Users shall have the ability to utilize default layouts or customize their and save their own layouts to their profile and set their preferred default. Upon each login the users default layout shall render for the end user automatically.
3004	System shall date time stamp user activity per action
3005	All aspects of System shall be optimized for rapid response time (less than 350ms) and system reliability. Since time is of the essence, System shall accurately provide a date and time stamp for every activity.
3006	System shall support other activities that assist in the effective use of public safety resources, including shift change roll call, "Be on the lookout" (BOLO) files, and the ability to schedule a call in the future.
3007	System shall be able to associate BOLOs to incidents and Incidents to BOLOS
3008	System shall provide E911 Automatic Number Identification (ANI)/Automatic Location Identification (ALI) system capability.
3009	System shall include the capability for Computer Telephony Interface (CTI) options.
3010	System shall identify Phase I vs Phase 2 calls
3011	System shall log rebids with date time stamp for historical purposes
3012	System shall support offline mode with capabilities to still perform essential functions for end users
3013	System shall have text to 911 autofill information to CAD incident, including text messages
3014	Call Taking
3015	System shall have the an interface to a municipal alarm ordinance management solution
3016	Calls for service (CFS) initiate the CAD process. Callers are citizens or other agencies requesting services from the agency or giving notification of events or activities of concern. A CFS may come from many different points of origin, such as alarm systems, E 911 systems, direct calls (7- or 10 digit numbers), walk-ins, CAD-to-CAD interfaces, or Web-based systems.

3017	Calls for service shall capture (at a minimum) the following times upon entry: time call is received, time officer is dispatched, time officer is notified, time officer is in route, time officer arrived, and time officer completed assignment. System shall capture both call received and call created time stamps. First keystroke denotes call received.
3018	Calls for service shall capture, at a minimum, the following data elements during entry; phone number call is coming from, complainants name as well as their address, location of occurrence, notes pertaining to incident, nature of call, priority, disposition, system generated incident number and case number assigned (if applicable). Administrator must have ability to configure minimum required fields before call to be created. Agency shall define fields present and order on call taking screen
3019	System shall include at a minimum, the following statuses, captured during a call: notified, en route, on-scene, subject in custody, transporting subject to jail, transporting or in route to a secondary location, at jail for breath test, at hospital, female/juvenile in custody, assignment complete (on-scene), call disposition, directing traffic, assisting other agency. Agency shall be able to define and configure call statuses.
3020	System shall include a report that produces all transactions for a specific unit, a specific CAD user, and a specific Communications Center. This shall include a date time range in the query.
3021	System shall include the capability to perform a quick data entry method in case of system unavailability and calls shall be keyed in batches.
3022	System shall include the capability for all transactions to be recorded in a history table and accessible via the reporting function by an end user with access rights.
3023	System shall include the capability to access the Active call screen by one keystroke or mouse click. System shall also include this same ability with the Units and Call lists.
3024	System shall include the capability of utilizing multiple types of locations of calls, including street crossings, interstate mile marker, US and Primary Highway cross reference, and county/secondary road criteria. System shall include a soundex for searching street names. Landmarks shall be identified and configured by agency administrator.
3025	The system shall include the capability to dispatch a call after the base information has been captured (nature, priority, location, etc.). Once additional information is added to the call, the system will update the new information and make it available to all call takers/dispatchers real-time. Updating must be done by anyone with access to the call.
3026	The system shall include the capability to automatically query person's information after entry into the system. Person's information includes protection orders, warrants, mental or health issues, gang information, sex offender registry information, etc. This query shall inquire local/State/NCIC databases as needed. The system shall have the ability to automatically display user identified hazards or medical conditions. Queries must be able to be executed based on person type or command line.
3027	The system shall include the capability to automatically query vehicle information after entry into the system. This query shall inquire local/State/NCIC databases as needed.
3028	The system shall include the capability to generate a unique call number for each new call for service.
3029	The system shall include the capability to display available resources, based on unit status, which could include unassigned as well as assigned with a lower priority status of call to which a unit is assigned.
3030	The system shall include the capability to create and maintain BOLO (Be on the lookout). BOLOs may also be created using a mobile data terminal interface if installed.

3031	The system shall include the capability to capture the following BOLO elements: nature of BOLO, priority, date, range of effectiveness, subject person and subject vehicle information, and contact information.
3032	System shall include the capability of removing a unit from a call, then assigning a unit to another call, and suspending or placing on hold the first call. If the unit was the only unit assigned to the suspended call, the call shall automatically be put into a pending queue.
3033	System shall include the capability of placing calls on hold to allow calls with a higher priority to be entered. On hold must not be automatically redispached to another unit
3034	System shall include the capability for pending undispached calls to be displayed on the main CAD screen. System must have the ability to create and close a call bypassing dispatch, i.e. cancelled call or accidental hang up.
3035	System shall include the capability to determine if a closed call shall be reopened but must maintain the original call times and include reopened call timestamp.
3036	System shall include the capability to sort calls based on call priority or by multiple factors that are agency and user defined and saved to profile or role settings.
3037	System shall include the capability for Unit/Call M status changes to be recorded and retrievable including all related unit, call, and CAD operator initiated fields.
3038	System shall include the capability to display available unit statuses with unit call number, unit area assignment, unit status, and type of unit (enforcement, supervisor, etc.), reporting areas/zones agency and user defined and saved to profile or role settings.
3039	System shall include the capability to display all open calls, unit statuses, and weather advisors on the main CAD screen.
3040	System shall include the capability sorting all open calls by call type, priority, or location agency and user defined and saved to profile or role settings.
3041	System shall include the capability to assign timers to units on calls with audible and/or visual alarms. The timer parameters shall be maintained by call type and length.
3042	System shall provide the capability for a specific unit sign on and sign off screen. The sign on screen shall utilize a shift roster that includes shift, area working, and/or special assignments.
3043	System shall include the capability to accommodate a status change for more than one unit at a time. Multiple units may be signed on or signed in at one time. System shall have the ability to do this both via mouse click and Command line.
3044	System shall provide the capability of assigning temporary units.
3045	System shall include the capability to classify units by different divisions in a unit/personnel file. System shall have the ability to promptly switch dispatchers/calltakers in a position. This process must be at the satisfaction of the Dispatch Supervisor. System shall have the ability to string multiple Commands to perform actions.
3046	System shall include the capability to assign multiple units to calls.
3047	System shall include the capability to assign roles to units on calls, such as primary unit, supervisor on scene, backup support, traffic direction or crowd control. System must have the ability to assign roles and resources to a unit.
3048	The system shall include the capability to maintain the elapsed time between status changes/checks and alert the dispatcher when agency-defined thresholds are met. System must record these in audit trail with date and time stamps.

3049	The system shall include the capability to capture multiple arrival times; an example would be the arrival at the location and another arrival at the scene. System must record these in audit trail with date and time stamps.
3050	System shall include the capability to transfer calls for service from a CAD user to other CAD users, or other CAD stations at any location in the system. System must record these in audit trail with date and time stamps.
3051	System shall include a CAD system that can support non-emergency calls, emergency calls, administrative messages, and field initiated calls. System shall have the ability to display important messages outside of the message window. Dispatch Supervisor will define messages
3052	System shall include the capability to enter broadcasts, such as weather advisories, road closures, and general administrative broadcasts. These broadcasts shall be viewable and routable to any CAD position, or any CAD user or group of users designated by the message creator.
3053	System shall include the capability for officer transmissions, such as breaks, court, and special assignments, shall be recorded in calls for service.
3054	System shall include the capability for identifying events, calls, and units upon status changes by color change or flashing text.
3055	System shall include the capability to search for warning, caution information, prior tow records, or prior calls during CAD call entry. System shall include alerts to be person, place or vehicle based.
3056	System shall include the agency administrator with the capability to customize data entry fields for traffic stops. The system must have the ability to record multiple dispositions
3057	System shall include the capability to enter multiple vehicles during a single traffic stop.
3058	System shall include the capability to assign a unique case number that is auto-generated when required.
3059	System shall include the capability for agency to configure new case numbers at the beginning of each year.
3060	The system shall include the capability to generate multiple case numbers for a single incident.
3061	System shall include the capability to customize call types, disposition types, and status changes by a system administrator.
3062	System shall include the capability to reopen closed calls both via mouse and command line. This must be able to be done via time and date range search or by call number and/or location.
3063	System shall include the capability to keep an existing incident number issued to a closed call after the call is reopened.
3064	The system shall include the capability to create a CFS, and schedule it for a future date and time to become active.
3065	The system shall have the ability to create calls for service based on recurrence patterns by unit and by location.
3066	System shall include the capability for a tow-type database to include specific classifications of wreckers or road service.
3067	System shall allow Narrative edits.

3068	System shall have an audit trail that records all user, call, and unit activities and is easily accessible for reporting purposes by an agency member with no assistance from the vendor.
3069	System shall have the ability for users to scroll through call list can automatically populate the active call window with the selected call information.
3070	System shall have the ability for agency to configure color identifiers for units and priorities.
3071	System shall allow digital attachments, videos, photos, audio to calls
3072	System shall have access to rolodex via Command Line
3073	System shall have the ability to merge calls with criteria set forth by Dispatch Supervisor
3074	System shall have the ability for users to define incidents as important to be included in Department wide notifications
3075	System shall have the ability to create notification groups for different call types.
3076	System shall have the ability to create a call summary to be included in notifications and keep a history of all notifications sent.
3077	System shall allow adding persons, vehicles, and comments to closed calls.
3078	System shall have the ability for units and officers to records skills, attributes, equipment, vehicle at time of check-in and throughout their shift.
3079	System shall track AVL identifier based on vehicle.
3080	System shall allow unit to record radio identifier
3081	System shall allow Dispatchers to check in units and record skills, attributes, equipment for field personnel.
3082	System shall allow users to log off via Command Line and load new user layout quickly.
3083	System shall allow non emergency calls to have a different call taker screen vs emergency calls
3084	System shall allow Agency to configure hotkeys and functions keys
3085	System shall allow multiple users the ability to edit the same record at the same time and display updates without having to refresh the record manually.
3086	System must have the ability to play back incidents with Call Audio, Data input, AVL, and Radio Audio.
3087	Call Management and Management Reporting
3088	System shall provide the capability to monitor the activity on any dispatcher workstation. If necessary, a supervisor needs to have the ability to take direct control over a dispatch position without leaving the supervisor console.

3089	The system shall include the capability for standard reporting using flexible parameters. Reports shall be defined either through System or a third-party reporting tool and then be stored as a standard report available through System. The system shall have pre configured reports for reporting Response Time and Call For Service by Unit, Type, City, Division.
3090	The system shall include the capability to report on any data element by any other data element in the system.
3091	The system shall include reports that can be run by any user-defined data and time range: For example: • Daily log showing calls received for the prior 24 hours from time of printing • Activity by specified geographical area and by time period • CFS summary by specified geographical area and by time period • Activity by day of the week • Response time by specified geographical area and by time period
3092	System shall include the capability to report on major incidents for reporting to Emergency Management.
3093	System shall have the capability to associate records with a specific agency
3094	The basic CFS data from CAD (e.g., initial call time, units dispatched and call disposition) shall be available in the System to facilitate the creation of an incident report
3095	System shall allow the CFS data imported into the incident report to be modified, whether or not the CFS has been closed, to reflect the latest information known regarding the incident.
3096	The CAD workload reports shall be available from within the System
3097	System shall provide a response time analysis by call type
3098	System shall provide a time consumed by call type by hour of day
3099	System shall provide a workload activity by resource assigned
3100	System shall provide a workload activity by group assigned
3101	System shall provide a time consumed by day of the week and hour of the day
3102	System shall provide a time consumed by specified geographical area and by time period
3103	System shall provide a CFS that should result in the creation of an incident report
3104	System shall provide a daily log showing all calls received for the prior 24 hours prior to the printing of the daily log
3105	System shall provide a daily log showing all calls received for a specified data and time period
3106	System shall provide an activity analysis by specified geographical area and time period
3107	System shall provide a CFS summary by specified geographical area and time period
3108	System shall provide an activity analysis by day of week

3109	System shall provide an activity analysis by hour of day
3110	System shall provide an activity analysis by day and hour
3111	System shall provide a response time analysis by specified geographical area and time period (e.g., receipt of call, dispatch time, on-scene time, and time call cleared)
3112	Interfaces
3113	These CAD interfaces are considered to be essential for conducting primary law enforcement business functions. The five primary CAD interfaces are 1) the messaging system 2) the local RMS 3) Regional/State/NCIC warehouses, 4) E-911 and 5) Warrants 6)DTS 7)NICE 8)RapidSOS 9)Text to 911 10)
3114	The system shall include the capability to import subscriber information (ANI and ALI) including phase 2 wireless caller location information for each E911 caller, as provided by the telephone company, into CAD- compliant entry process, eliminating the need for redundant data entry either automatically or via hot-key. The E-911 data shall be simultaneously imported into the mapping system for immediate centering and display.
3115	The system shall include the capability to query state, local and national databases. These queries will occur automatically from selected CAD commands using the messaging system interface. In addition, the operator will have the ability to use stand-alone query screens, eliminating redundant data entry. Responses to such queries shall be stored with the call record.
3116	The system shall include the capability to interface with other CAD systems in a multi-CAD environment if the agency's elect to participate in a co-operative effort.
3117	The system shall include the capability to communicate with a mobile data terminal system, either a system provided by this vendor or any other vendor's system.
3118	The system shall include the capability for the CAD to accept input from an Automatic Vehicle Location (AVL) system. The CAD shall convert vehicle location to a street address and record the vehicle location in the unit history.
3119	The system shall include the capability to interface with the county's GIS to support maintenance of the CAD map layers, such as reporting districts/areas, and the creation of the CAD geofile.
3120	The system may include the capability to import and display the radio ID (and optionally the officer ID) information to the dispatcher by those keying mobile radios.
3121	The system shall include the capability to synchronize the CAD server and all workstations with a master time clock.
3122	The system shall include the capability to automatically perform an alphanumeric page for selected CAD calls and dispatches. A dispatcher may initiate an alphanumeric page for any paging group.
3123	The system shall include the capability to automatically format and send an e-mail for selected CAD calls and dispatches. The information sent in an e-mail shall be configurable by the agency but generally will contain the call information or a list of open calls meeting certain search criteria.
3124	The system shall include the capability to broadcast, publish, and send messages to individuals or agencies that need to be aware of critical events. Examples include Amber Alert, critical incident occurrences, transportation, hospitals, or the public at large via the internet.

3125	CAD System Administration
3126	System shall provide the capability to configure the system as needed to meet agency requirements. Administrative functions include: • CAD table maintenance • Security and data management • Geofile maintenance • Error logging • Customization
3127	The system shall include the capability to log all actions. These logs shall be viewable and searchable by the system administrator(s).
3128	The system shall include the capability to configure, on a per user basis, screen parameters, color choices, font size, screen layout, and other user preferences.
3129	GIS Graphical Information System
3130	System shall include that all GIS system data shall be compatible with ESRI software and MapBox
3131	System shall have a Restful API to ESRI GIS Enterprise Environment
3132	System shall include the capability for GIS to match addresses entered into the CAD system. Matches shall provide patrol zone, wrecker area assignment, city, county, zip code information to the incident location.
3133	System shall include the capability for the GIS system to provide unit and call mapping.
3134	System shall include the capability of showing calls and units on a map based on priority or emergency status.
3135	System shall have Turn-by-Turn Navigation with intuitive re-routing capabilities.
3136	System shall have agency defined thresholds for speed based on AVL data with customizable notifications
3137	System shall have the ability to display WAZE data.
3138	System shall allow agency to display road closures and hazard directly on map layers.
3139	System shall allow agency to define zoom levels.
3140	System shall display X Y Z coordinates for units and calls.
3141	System shall display mile markers locations.
3142	System shall include the capability for the GIS system to provide unit recommendation for closest unit that can respond to the incident
3143	System shall include the capability for the GIS system to be customizable for display of specific geographic regions, including statewide, dispatch area district, county, zone or special event area.
3144	System shall include the capability to view the CAD mapping as an option.
3145	System shall include the capability for the GIS location verification to be required prior to call entry completion.

3146	System shall include the capability for the GIS system to Electronic Monitoring Programorarily mark a street segment as closed. Closing the street segment would prevent the street from being used to calculate routes and closest unit recommendations.
3147	System shall include the capability for the GIS system to provide route information to the user for providing turn by turn directions from unit's location to the incident location. This shall include travel time and travel distance measurements.
3148	AVL Integration
3149	The system shall have the ability to provide the ability to support AVL/GPS functionality.
3150	The system shall have the ability to provide the ability to display other field units on mobile map (assuming AVL and sufficient bandwidth).
3151	The system shall have the ability to provide the ability to filter display of field units on mobile map by: <ul style="list-style-type: none"> • Units associated with an Incident • Member agency (e.g., display only KSD units) • Defined geographical area • All units
3152	The system shall have the ability to provide the ability to display vehicle location on a map and view progress toward Incident location.
3153	The system shall have the ability to provide the ability to send the AVL location for calls initiated from the mobile computer.
3154	Routing
3155	The system shall have the ability to provide the ability to automatically calculate directions from user's current location (on Mobile using AVL) to dispatched location.
3156	The system shall have the ability to provide the ability to support quickest-time routing for all dispatches.
3157	The system shall have the ability to provide the ability to recalculate directions to Incident/specified location on the fly.
3158	The system shall have the ability to provide the ability to provide audible routing information.
3159	The system shall have the ability to provide the ability to provide text-based routing information.
3160	The system shall have the ability to provide the ability to provide closest cross streets.
3161	The system shall have the ability to provide the ability to take into account the following when calculating routing directions: <ul style="list-style-type: none"> • Street speed limits • Closed Streets
3162	The system shall have the ability to provide the ability to highlight on the map the recommended route from current location to a dispatched Incident site.
3163	The system shall have the ability to provide the ability for Mobile user to turn recommended route The system shall have the ability to provide the ability on/off.
3164	Emergency Key Functionality

3165	The system shall have the ability to provide the ability to initiate an emergency message transmission from a touch screen button or hot key.
3166	The system shall have the ability to provide the ability to automatically transmit the following information in an emergency situation: <ul style="list-style-type: none"> • Last known location • Current location (with AVL) • User ID • Unit ID
3167	The system shall have the ability to provide the ability for dispatcher to reset emergency key.
3168	The system shall have the ability to provide the ability for the following to be notified upon emergency key activation: <ul style="list-style-type: none"> • Units within a defined proximity • Member agency associated units (e.g., SO activates emergency key, only SO units are notified) • All units (regardless of member agency) • Dispatch
3169	Mobile Dispatch Operations
3170	The system shall have the ability to provide the ability to receive dispatches in the Mobile environment.
3171	The system shall have the ability to provide the ability for dispatches to open automatically upon receipt in the mobile client.
3172	The system shall have the ability to provide the ability to alert mobile users that a new dispatch has arrived.
3173	The system shall have the ability to provide the ability for all personnel dispatched to an Incident to receive notification when other dispatched personnel are en route.
3174	The system shall have the ability to provide the ability for all personnel dispatched to a call to receive notification of status and location changes of other personnel dispatched to the call.
3175	The system shall have the ability to provide the ability to see multiple locations for one call on mobile display.
3176	The system shall have the ability to provide the ability for Mobile users to add themselves to an Incident.
3177	The system shall have the ability to provide the ability to access and read all call comments associated with a call regardless of whether assigned to the call.
3178	The system shall have the ability to provide the ability for mobile users to add information to a CAD Incident.
3179	The system shall have the ability to provide the ability to display narrative information in reverse chronological order.
3180	The system shall have the ability to provide the ability of information associated with a location (gate codes, hazards, premise history, pre-plans, etc.).
3181	The system shall have the ability to provide the ability to view previous call history for a location.

3182	The system shall have the ability to provide the ability to view associated queries run within the Mobile system (e.g., if another user ran an identical plate earlier in the shift) pertaining to: <ul style="list-style-type: none"> • Name • License Plate
3183	The system shall have the ability to provide the ability to drill down in premise history to find links to: <ul style="list-style-type: none"> • Incidents • Persons • Vehicles
3184	The system shall have the ability to provide the ability to receive supplemental Incident information (e.g., information not originally associated with call on initial dispatch) without interrupting or overlaying current screen.
3185	The system shall have the ability to provide the ability to indicate type of information that is attached to a call (e.g., gate code, hazard) so that user can decide whether or not to retrieve the information.
3186	The system shall have the ability to provide the ability to indicate to dispatcher that mobile device has received the dispatch.
3187	The system shall have the ability to provide the ability to alert user that supplemental Incident information is available for viewing.
3188	The system shall have the ability to provide the ability for mobile screen to update automatically as new information is added to a call (e.g., without user intervention).
3189	The system shall have the ability to provide the ability to transmit status information to the CAD system in real time.
3190	The system shall have the ability to provide the ability to initiate a call for service from the Mobile.
3191	The system shall have the ability to provide the ability for agency to define the types of calls that can be initiated by a field unit from a mobile device.
3192	Call Dispositions
3193	The system shall have the ability to provide the ability to clear calls from the Mobile.
3194	The system shall have the ability to provide the ability to require a call clearance code in order to clear a call from the Mobile.
3195	The system shall have the ability to provide the ability to provide a drop down menu for call dispositions.
3196	The system shall have the ability to provide the ability for each of the following to have unique Disposition codes: <ul style="list-style-type: none"> • Agency (e.g., universal) • Agency Type (Fire vs. Law)
3197	The system shall have the ability to provide the ability to prevent the appearance of non-applicable disposition codes.
3198	The system shall have the ability to provide the ability to provide a text field for disposition comments.
3199	The system shall have the ability to provide the ability to add comments to an active call.

3200	The system shall have the ability to provide the ability for field personnel to clear from call.
3201	The system shall have the ability to provide the ability to require a Mobile user to enter a disposition prior to clearing the last unit from the Mobile.
3202	Be-On-The-Lookouts (BOLOs)
3203	The system shall have the ability to provide the ability to view BOLOs in the mobile environment.
3204	The system shall have the ability to provide the ability for field personnel to generate BOLOs.
3205	The system shall have the ability to provide the ability for BOLOs to contain identical information as generated in CAD.
3206	The system shall have the ability to provide the ability to search BOLOs in the field.
3207	The system shall have the ability to provide the ability to view photos within a BOLO
3208	The system shall have the ability to provide the ability to view attachments with a BOLO.
3209	Queries
3210	The system shall have the ability to provide the ability to provide a window from which officers can run common queries.
3211	The system shall have the ability to provide the ability to query and view pending calls.
3212	The system shall have the ability to provide the ability to query and view active calls.
3213	The system shall have the ability to provide the ability to query and view unit status by: <ul style="list-style-type: none"> • Geographic area (beat, sector, etc.) • Individual unit/apparatus
3214	The system shall have the ability to provide the ability to query and retrieve premise information for an address not associated with a call for service.
3215	The system shall have the ability to provide the ability to query the following systems from the mobile computer, assuming appropriate permissions: <ul style="list-style-type: none"> • CAD • Law Enforcement RMS • JMS • 3rd Party Transaction Information (NCIC/CLETS)
3216	The system shall have the ability to provide the ability to search and query all appropriate databases with one query request.
3217	The system shall have the ability to provide the ability to support a query system that does not require information to be re-entered when searching across multiple databases.
3218	The system shall have the ability to provide the ability to conduct the following types of queries in the mobile environment: <ul style="list-style-type: none"> • Wild card • Partial word • Soundex

3219	The system shall have the ability to provide the ability for the system to automatically run VIN and plates when information is entered into the appropriate fields.
3220	The system shall have the ability to provide the ability to automatically run the registered owner of the vehicle in a license plate query return.
3221	The system shall have the ability to provide the ability to save all query returns until user clears data.
3222	The system shall have the ability to provide the ability to produce an alert when a query return contains a record marked as potentially hot (e.g., flagged information in RMS or Transaction Information Management of Enforcement System): <ul style="list-style-type: none"> • Audible alert • Visual Alert
3223	The system shall have the ability to provide the ability to drill down into query returns regarding a potentially hazardous subject, vehicle, and/or location to find the details of that hazard.
3224	The system shall have the ability to provide the ability to sort query results on any returned field.
3225	The system shall have the ability to provide the ability to notify user of a failed query (e.g., access to a database is unavailable)
4000	Records Management System (RMS)
4001	Functional Requirements RMS
4002	System shall provide the ability to access the RMS from a browser.
4003	System shall provide the ability to access the RMS from a mobile.
4004	System shall provide the ability to access the RMS from a desktop
4005	System shall provide the ability to support simultaneous access to records, e.g., having several open records at once without having to back out of one to look at another
4006	System shall provide the ability to support multiple agencies within the RMS, separating records as defined by member agencies.
4007	System shall provide the ability to support multiple code tables for each member agency (each agency can have its own code tables).
4008	System shall provide the ability to share code tables amongst each member agency.
4009	System shall provide the ability for the vendor to provide code tables compliant with the NCIC/CLETS standards
4010	System shall provide the ability for the vendor to provide code tables compliant with State, Federal UCR and/or IBR standards
4011	System shall provide the ability to reuse previously stored information when entering new records.
4012	System shall provide the ability to populate fields in the RMS from data returned from external sources (NCIC, State Inquiries etc.)

4013	System shall provide the ability to populate fields in the RMS from data in other application components (e.g., Field Reporting Software, CAD, JMS etc.)
4014	System shall provide the ability to provide narrative/comment fields of unlimited length (if limited, indicate the maximum permissible in the "comments" field).
4015	System shall provide the ability for narrative/comment fields to be searchable by text string.
4016	System shall provide the ability to provide word processing capabilities via an Intuitive UI for Rich Text Editing, such as a WYSIWYG HTML Editor, on narrative and comment fields, including, but not limited to: text wrap, Paragraph formatting, use of bullets and numbering, spell check, grammar check, copy and paste, immutable elements
4017	System shall provide solution shall provide the ability to perform the following functions for all records related to a query return: retrieve, display, export and print.
4018	System shall provide the ability to restrict user access to query specific databases (e.g., allow County to search County only, or allow a user full rights).
4019	System shall provide the ability to allow authorized users to build unlimited case report output templates (such as an internal report, a media report, and a state's attorney report) and to specify which data is printed for each.
4020	System shall always display a report summary which displays summary of each section and the inputted values such as persons involved.
4021	General Data Quality Controls
4022	System shall include the following default sections for case reports: event details, offenses, involved persons, offender, suspect, victim, witness, and additional involvement types as needed, narrative, attachments, property, evidence, officers, businesses, etc.
4023	System shall provide the ability to define mandatory fields in data entry screens: by agency administrator (e.g., single set-up solution wide)
4024	System shall provide the ability to define mandatory fields in data entry screens: by Member Agency administrator (e.g., County defines mandatory fields differently than City)
4025	System shall provide the ability to identify mandatory fields based on previously entered data (e.g., crime type).
4026	System shall provide the ability to limit available values in subsequent code tables based on previously entered data (e.g., crime type).
4027	System shall provide the ability to visually distinguish between mandatory and optional fields.
4028	System shall provide the ability to prompt user to complete any mandatory fields not completed, but allow overriding the mandatory field by supervisor in case officers were waiting for that information but wanted to complete the rest of the report.
4029	System shall provide the ability to make report sections and fields visible and/or required based on conditional logic defined by Agency users with appropriate permissions for form design.
4030	System shall provide the ability to create related or associated records via automation based on information inputted or calculated within a form or report.
4031	Data Validation
4032	System shall provide the ability to actively validate reports and forms for IBR standards and compliance and prompt user on screen with visual guides without user action

4033	System shall provide the ability to perform data validation at time of submission
4034	System shall provide the ability to validate data to ensure that only valid codes have been used.
4035	System shall provide the ability to validate any data field that includes master index data against master indices.
4036	System shall provide the ability for corrected data in a field (e.g., address) to auto populate across related modules
4037	System shall provide the ability to validate location information at time of data entry.
4038	System shall provide the ability to indicate unverified locations.
4039	System shall auto-populate case reports generated from calls for service data such as address, nature of the incident, complainant/reporter data, beat/zone, and NCIC queries and results.
4040	System shall provide the ability to validate location information against CAD geofile.
4041	System shall allow the case narratives to include unlimited text
4042	System shall allow an unlimited number of involvement types to be set up for and used on case reports.
4043	System shall allow case reports to include unlimited case notes which are stamped with the date, time and name of the user who created them. Such notes should be configurable to either be saved as part of the record or deleted upon approval as rough notes only.
4044	System shall support multiple case reports for the same event, with access to the reports restricted by user permissions. For example, a patrol report and an investigative report may be created about a single event and linked to each other.
4045	System shall provide the ability to group case reports based on agency- defined criteria (for example, a string of car break-ins). Links shall be provided between grouped case reports.
4046	System shall provide support intelligent full-text searching of case report narrative fields
4047	RMS/JMS/CAD Integration
4048	System shall provide the ability to share master name indices across the RMS and JMS
4049	System shall provide the ability to query any data captured in the JMS and CAD.
4050	System shall provide the ability to support a query from the JMS and CAD
4051	System shall allow call-takers and dispatchers to perform an automatic transfer of CFS data from CAD to the RMS when needed. This transfer shall not be a one- time transfer but shall be kept up to date as the CFS progresses
4052	Redaction
4053	System shall provide the ability to electronically redact information from reports.

4054	System shall provide the ability to electronically redact selected information in a narrative, e.g., logic should find selectable components such as Victim names, dates of birth, children, addresses, and other user-selected components of the report.
4055	System shall provide the ability to electronically redact information from reports prior to printing a public copy.
4056	System shall provide the ability to include agency-defined language in header of redacted report (e.g. Original Report, Redacted Report).
4057	System shall provide the ability to provide an audit trail of redactions.
4058	System shall provide the ability for agency to establish an automatic redaction process in which agency-defined fields are automatically excluded from reports. (e.g., SSN)
4059	System shall provide the ability to save a copy of the redacted report within the system and export a copy of redacted report.
4060	System shall provide the ability to share a redacted report in pdf format via the system
4061	System shall provide the ability to record information reference redacted copy such as reason for redaction.
4062	System shall provide the ability to redact attachments.
4063	Seal and Expunge Records
4064	System shall provide the ability to seal records.
4065	System shall provide the ability for expungement utility to automatically seal appropriate entries.
4066	System shall provide the ability to seal a case without sealing an entire Master Name record.
4067	System shall provide the ability to prevent all users without the authority to see a sealed record from seeing that the record exists.
4068	System shall provide the ability to mark a case report "sealed" and/or "Confidential" with rights, and record the reason this was done.
4069	System shall not automatically purge records that are sealed.
4070	System shall seal or expunge full references to terms related to record.
4071	System shall provide the ability to record reason, user, date and time of sealing or expungement
4072	Intentionally Left Blank
4073	Intentionally Left Blank
4074	Alerts and Flags
4075	System shall provide the ability to create an alert based on records matching specified criteria.

4076	System shall provide the ability to create a flag on an Individual
4077	System shall provide the ability to create a flag on a location
4078	System shall provide the ability to create a flag on a vehicle
4079	System shall provide the ability to create alerts via audible Alerts
4080	System shall provide the ability to create alerts via Visual Alerts
4081	System shall provide the ability for users to create alerts.
4082	System shall provide the ability for agency to create business rules for flag categories (e.g., length of time before expiration by type of flag).
4083	System shall provide the ability for Agency to define flag/alert categories (e.g., violent, weapon history, etc.)
4084	System shall provide the ability to attach an alert to a specific record so that if a record is updated in any other context, the appropriate user is alerted.
4085	System shall provide the ability to flag a data element as confidential information for security purposes.
4086	System shall provide the ability to provide alerts/notifications via email, sms, system message console
4087	System shall provide the ability to provide alerts/notifications via user group, role
4088	System shall provide the ability to alert a report author when their report is rejected with a direct link back to the record.
4089	System shall provide the ability to alert a user who is subscribed to a case when a new report is submitted and/or completes the workflow
4090	Intentionally Left Blank
4091	Intentionally Left Blank
4092	Registrants (Sex Offenders, Narcotics, Arson)
4093	System shall provide for tracking sex, narcotics and arson offenders
4094	System shall ensure that names and addresses entered into sex, narcotics and arson offenders records are checked against the master indices and then added to those indices if they do not already exist.
4095	System shall provide a list of registered sex, narcotics and arson offenders that is accessible by authorized users from any product.
4096	System shall alert users to sex, narcotics and arson offenders status whenever a sex, narcotics and arson offender's name appears anywhere in System.

4097	System shall track sex offender check-in dates and provide notifications if sex offender is arrested and/or provides a different address than on record during an event, e.g., traffic citation
4098	System shall alert users to an offender's next required check-in date.
4099	System shall be able to generate a printable list of sex, narcotics and arson offenders who are soon due to check in or who are overdue.
4100	System shall provide agency-defined custom fields available in sex, narcotics and arson offenders
4101	System shall provide an automated notification to a predetermined individual that a flagged sex, narcotics and arson offenders has been released from jail custody.
4102	System shall provide the ability to associate supplemental interviews with each sex, narcotics and arson offenders
4103	System shall provide the ability to display registrants by type on a map and assign daily routes for interviewing each registrant
4104	System shall provide the ability to create a links analysis of registrant contacts, next of kins, locations, associated organizations
4105	UCR and/or IBR Reporting
4106	System shall provide the ability to comply with State and Federal UCR/IBR standards through the life of contract
4107	System shall provide the ability to maintain compliance with State and Federal reporting changes as they are modified.
4108	System shall provide the ability to configure System to either UCR or IBR and change with federal mandates through the life of the contract
4109	System shall provide the ability to associate local classifications/statute numbers to UCR/IBR classification.
4110	System shall provide the ability to perform monthly UCR/IBR audits.
4111	System shall provide the ability to support online submission of monthly reports.
4112	System shall provide the ability to submit a "trial" version of case information for UCR/IBR review that identifies potential errors prior to submission.
4113	System shall provide the ability to provide an error message describing corrections that need to be made.
4114	System shall provide the ability to prevent reports from being submitted to UCR/IBR until all errors have been corrected.
4115	System shall provide the ability to identify UCR/IBR mandatory fields.
4116	System shall provide the ability to prompt user to complete mandatory fields, and take the user to the particular problem field when correction is identified
4117	System shall provide the ability to submit a "final" version of case information for UCR/IBR review.

4118	System shall provide the ability to flag any data elements that are edited by an authorized user other than the original author (e.g., UCR review personnel change a data element from the original report).
4119	System shall provide the ability to maintain a version history of each case that identifies any edits to a case report over time.
4120	System shall provide the ability for subsequent submissions for UCR/IBR review to include any case changes.
4121	System shall perform UCR/IBR error checking and validation on the case report, including detailed error messages.
4122	System shall have the ability to display an audit trail for changes to each incident summary.
4123	System shall provide the ability to provide for reporting State UCR and federally-approved NIBRS consistent with federal and State requirements.
4124	System shall provide the ability for the NIBRS/UCR program to automatically pull from information routinely entered through the application software and not require special data entry immediately prior to NIBRS/UCR generation.
4125	System shall provide the ability to update periodically to meet required changes mandated by the FBI and/or State.
4126	System shall provide the ability to perform an audit/validation on each case entered for errors.
4127	System shall provide the ability to generate a monthly audit/validation report, searching offenses and arrests for errors.
4128	System shall provide the ability to have an alert for potential incorrect errors (e.g. Reported date is prior to the date of incident).
4129	System shall provide the ability to create monthly IBR/UCR reports.
4130	System shall provide the ability to generate a report of the Monthly Arrest and Citation Register (MACR) required data to provide information on felony and misdemeanor level arrests for adults and juveniles and status offenses (e.g., truancy, incorrigibility, running away, and curfew violations) for juveniles.
4131	Digital Media Management
4132	System shall provide the ability to store digital files.
4133	System shall provide the ability to index digital files (e.g., incident information, Case Report number, call type, date and time, involved person).
4134	System shall provide the ability to search digital files.
4135	System shall provide the ability to access stored digital media directly from associated records along with ability to create a folder structure within a record for such digital files to be organized.
4136	System shall provide the ability to distinguish between evidentiary and non-evidentiary digital media.
4137	System shall provide the ability to connect to BWC Solution database. The interface shall allow for a display of videos currently associated to related incidents and cases.

4138	System shall provide the agency administrator the ability to define acceptable file types, restricted file types, max file sizes based on file type, overall system file upload size limits
4139	System shall provide the ability to keep version history of digital files
4140	System shall provide the ability to limit the removal of digital files based on case or report workflow status
4141	Intentionally Left Blank
4142	Intentionally Left Blank
4143	Master Name Index
4144	System shall provide the ability to maintain the following master indices: People, location, firearms, vehicles, and, organizations (including businesses and gangs)
4145	System shall provide the ability to automatically query master indices upon entry of information in a master index category (e.g., enter name solution queries MNI).
4146	System shall provide the ability for agency to define the rules for identifying potential master index matches.
4147	System shall provide the ability to maintain historical information upon entry of updated information into a master record (previous address, phone etc.)
4148	System shall provide the ability to automatically update master indices upon entry of information into the RMS (or transfer from a field report) across the platform.
4149	System shall provide the ability for user to decide whether to link information to an existing master index record or add a new record.
4150	System shall provide the ability for user to create a new entry if it is determined a master record does not exist.
4151	System shall provide the ability to support hyperlinks to quickly access related and linked records.
4152	System shall provide the ability to run a report to identify potential duplicate master indexes/files.
4153	System shall provide the ability to merge master records
4154	System shall provide the ability to unmerge master records.
4155	System shall provide the ability to search RMS by any data element in a master index.
4156	System shall provide the ability to associate files, images, documents etc. to master records.
4157	System shall provide the ability to link across master indices(e.g., link MNI to MVI)
4158	System shall provide the ability to link an individual master name record to every event in which the individual is involved or associated.
4159	System shall provide the ability to give a master name record to every person associated with an event.

4160	System shall provide the ability to link a new event to an existing master name record if the person is involved in the new event.
4161	System shall provide the ability to link alias names to an individual master name record.
4162	System shall provide the ability to produce and display or print a synopsis of all RMS records associated with an individual.
4163	System shall provide the ability to view all related records when querying an individual MNI record.
4164	System shall provide the ability to capture, at a minimum, the following information in the master name index: Physical characteristics, including, but not limited to:• Height• Weight• Gender• Race• Eye, Hair, and, Skin Color• Scars, Marks, and Tattoos• Age• Alias• Monikers• Address• Address History• Telephone Numbers• Involvements• Associates• Modus Operandi• All available photographs and Mugshots• Warrants• Custody Status• Marital Status• Employer/School
4165	System shall be able to provide identification information including but not limited to: •Social security number •Driver's license number and state
4166	System shall provide the ability to track changes for an individual over time for pieces of information that are subject to change (e.g. weight, address, phone number,)
4167	System shall provide the ability to provide the user entering a name with a list of potential existing master name records based on a variety of criteria and to define the criteria, including: • Exact Spelling • Partial Name • Sound-alike Searching • Phonetic Replacement • Diminutive First Names • Social Security Number • Driver's License Number
4168	System shall provide the ability to identify an individual as a juvenile and/or senior citizen
4169	Master Vehicle
4170	System shall provide the ability to give a master vehicle record to every vehicle associated with an event.
4171	System shall provide the ability to link a new event to an existing master vehicle record if the vehicle is involved in the new event.
4172	System shall provide the ability to capture, at a minimum, the following information in the master vehicle index: • Vehicle Identification Number (VIN) • License Plate Number • License Plate State • License Plate Year • Registered Owner
4173	System shall provide the ability to capture vehicle description including but not limited to:• Make• Model• Year• Color

4174	System shall provide the ability to populate year, make, and model fields based on VIN (automated decryption of VIN).
4175	System shall provide the ability to associate multiple owners with one vehicle.
4176	System shall provide the ability to track previous vehicle owners.
4177	System shall provide the ability to produce all RMS records associated with (linked to) a vehicle.
4178	System shall provide the ability to view all related records (vehicle, address etc.) when querying an individual MVI record.
4179	System shall provide the ability to provide user entering a vehicle with a list of potential existing master vehicle records based on a variety of criteria, including: <ul style="list-style-type: none"> • Vehicle license plate number • Partial license plate number • Vehicle identification number • Partial vehicle identification number.
4180	System shall identify potential master indices automatically.
4181	System shall provide the ability to merge master records
4182	System shall provide the ability to review potential master indices and accept or reject record merges
4183	System shall record the user accepting the record merge
4184	System shall provide users with master indices match recommendations
4185	System shall migrate current local arrest record data into master indices prior to Go-Live and re-sync at Go-Live.
4186	Intentionally Left Blank
4187	Master Firearms Index and Property
4188	System shall provide the ability to give a master firearms record to every piece of property associated with an event.
4189	System shall provide the ability to link a new event to an existing master firearms record if the property is involved in the new event.
4190	System shall provide the ability for agency to define which data elements are to be captured as part of the master firearms index.
4191	System shall provide the ability for fields to incorporate conditional logic in which subsequent fields are determined by previous entry.
4192	System shall provide the ability for the information in the table central to System in order to eliminate duplicate entry of firearms information.
4193	System shall provide the ability for property information to be easily accessible from other solution tables as part of an involvement.

4194	System shall provide the ability to provide the capability to link related records to the property record in such a way that the user can display a list of related records directly from the property record and display a full record from that list.
4195	System shall provide the ability to capture property information.
4196	System shall provide the ability to provide for a custody record for each property item, showing a history of custody transfers for the item.
4197	System shall provide the ability to easily duplicate a chain- of-custody entry for items under the same tag.
4198	System shall provide the ability to accommodate NIBRS/ mandated amount recovered and accumulative amount recovered for each item.
4199	System shall provide the ability for the owner name to be an integrated part of the master names table.
4200	System shall provide the ability to clearly display why the property item is in System (e.g. stolen, recovered, lost, found, evidence, attached by civil officers, etc.).
4201	System shall provide the ability for a modification to be made to the property record, System preserves the previous data from fields in a history record.
4202	System shall provide the ability to attach digital images to the property record.
4203	System shall provide the ability for the generation of pre-formatted reports of property information, including a summary of property released.
4204	System shall provide the ability to enter property prior to case info/details being completed.
4205	System shall provide the ability to create owner letters from the property module for return or destruction.
4206	Master Location Index
4207	System shall provide the ability to aggregate information throughout the RMS based on any of the following: <ul style="list-style-type: none"> • Specific Address • Address Range • Geographic Area (as defined in the geofile)
4208	System shall provide the ability to give a master location record to every location associated with an event on the applicable map region
4209	System shall provide the ability to link a new event to an existing master location record if the location is involved in the new event.
4210	System shall provide the ability to parse address fields into the following: <ul style="list-style-type: none"> • Street Number (including fractions, alphas etc.) • Street • Street Type • Prefix Directional • Subdivision • Suffix Directional • Suite or Apartment Number • City • State • Zip

4211	Master Organization Index
4212	System shall provide the ability for agency to define organization categories (e.g., gangs, businesses, schools, shopping centers).
4213	System shall provide the ability to give a master organization record to every organization associated with an event along with aliases for business names, and the ability to have more than one organization/business located at the same address, e.g., an optometrist inside of a Walmart store
4214	System shall provide the ability to link a new event to an existing master organization record if the organization is involved in the new event.
4215	General Calls for Service Requirements
4216	System shall provide the ability to receive call for service data transferred from the CAD application, including but not limited to the following: <ul style="list-style-type: none"> • Incident Number • Initial Call Time • Initial Call Type • Units Dispatched • Call for Service Activity Time Stamps (e.g., en route, at scene) • Final Call Type • Call Disposition • Call Comments
4217	System shall provide the ability to link call for service data to: Master Indices and, Records/Reports
4218	System shall provide the ability to transfer call for service data either when a report number is assigned or when the call is closed, depending on the call type.
4219	System shall provide the ability for call for service to indicate whether or not an associated report is required.
4220	System shall provide the ability for call for service record to indicate officer responsible for completing a report.
4221	System shall provide the ability to connect to DTS Towing system
4222	System shall provide the ability to connect to RapidSOS/Rapid Deploy
4223	Standard Calls for Service Outputs
4224	System shall provide the ability to produce calls for service reports in a listing and export in .csv format over a user-defined time period by any combination but not limited to the following: <ul style="list-style-type: none"> • Agency • Individual • Unit • Individual Incident • Incident Type • Geographic Area
4225	General Data Analysis Requirements

4226	<p>System shall provide the ability to analyze activity using the following analysis options, including, but not limited to:</p> <ul style="list-style-type: none"> • Frequency analyses (e.g., analyses with only one variable) • Spatial Analysis • Link Analysis • Comparative Analysis • Simple relational analysis (e.g., seeking relationships between two data fields) • Complex relational analysis (e.g., seeking relationships among three or more data fields)
4227	System shall provide the ability to filter crime analysis by responding agency.
4228	System shall provide the ability to save searches.
4229	System shall provide the ability to export search results to in .csv format.
4230	System shall provide the ability for agency to establish incident/crime thresholds.
4231	System shall provide the ability to alert designated users when incidents/crimes exceed thresholds.
4232	<p>System shall provide the ability for incident/crime thresholds to be set by:</p> <ul style="list-style-type: none"> • Agency- Wide • Member Agency • Specific Incident/Crime Types
4233	System shall provide the ability to set crime thresholds and alert designated users when crime exceeds said threshold.
4234	System shall provide the ability for threshold alerts to notify individuals via: Email, Other (define in "comments")
4235	Every field of operational data in the RMS (i.e., data entered by the user in any form, not configuration or system control data) shall be searchable, including narrative (e.g., text or memo) fields.
4236	System shall support the systematic process of collecting, collating, analyzing, and disseminating timely, accurate, and useful information that describes patterns, trends, problems, and potential suspects in criminal activity.
4237	<p>System shall support the ability to aggregate data on the various indicators, including:</p> <p>Current period vs. previous period Current period vs. historical average "Percentage of total crimes for period by: Reporting districts Areas/beats/zones Teams/shifts" Percentage change from prior periods (i.e., trend) The system shall contain the ability to conduct crime distribution analysis based on a number of criteria, including:</p> <ul style="list-style-type: none"> By area/beat or reporting district (i.e., ZIP codes) By time, date, and day of week Frequency of occurrence Citation Crime/incident report number Field interview data Search warrant data Vehicle information Type of offense (e.g., residential, auto, or business)
4238	The system shall support the ability of the analyst to generate the Forecasting Analysis report. The report's format should be tailored to meet the particular requirements of the customers who receive the information, whether they are patrol, investigative, or administrative personnel
4239	The system shall support Tactical Analysis: Providing information to assist operations personnel in the identification of specific policing problems and the arrest of criminal offenders.

4240	Where required by the agency's SOP, the system shall support the ability to generate statistical reports on all law enforcement activities within that agency, allocate costs to those activities, and track performance measures as defined by the agency
4241	The system shall support Strategic Analysis: Providing information concerning crime rate variations and geographic, economic, social, and/or other types of general information to administrators
4242	The system shall support Administrative Analysis: Providing information to support administrative decisions related to resource allocation and to support budget requests and decisions.
4243	The system shall support Forecasting Analysis: A combination of tactical, strategic, and administrative analysis, merging multiple sets of data
4244	The system shall include standardized reporting functionality in addition to being able to query and produce ad hoc reports on any number of indicators
4245	The system shall interface with analytical support tools, such as crime-mapping software and link-analysis, data mining, spatial, and temporal tools
4246	System shall provide the ability to present statistics in graphical formats, including, but not limited to the following: <ul style="list-style-type: none"> • Bar Graphs • Pie Charts • Line Graphs
4247	System shall provide the ability to calculate consume time for units and provide metrics for each individual officer based on activities to include but not limited to total calls for services, reports written, miles driven, arrests, citations.
4248	Map Analysis
4249	System shall provide the ability to plot incident data on a map.
4250	System shall provide users with the ability to set data analysis reports to autogenerate on a regular basis (i.e.. Daily, weekly, monthly)
4251	System shall provide the ability to produce density maps.
4252	System shall provide the ability to produce hot spot maps.
4253	System shall provide the ability to drill down for incident details from any incident plotted on the map.
4254	System shall provide the ability to conduct a radius search on a map.
4255	System shall provide the ability to conduct a polygon search on a map.
4256	System shall provide the ability to use different icons to display different incident types.
4257	System shall provide the ability for agency to define its own pin map icons (size, color, symbols, callouts, etc.).

4258	<p>System shall provide the ability to plot the following data elements but not limited to the following:</p> <ul style="list-style-type: none"> • Method of Entry • Method of Attack Person • Method of Attack Property • Suspect Physical Description • Suspect Demeanor • Property Type • Call Type • Offense Code • Weapon Type • Weapon Use • Day of Week • Date Range • Time of Day • Time Range • User-Defined Shifts • Location • Location Radius
4259	System shall provide the ability to print map analysis.
4260	System shall provide the ability to provide a public interface to the crime mapping application that allows the public to plot and search for Agency-identified incident types while allowing the agency to restrict certain crimes, such as rapes and child abuse cases from plotting on a map
4261	Link Analysis
4262	System shall provide the ability to analyze linkages among data elements.
4263	System shall provide the ability to click on a linked element to show links based on that element.
4264	System shall provide the ability to export link charts
4265	Intentionally Left Blank
4266	Intentionally Left Blank
4267	Intentionally Left Blank
4268	Aggregate Reporting
4269	<p>System shall provide the ability to aggregate data contained in records to create summary reports showing but not limited to the following:</p> <ul style="list-style-type: none"> • Totals • Averages • Frequencies • Percentages

4270	System shall provide the ability to aggregate data by but not limited to the following: <ul style="list-style-type: none"> • Date Range • Time of Day • Day of Week • Geographical Area • Officer ID • Shift • Agency • Unit •Type of Call
4271	System shall provide the ability to aggregate data by automatically separating incidents by predefined jurisdictions for monthly reports
4272	Supplies and Equipment Assignment
4273	System shall provide the ability to identify inventory for multiple agencies.
4274	System shall provide the ability to provide dedicated fields to capture, maintain and track equipment assigned to personnel, including, but not limited to, the following:• Issued To• Equipment Type• Serial Number• Make• Model• Description• Condition• Cost• Replacement Date(s)• Service Date• Repair/Service History• Comments• Asset Number• Date Purchased• Date Issued• Quantity• Warrant Information• Vendor
4275	System shall provide the ability to capture history of equipment assigned to an: <ul style="list-style-type: none"> • Individual • Vehicle
4276	System shall provide the ability to track multiple pieces of the same type of equipment assigned to one individual.
4277	System shall provide the ability to associate life cycles with equipment (e.g., equipment expires after 5 years of issuance).
4278	System shall provide the ability to track status of equipment (e.g., destroyed, out for repair).
4279	System shall provide the ability to need ability to capture equipment assigned to deputy per shift i.e. shotgun, taser, pacset, etc
4280	System shall provide the ability for supplies and equipment to be available in CAD to support making operational decisions
4281	Inventory
4282	System shall provide the ability to track inventoried items (e.g., equipment/supplies not yet assigned to individuals).
4283	System shall provide the ability to update inventory totals: upon receipt of new inventory, upon assignment of inventoried items, and upon manual adjustment of inventory totals
4284	System shall provide the ability to track individual asset details, including purchase information, life cycle, inspections, repairs, warranty details and assignment history
4285	System shall provide the ability to request, approve, record the issuance of inventory assets.
4286	System shall provide the ability to track inventory by location, person or asset type.

4287	System shall provide notifications when inventory assets are nearing end of life.
4288	Equipment Return
4289	System shall provide the ability to check equipment back into inventory.
4290	System shall provide the ability to unlink equipment from personnel upon check-in.
4291	System shall provide the ability to track replaced equipment to include but not limited to: <ul style="list-style-type: none"> • Date replaced • Reason replaced • Disposition of Equipment
4292	Equipment Maintenance and Replacement
4293	System shall provide the ability to create maintenance schedules for equipment requiring regular maintenance.
4294	System shall provide the ability to generate reports listing equipment due for maintenance during a user-defined time period (e.g., generate a report on the first of every month for equipment that needs to be replaced by the end of that month).
4295	System shall provide the ability to generate reports listing expired equipment during a user-defined time period.
4296	System shall provide the ability to document maintenance for a piece of equipment.
4297	System shall provide the ability to create replacement schedules for equipment requiring replacement after a period of time (e.g., bullet- proof vests every five years).System shall also provide the ability for an item to be marked "unusable" when checked back into inventory which will not add the item back into the list available for assignment but instead mark the item for replacement.
4298	System shall provide the ability to generate reports listing equipment due for replacement during a user-defined time period (e.g. generate a report on the first of every month for equipment that needs to be replaced by the end of that month).
4299	System shall provide the ability to automatically generate and print, at a user- defined interval, reports listing equipment overdue for replacement (e.g. generate a report on the first of every month for equipment for which replacement is overdue).
4300	System shall provide the ability to generate alerts to individuals that their equipment is due for maintenance or replacement.
4301	System shall provide the ability to manage and track inventory using a barcode solution.
4302	System shall provide the ability to automatically update (e.g., download) inventory information into solution.
4303	System shall provide the ability to print bar code labels containing user-selected fields
4304	System shall provide the ability to utilize a laser barcode reader with real-time and offline sync capabilities.
4305	Standard Asset Management Outputs

4306	System shall provide the ability to generate a physical inventory report based on: <ul style="list-style-type: none"> • Member Agency • Officer • Location • Equipment Type
4307	System shall provide the ability to generate a report showing asset history (e.g., assigned to whom, statuses, etc.)
4308	General Property and Evidence Management Requirements
4309	System shall provide the ability to identify property and evidence for multiple agencies.
4310	System shall provide the ability for agency to configure item numbering sequence.
4311	System shall provide the ability for agency to override numbering sequence.
4312	System shall provide the ability for solution to generate a unique number for each case.
4313	System shall provide the ability to indicate when property is associated across multiple member agencies.
4314	System shall provide the ability to designate property/evidence type: <ul style="list-style-type: none"> • Evidence • Found Property • Safekeeping • Lost • Stolen • Recovery • Agency Defined
4315	System shall provide the ability to associate UCR/IBR codes with Property.
4316	System shall provide the ability to link a property record to an incident or case report.
4317	System shall provide the ability for property related to the identical incident to be logically associated (e.g., Incident is 1, property may be labeled as 1-A, 1-B, etc.)
4318	System shall provide the ability for agency to define storage locations with at least three different levels: <ul style="list-style-type: none"> • Storage types (shelf, refrigerator, etc.) • Storage location identifiers (e.g., shelf, bin, bag) • Allow for property reports to be exported into excel
4319	Barcode / RFID Tracking Solution
4320	System shall provide the ability to provide a barcode/RFID scanning solution that will allow property to be scanned and bar codes printed.
4321	System shall provide the ability for agency to configure which data fields are printed on barcode/RFID with user selectable font sizes for each field of information
4322	System shall provide the ability to capture a date and time stamp and user with any barcode/RFID activity.

4323	System shall provide the ability to print multiple barcode/RFID labels at one time.
4324	System shall provide the ability to generate a single barcode/RFID label for selected items under a property number, such as all items contained with a single box.
4325	System shall provide the agency administrator to define the barcode used for item identification
4326	Intentionally Left Blank
4327	Intentionally Left Blank
4328	Property and Evidence Collection
4329	System shall provide the ability to support multiple dates of evidence collection per case.
4330	System shall provide the ability to utilize property/evidence information from the incident report into the property/evidence booking record.
4331	System shall provide the ability to generate a receipt for items taken into property and evidence for any reason.
4332	System shall provide the ability to associate an unlimited number of property items to a case.
4333	System shall provide the ability to support mass entry of property in which multiple items are uploaded to the module without re-keying redundant data.
4334	System shall provide the ability to query the System to determine the appropriate incident with which to link property.
4335	System shall provide the ability to add investigator responsible for a case to the property record upon case assignment to the investigator.
4336	System shall provide the ability for solution to automatically assign storage locations based on: <ul style="list-style-type: none"> • Available locations •Property Type
4337	System shall provide the ability for user to enter a storage location (e.g., location suggestions not generated).
4338	System shall provide the ability to perform the following related to Property information (including vehicles and guns) related to NCIC/CLETS: <ul style="list-style-type: none"> • Enter • Modify • Supplement • Cancel • Query
4339	System shall provide the ability to capture the following information related to a drug intake: <ul style="list-style-type: none"> • Drug Type • Quantity •Weight

4340	System shall provide the ability to capture the following information related to a vehicle: <ul style="list-style-type: none"> • Make • Model • Color • Owner Information • Insurance Information • Incident/Offense • VIN • License Plate
4341	System shall provide the ability to capture the following information related to a weapon:• Type• Description• Owner Information• Size• Caliber• Serial Number• Manufacturer
4342	System shall provide the ability to keep a balance of currency held in property and evidence. System shall provide the ability to capture currency by denomination at time of input.
4343	System shall provide the ability for agency to create property types.
4344	System shall provide the ability for agency to define associated data fields corresponding to specific property types.
4345	System shall provide the ability to track forfeited currency.
4346	System shall provide the ability to generate a receipt for currency taken into property and evidence.
4347	System shall provide the ability for property and evidence intake officer to add information to the property record, including but not limited to: <ul style="list-style-type: none"> • Date and time Evidence Collected • Evidence Pick up location • Evidence Technician Picking up item name ID • Date and Time Picked up • Date and time checked into the property room • Location in the property room • Outside analysis information (location, date, outcome)
4348	System shall provide the ability to capture and associate images to property and evidence.
4349	Digital Evidence Management
4350	System shall provide the ability to accommodate digital evidence (e.g., photographs, video, emails).
4351	System shall provide the ability to track users who have viewed digital evidence, including but not limited to: <ul style="list-style-type: none"> • User ID • Date/Time Viewed • Actions Taken (e.g., viewed, printed, etc.)
4352	System shall provide the ability to associate digital evidence with an incident.
4353	System shall provide the ability to print digital evidence.
4354	System shall provide the ability to batch upload digital evidence.

4355	System shall provide the ability to restrict access to digital evidence based on: <ul style="list-style-type: none"> • Evidence Type • Case/Incident • User Permissions • Member Agency
4356	System shall provide the ability to support digital evidence stored in a non-proprietary format (e.g., jpg, .pdf, etc.)
4357	System shall provide the ability to purge digital evidence
4358	System shall provide the ability to email digital evidence and record the email in chain of custody.
4359	Rejected Evidence/Property
4360	System shall provide the ability to reject submitted evidence.
4361	System shall provide the ability to indicate reason for rejection (e.g., improperly packaged or documented).
4362	System shall provide the ability to track rejected evidence.
4363	System shall provide the ability to notify submitting officer of rejected evidence.
4364	System shall provide the ability to generate a report showing number of rejected pieces of evidence by officer.
4365	System shall provide the ability to resubmit evidence after required corrections have been made.
4366	Chain of Custody
4367	System shall provide the ability to track chain of custody data for any piece of property entered into System as evidence, including but not limited to: <ul style="list-style-type: none"> • Name • Purpose of Collection • Destination • Storage Location • Date/Time (Check-in/Check-out)
4368	System shall provide the ability to capture electronic signatures.
4369	System shall provide the ability to track chain of custody for blood kits: <ul style="list-style-type: none"> • Date kit is mailed to the state • Date results are received
4370	System shall provide the ability to notify user of changes in chain of custody status for a user-defined property item.
4371	System shall provide the ability to notify multiple users of changes in chain of custody status for a user-defined property item.

4372	System shall provide the ability to track viewing of a property item, including but not limited to: <ul style="list-style-type: none"> • Start and end time of viewing • Evidence Viewed • Location of viewing • Person present during viewing (multiple) • Reason for viewing
4373	System shall provide the ability to include due dates for items to be returned.
4374	System shall provide the ability to provide automatic reminders to person checking out item, at agency defined intervals, that checked-out items are overdue, along with a report to Evidence Clerk of overdue items
4375	System shall provide the ability to scan bar code during check-out and check-in to update chain of custody (e.g., time and date information are populated and the user only adds information not in System).
4376	System shall provide the ability to generate a chain of custody report for a property item entered into System as evidence.
4377	System shall provide the ability to query a property item and identify its location from the chain of custody information.
4378	Inventory and Audits
4379	System shall provide the ability to document person conducting an audit.
4380	System shall provide the ability to view all property items attached to a single incident.
4381	System shall provide the ability to display person conducting an audit on all related audit reports.
4382	System shall provide the ability to document on a property record that the item was included in an inventory or audit, including: <ul style="list-style-type: none"> • Indicator that property was inventoried/audited • Date and time stamp of inventory/audit • Result of inventory/audit (e.g., found in correct location, not found, found in wrong location)
4383	System shall provide the ability to generate a list of all property located in a given: <ul style="list-style-type: none"> • Property room area • Shelf • Bin • Any agency-defined location
4384	System shall provide the ability to scan all items in a given location to check that items on a list of property are in the proper location.
4385	System shall provide the ability to generate a report of missing property items.
4386	System shall provide the ability to conduct a full inventory of property by: <ul style="list-style-type: none"> • Date entered • Location • Case Number • Member Agency • Officer • Type of Property
4387	System shall generate a random percentage of items or number of items based on audit needs for a particular shelf or location

4388	System shall provide the ability to enter in a case number and have System display: <ul style="list-style-type: none"> • A list of associated evidence • The location of associated evidence
4389	Property and Evidence Disposition
4390	System shall provide the ability to classify property for disposal through: <ul style="list-style-type: none"> • Return to owner • Destruction • Agency Defined Method(s) • Retention Files • Auction
4391	System shall provide the ability for agency to identify review dates for different types of property.
4392	System shall provide the ability to capture approving party of disposition (name, date/time, etc.) for the following: <ul style="list-style-type: none"> • Member Agency Representative • District Attorney
4393	System shall provide the ability for agency to configure disposition types.
4394	System shall provide the ability to maintain property records after property disposal.
4395	System shall provide the ability to notify investigators of items that require review: <ul style="list-style-type: none"> • Manually • Automatically (based on agency-defined business logic)
4396	System shall provide the ability to alert property and evidence personnel of items that require review.
4397	System shall provide the ability to generate an owner notification letter based on disposition status.
4398	System shall provide the ability to alert property and evidence personnel of property items eligible for disposition.
4399	System shall provide the ability to add disposal information to a property record, including but not limited to: <ul style="list-style-type: none"> • Disposal Method • Disposal Date • Disposal Reason
4400	System shall provide the ability to track the information associated with property released to an owner, including but not limited to: <ul style="list-style-type: none"> • Released to • Released by • Date of Release • Electronic Signature
4401	System shall provide the ability to generate a property disposal/destruction report that identifies: <ul style="list-style-type: none"> • All property in a certain location, such as 'Pending Destruction' • Property associated with a case • Specific property • Eligible Destruction Date • Review Date

4402	System shall provide the ability to require multiple levels of approval prior to property becoming eligible for disposal.
4403	System shall provide the ability to produce scheduled reports showing property eligible for disposal.
4404	System shall provide the ability to generate a report of property eligible for return to owner.
4405	System shall provide the ability to assign a batch disposition of all items by bar code scanning or either of the following: <ul style="list-style-type: none"> • Date • Bin location
4406	System shall provide the ability to assign disposition of all (multi-selected) items attached to a case at the same time.
4407	System shall provide the ability to interface with Court and DA system to receive Court Case updates.
4408	System shall provide notifications to case agents of newly booked or released evidence.
4409	System shall provide notification and request approval for release and disposition of evidence.
4410	General Case Management Requirements
4411	System shall provide the ability for users to electronically send reports/updates to an investigator supervisor.
4412	System shall provide the ability for reports to be automatically sent to an investigator supervisor based on built-in agency business logic (e.g., crime type, location of crime, e.g., beat, station, last follow-up, ages of case...).
4413	System shall provide the ability for case management solution to link all associated reports (e.g., incident report, supplemental reports, investigation reports).
4414	System shall provide the ability to establish case priority levels.
4415	System shall provide the ability to establish case management work flow based on built-in business logic (e.g. incident type, priority or case type).
4416	System shall provide the ability to track member agency-defined case management activities.
4417	System shall provide the ability to provide narrative fields associated with each case.
4418	System shall provide the ability for each member agency to define the specific case management activities it wants to track.
4419	System shall provide the ability to limit access to case information by security profile at the following levels: <ul style="list-style-type: none"> • Case level • Case document level • Field level

4420	System shall provide the ability to limit modification rights to a case, including assigning rights to: <ul style="list-style-type: none"> • View • Edit • Print • Delete
4421	System shall provide the ability to provide an audit trail of case file access.
4422	System shall provide the ability to support solvability factors.
4423	System shall provide the ability for each member agency to assign solvability.
4424	System shall provide the ability solvability ratings and System to calculate solvability.
4425	System shall have a feature within case reports which allows for tracking all tips, leads, and tasks associated with the case.
4426	System shall provide the ability to provide a way to associate the person's name record with all information related to that person and not require the user to back out of the name record to reach related information.
4427	System shall provide the ability for the user to be able to view related records in full.
4428	System shall provide the ability to include a case management feature to track all cases assigned to officers, from initial incident through the completed investigation.
4429	System shall provide the ability to track case status activities date of status modification.
4430	System shall provide the ability to record activities performed on cases to include but not limited to, search warrants, surveillance, investigative hours
4431	Investigation Assignment
4432	System shall provide the ability for investigator supervisor to view unassigned cases online by various selection criteria, such as by Division/Unit/Station/Area/Crime Type.
4433	System shall provide the ability for investigator supervisors to review unassigned cases (e.g. read the reports) online.
4434	System shall provide the ability for solution to identify next due investigator when assigning a case.
4435	System shall provide the ability to assign cases based on specialty area of investigation.
4436	System shall allow a user to assign leads to other users who are helping to gather information on the case.
4437	System shall provide the ability for an investigator supervisor to electronically assign case responsibility to an officer.
4438	System shall provide the ability to assign multiple investigators to a case.
4439	System shall provide the ability to assign review dates with an investigation assignment.

4440	System shall provide the ability to distinguish roles for investigators (e.g. primary, secondary, etc.).
4441	System shall provide the ability to assign solvability dates and calculate solvability upon case assignment.
4442	System shall provide the ability for investigators to receive electronic notification that they have been assigned a new case.
4443	System shall provide the ability for investigator supervisors to reassign cases to different investigators.
4444	System shall provide the ability for investigator supervisors to reassign cases to different units en masse, including the ability to multi-select cases for reassignment, such as 'all Det. Jones cases now assigned to Det. Smith
4445	System shall provide the ability for investigator supervisors to electronically notify investigators of case reassignments.
4446	System shall provide the priority or urgency of each lead to be assigned.
4447	System shall provide leads assigned to individuals to be displayed on their dashboards
4448	Case Monitoring
4449	System shall provide the ability for investigator supervisors to monitor case activity including, but not limited to: <ul style="list-style-type: none"> •Case status •Responsible investigator •Pending activities •Overdue activities.
4450	System shall provide the ability for investigator supervisor to monitor investigators' workloads.
4451	System shall provide the ability to support an internal case management communications/messaging solution.
4452	System shall provide the ability to visually distinguish case status (e.g., by color, font, underline, italics, etc.).
4453	System shall provide the ability to visually distinguish case priority (e.g., by color, font, underline, italics, etc.).
4454	System shall provide the ability to produce a list of cases pending or past due.
4455	System shall provide the ability to include a work-flow chart.
4456	Investigation Management
4457	System shall provide the ability for user to document member agency-defined case activity.
4458	System shall provide the ability for all case activities to note user making entry into System.
4459	System shall provide the ability to associate time with activities.

4460	System shall provide the ability for an investigator to place an alert on an individual: to send a notification to the investigator through System of any query involving the individual
4461	System shall provide the ability for an investigator to place an alert on an individual: to send a notification via text message to the investigator's cell phone of any query or records activity such as citations, crime reports, accidents involving the individual
4462	System shall provide the ability for an investigator to place an alert on an individual: to send a notification of any query on that individual without alerting the person making the entry or query.
4463	System shall provide the ability for an investigator to place an alert on an individual: to tell the person making a query or record entry on that individual to follow user inputted instructions (e.g., investigator placing the flag notes "call this number")
4464	System shall provide the ability to flag a property item such that the assigned investigator is notified when person makes inquiries on their property.
4465	System shall provide the ability to create an alert to determine when additional action is due (e.g., supplement report is due within 30 days of assignment).
4466	System shall provide the ability to query associated evidence with a case.
4467	System shall be able to ensure that intelligence case reports include all of the standard functionality and workflow as regular case reports.
4468	System shall provide a way to lock down the intelligence case reports so that only specified users have access to any of the data stored in those case reports.
4469	System shall provide the ability to ensure that the intelligence case reports include links to warrants, protection orders, field identifications, other intelligence case reports and standard case reports.
4470	System shall provide the ability to connect to the master name records which are associated with an intelligence report have an additional section of information which records information such as informant ID and the MO.
4471	System shall provide a way to allow authorized personnel to add and track notes on Informants to document all contacts with the individual.
4472	System shall ensure that authorized users may choose to not submit intelligence cases to state reporting (IBR/UCR).
4473	System shall provide Names, Offenses and Vehicles to be copied from an Intelligence Case into a normal case without the need to re-enter the information.
4474	Case Disposition
4475	System shall provide the ability to provide dedicated fields to track case disposition.
4476	System shall provide the ability to provide dedicated fields to track Court case disposition.
4477	System shall provide the ability to generate a face sheet that imports/includes Agency-defined data fields (such as to be provided to DA).
4478	System shall provide the ability to automatically choose which file types are attached to cases when creating a 'package' to be sent, for example, to the District Attorney
4479	System shall provide the ability to customized forms by agency.

4480	System shall provide the ability for DA Referral and booking sheet to be created based off of subject sheet and charges.
4481	System shall provide the ability to create DA letters for "release" of property for felony, juvenile or property seized with a warrant.
4482	Standard Case Management Module Outputs
4483	System shall provide the ability to produce the following standard report: Case aging report
4484	System shall provide the ability to produce the following standard report: Assigned cases and status
4485	System shall provide the ability to produce the following standard report: Cases pending assignment
4486	System shall provide the ability to produce the following standard report: Activity follow-up
4487	System shall provide the ability to produce the following standard report: Overdue activity (e.g. case assignment, follow-up)
4488	System shall provide the ability to produce the following standard reports: Pending activity by: <ul style="list-style-type: none"> •Investigator •Case •Unit •Law enforcement case disposition •Court case disposition •Time/date range •Cases by due date
4489	General Citations Requirements
4490	System shall provide the ability to capture all data required of citations as required by the State and/or county
4491	System shall provide the ability to maintain compliance with State/County data collection requirements as modifications are made by the county/state.
4492	System shall provide the ability to import citation data from the State/County Electronic citation solution.
4493	System shall provide the ability to manually enter/update citation data along with a name/demographic matching logic to prevent creation of duplicate master name/vehicle entries.
4494	System shall provide the ability to Manually add written citations and add attachments to the citation files
4495	System shall provide the ability to update citations with court disposition from Courts solution.
4496	System shall provide the ability to import citation disposition information from State/County Courts solution.
4497	System shall provide the ability to produce a summary of citations by: •Location •offense code •date•zone/beat/district•Day of week•Time•officer
4498	System shall allow citations to be associated with case reports or created without a case report.

4499	System shall allow users to save, print or email a summary list of the citation records directly from the list-view window.
4500	System shall support intelligent full-text searching of citation narrative fields.
4501	System shall allow citations to be manually linked to existing case reports.
4502	System shall provide Agency-defined custom fields shall be available in Field Identifications.
4503	When citation data is entered or uploaded into the system, the appropriate links shall be made to the master index records
4504	The system shall capture court data such as case number and date and record the court's disposition of the citation
4505	The system shall query state and local databases that contain information regarding previously issued citations and warnings. The query also shall check for any outstanding warrants or alerts
4506	The system shall track warnings as well as citations. Both must be linked to the subject's master name record.
4507	The system shall allow the law enforcement officer to collect data on the demographics of the people involved for statistical reporting in bias-based policing programs
4508	The system shall provide the following standard outputs: Citation and warnings summary based on varying search criteria Citation by location Citations and warnings by demographic data Citation audit (e.g., missing/voided numbers) Citations and warnings
4509	Arrests
4510	System shall allow users to create and maintain arrest forms.
4511	System shall support multiple charges for a given person on a single arrest form.
4512	System shall allow to add multiple counts of each statute on the arrest forms
4513	System shall provide arrests and multiple clearances automatically as specified for UCR/IBR reporting and link several cases to one arrest in the instance of multiple clearances
4514	System shall allow users to add an arrest form to a case report at the time of the original incident or any time after that.
4515	System shall allow users to add supplemental arrest narratives to the original case report in the event of an arrest at a later date.
4516	System shall provide for the arrest information from the RMS available to the JMS for auto-populating the booking record.
4517	Parking Tickets
4518	System shall provide parking tickets to be tracked.
4519	System shall provide authorized users to change the status of a parking ticket for any number of reasons defined by the agency.

4520	System shall ensure that the name, vehicle and/or address entered into parking ticket records use the master records. Parking ticket records shall also use the name and address validation provided with the master name and master address records.
4521	System shall provide parking ticket statuses to be changed in bulk.
4522	System shall provide users to attach documents to parking ticket records.
4523	System shall track invoices, fees, and receipts associated with parking tickets.
4524	System shall provide for an agency-defined sliding fee scale based on parking ticket age.
4525	System shall provide a list of parking tickets that can be searched.
4526	System shall provide authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual parking tickets.
4527	System shall provide users with access to parking tickets to use the custom forms to enter and maintain the associated data.
4528	Agency-defined custom fields shall be available in Parking Tickets.
4529	General Crash Requirements
4530	System shall provide the ability to capture all crash data required as required by the State
4531	System shall provide the ability to maintain compliance with State data collection requirements as modifications are made by the state.
4532	System shall provide the ability to manually enter/update accident data.
4533	System shall provide the ability to accept the import or export of accident data from the State solution (SWITRS) ATTRS
4534	System shall provide the ability to print imported accident reports according to State of California standards for accident reports
4535	System shall provide the ability to link citation records and accident records.
4536	In addition to capturing and storing new data, the system shall be capable of incorporating and storing historical traffic citation/collision data residing in existing legacy databases. The data shall be searchable based on user- defined parameters and the query results presented to the user. In addition to the presentation of query results in a report form, output shall be capable of presentation in a mapping format, graphing/sketching format, and printable, as required
4537	System shall have an electronic collision reporting function that allows the end-user the ability to create electronic traffic collision reports. In addition, the system shall have the capability to upload the collision reporting data from a handheld device or from the existing mobile digital computer (MDC) installed in the patrol car to the database, eliminating the need for manual data entry.

4538	System shall have search capabilities that allow users to search within a user-defined radius and/or time interval on a common mapping platform (e.g. GIS, Google Maps, ESRI). Search results should include a list of citation/collision incidents in a report format customizable by the user, the ability to convert the information to graphs and charts, and the ability to map identified incidents.
4539	System shall allow users to create custom complex report templates and custom workflows. System shall provide a reusable form that is auto populated by interfacing to various other systems. System shall allow line personnel to enter collision/citation incidents, and route them through an electronic hierarchy approval process
4540	System shall have the capability to generate automatic email notifications for Divisions or Bureaus when alert thresholds are met. System shall have an accountability mechanism that establishes what action was taken at the Unit level to remedy the high alert.
4541	System Shall include, but not be limited to, the following features: Multiple means to notify specific users based upon user-defined business rules; Interface with other systems for importing and exporting employee data, typically web services/xml; Automatic generation of pre-designed report forms; Ability to link multiple incidents together, across modules, by commonalities such as involved employee, investigator, or other specified field; Ability to toggle to details of specific event within a list of search results; Ability to attach different file mediums including documents, photos, audio recordings, and video recordings; Ability for system administrators to add or modify fields within each category for specific Department administrators and log changes in a timeline for an audit trail; Ability to automatically and sequentially number incidents as they are entered into the system; Ability to mask specific information from general users (i.e. hide feature); Ability to sort report columns by user identified fields; Ability to establish several levels of permissions for security rights for user categories; Ability to identify incidents by status (closed, pending, open, etc.); Ability to schedule specific reports to be automatically generated and distributed to specific users; and Ability to perform full auditing; not only when data has been modified, but also when a record has been retrieved and not modified, using a graphical user interface (GUI).should be customizable to include, but not be limited to, the following features
4542	System shall have automatic system-generated triggers in support of the following system functions: Collision Street Name Verification, Citation Vehicle Code Verification
4543	System shall allow for real time analysis of the data by browsing current/historical data using customizable search criteria.
4544	System shall geocode validate and map all addresses entered into the system.
4545	System shall allow of collision reports to be requested and obtained by the public via an external internet website portal.
4546	System shall allow the ability for user to construct a crash diagram safely, with intuitive tools and drag-and-drop interface utilizing an accurate crash designer that can easily and completely represent crash diagrams. System shall have the ability to use GIS and external map service layers and opacity controls to use as a base map when creating crash diagrams.
4547	System shall allow for the inputting of complex mathematical formulas used in Accident Reconstruction.
4548	System shall allow for the ability to scan barcodes to quickly enter driver, witness, passenger, and vehicle information.

4549	System shall interface with the Allied Agency Reporting Service (AARS) to allow collision data to be electronically submitted to Statewide Integrated Traffic Records System (SWITRS).
4550	Mugshot and Lineups
4551	System shall provide the ability to access mug shot photos from within the RMS that are taken in the JMS.
4552	System shall provide the ability to select photos to create a line-up.
4553	System shall provide the ability to drag and drop photos into a line-up.
4554	System shall provide the ability to view a lineup as a slide show.
4555	System shall provide the ability to replace a photo in a lineup.
4556	System shall provide the ability to pre-select suspect for inclusion in photo line-up.
4557	System shall provide the ability to select whether to print name and other data (law enforcement copy) or not (witness copy).
4558	System shall provide the ability for user to select which photo to use if individual has multiple photos on file.
4559	System shall provide the ability to indicate the most recent photo if an individual has multiple photos on file.
4560	System shall provide the ability to enter a photo and produce similar images for photo line-up purposes.
4561	System shall provide the ability for solution to generate a line-up based on user criteria.
4562	System shall provide the ability to view demographics on a person within the lineup.
4563	System shall provide the ability to select and print discrete photos to print from mugshot query return
4564	System shall provide the ability to select and print discrete photos to print from mug shot query return: 6 Photos
4565	System shall provide the ability to select and print discrete photos to print from mug shot query return: More than 6 Photos
4566	System shall provide the ability to indicate in which position a suspect shall be located.
4567	System shall provide the ability for solution to randomly assign suspect position.
4568	System shall provide the ability to prevent juvenile photos from being displayed in adult photo line-ups.
4569	System shall provide the ability to save line-ups and associate line-up with a case.
4570	System shall provide the ability to print line-up.

4571	System shall provide the ability to export line-ups (e.g., made available for email).
4572	System shall provide the ability to save line-ups to alternative media (e.g., CD, thumb drive).
4573	System shall provide the ability to generate photo line-ups in black and white.
4574	System shall provide the ability to query the mugshot database from the RMS for photos that are stored in the RMS/JMS by: <ul style="list-style-type: none"> •Name •Age range •Height •Weight •Skin, eye, and hair color •Gender •Race •Height range •Weight range •Scars, marks and tattoos •Any physical characteristic •Date of birth range •M.O.
4575	System shall provide the ability to generate a lineup based on any physical characteristic.
4576	System shall provide the ability to query lineups by any information associated with an individual, regardless if it is a physical characteristic (e.g., search on employer).
4577	General False Alarm Information
4578	System shall provide the ability to accept false alarm incident data from the CAD solution.
4579	System shall provide the ability to manually add a false alarm incident.
4580	System shall provide the ability to support a database of alarm solutions with the following information: •Account Number •Date registered •Alarm activity history •Site location/address •Billing address•Owner •Tenants•Alarm company •Alarm company contact information •Alarm location •Alarm type•Alarm status (active or suspended)•Other agency-defined criteria
4581	System shall provide the ability for solution to generate an account number.
4582	System shall provide the ability to delete a false alarm account.
4583	System shall provide the ability to copy account history to another account.
4584	System shall provide the ability to support multiple contact addresses and phone numbers for each account.
4585	System shall provide the ability to maintain a history of false alarms.

4586	False Alarm Billing/Receipt
4587	System shall provide the ability for System to automatically generate associated costs for each false alarm and export information to a 3rd party Financial Application.
4588	System shall provide the ability for agency to define a fee schedule for false alarms (e.g., Alarm 1 = \$0, Alarm 2 = \$50, etc.)
4589	System shall provide the ability for the Agency to configure costs (i.e., Billing Rate) associated with each false alarm: during implementation
4590	System shall provide the ability for the Agency to configure costs (i.e., Billing Rate) associated with each false alarm: following implementation, without vendor intervention
4591	System shall provide the ability to automatically "Zero" out the number of alarms at the beginning of each calendar year.
4592	System shall provide the ability for System to dynamically maintain fees due to the Agency (e.g., individual has false three false alarm bills [\$50, \$100, \$200], solution shows \$350 as opposed to the three individual totals).
4593	System shall provide the ability to record receipt of payment, including but not limited to the following information: <ul style="list-style-type: none"> •Account ID, •Incident number •Amount paid •Payment made by •Method of payment (multiple) •Check/money order number •Invoice number •Date
4594	System shall provide the ability to receipt partial payments
4595	System shall provide the ability to void a bill.
4596	System shall provide the ability to override fee schedule.
4597	Invoice & Form Generation
4598	System shall provide the ability to import invoice and payment information from financial solution.
4599	System shall provide the ability for any data element captured as part of the False Alarm module to become part of the invoice.
4600	System shall provide the ability for the Agency to determine which data elements shall be captured as part of the invoice.
4601	System shall provide the ability for each invoice to have a unique invoice number
4602	System shall provide the ability for the invoice generator to automatically extract necessary data to complete invoice including but not limited to: <ul style="list-style-type: none"> •Account Name •Account number •Billing address •Address of incident •Date of incident •Time of incident •Amount due •Number of alarms for the period •Number of alarms at no charge •Number of alarms at each billing rate •Fee schedule •Case number •Date the invoice was generated.

4603	System shall provide the ability for generated invoice to include a narrative template designed by the Agency (e.g., to indicate instructions on how to submit payment).
4604	System shall provide the ability to format invoices to fit in standard window envelope.
4605	System shall provide the ability to re-print an invoice with 'balance remaining' if the bill is partially paid.
4606	Standard False Alarm Reports
4607	System shall provide the ability to generate a report of false alarms by any combination of information captured in the alarm tracking database, including but not limited to: <ul style="list-style-type: none"> •Date •Account number •Invoice number •Name on account •Address of account •Case number •Incident location •Responding agency
4608	System shall provide the ability to generate reports on an on-demand basis, including but not limited to: <ul style="list-style-type: none"> •Daily •Weekly •Monthly •Calendar year
4609	Internal Affairs
4610	System shall provide the ability to record the following against an employee: <ul style="list-style-type: none"> •Citizen Complaints •Department infractions •Awards, •Accidents •Use of force
4611	System shall provide the ability for each member agency to maintain its internal affairs database completely separate from each other agency.
4612	System shall provide the ability to have a unique master name file in the Internal Affairs solution.
4613	System shall provide the ability to support the import of data from other RMS modules but not share data to other RMS modules.
4614	System shall provide the ability to support a threshold alerting feature for different offense types, including but not limited to: Accidents Complaints DisciplineUse of force
4615	System shall provide the ability for threshold alerts to be unique for: Each Member Agency and offense type
4616	System shall provide the ability to alert a specified user when threshold has been met.

4617	System shall provide the ability to capture the following fleet vehicle accident information: <ul style="list-style-type: none"> •Date/time of accident •Location of accident •Officer name/rank/division •Shift of accident •Case number •Type of accident •Supervisor that investigated the accident •The member agency that investigated the accident •The disposition.
4618	System shall provide the ability to Indicate if the accident shall be included in the threshold
4619	System shall provide the ability to capture the following information on commendations/awards: Officer name/rank/division, type of commendation/award, date of the commendation/award
4620	System shall provide the ability to Indicate if a copy of the commendation/award is on file
4621	System shall provide the ability to capture the following information on complaints: Officer name/rank/division
4622	System shall provide the ability to capture the following information on complaints: Complaint type (formal, informal, fact finding, admin review, etc.)
4623	System shall provide the ability to capture the following information on complaints: Date the complaint was assigned
4624	System shall provide the ability to capture the following information on complaints: Who the complaint was assigned to
4625	System shall provide the ability to capture the following information on complaints: Date the investigation was completed
4626	System shall provide the ability to capture the following information on complaints: Narrative
4627	System shall provide the ability to capture the following information on complaints: Case Number
4628	System shall provide the ability to capture the following information on complaints: How the complaint was reported
4629	System shall provide the ability to capture the following information on complaints: Date the incident occurred
4630	System shall provide the ability to capture the following information on complaints: Date the incident was reported
4631	System shall provide the ability to capture the following information on complaints: How the incident was reported
4632	System shall provide the ability to capture the following information on complaints: Indicate if the incident occurred off duty
4633	System shall provide the ability to capture the following information on complaints: Name of person that took the complaint
4634	System shall provide the ability to capture the following information on complaints: Complainant Name, Gender, Race, Address, Phone Number

4635	System shall provide the ability to capture the following information on complaints: Witness Name, Gender, Race, Address, Phone Number
4636	System shall provide the ability to capture the following information on complaints: Date Witness was contacted
4637	System shall provide the ability to capture the following information on complaints: Type of Witness
4638	System shall provide the ability to capture the following information on complaints: Name/Rank/Division of other officers involved
4639	System shall provide the ability to capture the following information on complaints: Disposition of complaint
4640	System shall provide the ability to capture the following information on disciplines: Officer/rank/division, date, type of discipline, Incident type, violation, description and outcome
4641	System shall provide the ability to scan and attach documents to each record
4642	System shall provide the ability to control who can see or access those attachments
4643	System shall provide the ability to link (e.g., hyperlink, attach, etc.) a report to the internal affairs incident.
4644	System shall provide the ability to search those attachments
4645	System shall provide the ability to link all reports written by an officer to their Internal Affairs incident.
4646	System shall provide the ability to directly view incident reports from Internal Affairs module (e.g., through a hyperlink or attached file).
4647	System shall provide the ability to view and print a summary of all activity for an officer
4648	System shall provide the ability to record user name, date, and time each record was added, changed, viewed and printed in an audit trail.
4649	System shall provide the ability for the internal affairs module to have separate security access.
4650	System shall provide the ability to view and print a summary of all activity during a user-specified time for: <ul style="list-style-type: none"> •Officer •Agency •Supervisor •Unit/Section
4651	Personnel Requirements
4652	System shall provide the ability to maintain separate personnel databases for each member agency.

4653	<p>System shall provide the ability to provide fields to capture personnel information including, but not limited to:</p> <ul style="list-style-type: none"> •Name •Unit ID •Employee ID •Driver's License Number •Driver's License Status •Agency •Hire Date •Termination/Separation Date •Promotion History (Start/End Dates) •Blood Type •Mobile Phone number •Address •Sex •Race •Marital Status •Rank •Badge Number •Date of hire •Employment Status •Special Skills •Email Address •Assignment •Injury History •Exposure History
4654	System shall provide the ability to assign an employee to a "role".
4655	System shall provide the ability for user to generate a report of pending Evaluation Dates.
4656	System shall provide the ability to capture an employee's education.
4657	System shall provide the ability to attach a photo to a personnel record.
4658	System shall provide the ability to capture an employee's Emergency Contact Information, along with the ability to allow the particular employee edit/view rights for their own, and only their own, contact information and Emergency contact information for review or correction
4659	Disciplinary Action:

4660	System shall provide the ability to generate a report of disciplinary action including but not limited to: <ul style="list-style-type: none"> •Type •Start •Expiration •Active/Inactive •Rank •Employee Status •Evaluation Dates
4661	System shall provide the ability to generate a report of disciplinary action history (both active and/or inactive).
4662	System shall provide the ability to associate expirations with disciplinary action.
4663	System shall provide the ability to generate a report of pending expiration dates for disciplinary action.
4664	System shall provide the ability to track all changes to personnel information (e.g., promotions, transfers), including but not limited to: <ul style="list-style-type: none"> •Date of change •Person making change •Before/after values
4665	System shall provide the ability to attach files to a personnel record.
4666	System shall provide the ability to maintain history of personnel information that may change over time (e.g., address, phone, etc.) Supervisor (Multiples if applicable)
4667	Officer Activity Requirements
4668	System shall provide the ability to capture and maintain agency-defined officer activity information, including, but not limited to: •Arrests•Felony•Misdemeanor•Citations•Traffic•Warnings•Parking•Field interviews•Warrants Served•Evidence Submittal•Self-initiated activity•Dispatched activity•Directed patrol activity•Reports filed (including type of report)•Role in response efforts (primary or backup)•False alarms•Administrative time•Time on duty•Overtime•Court time•Training time•Out of Service Time•Time off•Unlimited special activities, listed in an agency- defined drop down menu
4669	System shall provide the ability to track the following call information by officer: <ul style="list-style-type: none"> •Call type •Dispatch time •Call received time •Arrival time •Call clearance time •Disposition
4670	System shall provide the ability for CAD Call for Service information to automatically populate and update officer activity information.
4671	System shall provide the ability for officers to add to their logs information that does not come from CAD.
4672	System shall provide the ability to track officer time spent on agency-defined events (e.g., community meetings, training, foot patrol, special events) for statistical purposes (e.g., internal or grant related).

4673	Standard Officer Activity Module Outputs
4674	System shall provide the ability to generate reports summarizing patrol activity by:•Individual•Division•Timeframe (e.g., hour range)•Unit/Squad•Geographic Area (e.g., beat, grid)•Shift•Officer activity•Self-initiated or directed patrol versus dispatched activity•Date range•Activity type
4675	System shall provide the ability to account for number of days working in summary statistics (e.g., arrests/day; tickets/day).
4676	System shall provide the ability to generate reports itemizing patrol activity by: <ul style="list-style-type: none"> •Type of activity •Date range •Officer non-committed time •Response times (based on dispatch, received, and arrival times)
4677	System shall provide the ability to query individual officer activity by: <ul style="list-style-type: none"> •Officer name •Officer assignment •Officer ID •Beat •Reporting district •Date/Time range •Incident type •Shift •Unit/Squad •Unit ID (call sign)
4678	System shall provide the ability to Query RMS Activity for the Records Division by date on the following: <ul style="list-style-type: none"> •Incident Reports Completed •Crash Reports completed •Citations Entered •Civil Process Services Entered •Records Requests Completed •Background Checks Completed •911/Radio Traffic call request Completed
4679	System shall provide a "fitness for duty" section that is triggered when the result of an investigation is a mandatory referral to EAP and progress shall be tracked to determine fitness for duty.
4680	Training
4681	System shall provide the ability to support separate training databases by member agency.
4682	System shall provide the ability to document training received by employee.
4683	System shall provide the ability to track mandatory training.
4684	System shall provide the ability to allow individuals to view (not edit) their training records.
4685	System shall provide the ability to designate personnel with edit rights to modify training records (e.g., Training Officer).

4686	System shall provide the ability to track certifications (e.g., TIME)
4687	Training Documentation
4688	System shall provide the ability to document the following Training information:•Attendee•Hours (including up to three 'hours-types' such as training hours, college credit hours, diversity hours for example)•Cost•Course Description•Narrative•Location•Score (Pass/Fail)
4689	System shall provide the ability to associate costs with each training course: <ul style="list-style-type: none"> •Method of Training •Recertification required •Date of recertification
4690	System shall provide the ability to associate reimbursable costs with training.
4691	System shall provide the ability to identify source of funding (e.g., grant, department funded).
4692	System shall provide the ability to identify training provider (e.g., local, USDOJ, etc.)
4693	System shall provide the ability for costs to be associated with expenditures for each training course (e.g., meals, registration, etc.)
4694	System shall provide the ability to associate expiration dates of training.
4695	System shall provide the ability to generate a report of training and associated expiration dates by: <ul style="list-style-type: none"> •Member Agency •Individual
4696	System shall provide the ability to attach files to training records and create related training records en-masse, i.e., multiple selected attendees entries all at once
4697	Instructors
4698	System shall provide the ability to maintain a list of instructors.
4699	System shall provide the ability to document hours of instructional time per instructor.
4700	System shall provide the ability to track recertification dates.
4701	System shall provide the ability to identify the instructor's specialties, including multiple specialties if necessary, and how an instructor became an instructor (e.g., Agency-funded, self-funded, third-party funded).
4702	Training Requirements
4703	System shall provide the ability to track mandatory training requirements.
4704	System shall provide the ability to track mandatory training for each job category.

4705	System shall provide the ability to track Continuing Education hours
4706	System shall provide the ability to generate and print reports indicating upcoming training needs (i.e., who needs what training by what date).
4707	System shall provide the ability to alert users and supervisors of upcoming certification expirations.
4708	System shall provide the ability to track follow-up training for personnel who do not pass certification tests.
4709	Training Scheduling
4710	System shall provide the ability to assign training to: <ul style="list-style-type: none"> •Individual •Unit
4711	System shall provide the ability to generate a notification to participants of upcoming class information (e.g. class location, time, date, etc.)
4712	System shall provide the ability to define type of training (e.g., in-service, specialized)
4713	System shall provide the ability when entering attendees of training to generate a list of individuals that were scheduled but did not attend.
4714	Electronic Management
4715	System shall provide the ability for individuals to request training electronically.
4716	System shall provide the ability for each member agency to define required supervisor approvals for training.
4717	System shall provide the ability to post training information online.
4718	System shall provide the ability to associate files to training (e.g., .ppt, videos, etc.)
4719	Training Reports
4720	System shall provide the ability to retrieve training records by: <ul style="list-style-type: none"> • Name • Group/Unit • Course • Assignment • Shift • Member Agency • Provider of Training

4721	System shall provide the ability to generate a report on training costs by: <ul style="list-style-type: none"> •Individual •Group/Unit •Assignment •Shift •Member Agency •Course •Source (e.g., Grants, Department-funded) •Provider of Training
4722	Fleet Maintenance
4723	System shall provide the ability to track Fleet maintenance.
4724	System shall provide the ability to differentiate Fleet by member agency.
4725	System shall provide the ability to generate reports in accordance with Federal Automotive Statistical annual reporting requirements.
4726	System shall provide the ability to track multiple engines on one vehicle
4727	System shall provide the ability to provide Parent/Child asset tracking for asset components.
4728	System shall provide the ability to link vehicles with individuals.
4729	Maintenance Tracking
4730	System shall provide the ability to track all maintenance activity associated with a vehicle.
4731	System shall provide the ability for agency to define the type of maintenance activities that are tracked.
4732	System shall provide the ability to set agency-defined intervals for vehicles requiring maintenance by: <ul style="list-style-type: none"> • Mileage • Date • Both Mileage and Date • Hours • Days of Week
4733	System shall provide the ability to associate warranty expirations with equipment.
4734	System shall provide the ability to designate warranty start dates.
4735	System shall provide the ability to associate equipment with vehicle.
4736	System shall provide the ability to maintain history of equipment assigned to a vehicle.

4737	System shall provide the ability to track vehicle damage, including but not limited to:• Vehicle Identification Number (VIN)• Operator• Member Agency• Vehicle Type (e.g., Make, Model)• Type of Damage• Location of Damage• Cost of Damage• Repair Location (e.g., in-house or out sourced)
4738	System shall provide the ability to track out sourced repairs for vehicles.
4739	Fleet Inventory
4740	System shall provide the ability to track inventoried items.
4741	System shall provide the ability for agency to define what type of items are tracked.
4742	System shall provide the ability to associate inventoried items by member agency.
4743	System shall provide the ability to track location of equipment/inventory (e.g., bin #, shelf #).
4744	System shall provide the ability to associate warranty expirations with inventory.
4745	System shall provide the ability for solution to cross-reference vendor part numbers for identical pieces of inventory.
4746	System shall provide the ability to track status of inventory: <ul style="list-style-type: none"> • Active • Inactive • Issued
4747	System shall provide the ability to update inventory totals: <ul style="list-style-type: none"> • Upon receipt of new inventory • Upon assignment of inventoried items
4748	System shall provide the ability to generate an automatic alert to designated personnel when inventory levels fall below member agency-defined level (e.g., threshold levels).
4749	System shall provide the ability for agency to establish threshold levels per specific equipment/inventory/part.
4750	System shall provide the ability to track vendor information: <ul style="list-style-type: none"> • Company name • Contact Information
4751	System shall provide the ability to generate budget life cycle based upon user- defined time period and associated costs of Parts
4752	System shall provide the ability to store images of parts.
4753	System shall provide the ability to manage and track inventory using a bar code solution including, but not limited to, the following functions: <ul style="list-style-type: none"> • Perform a mass update • Locate item by bar code • Generate bar code • Read bar code using a remote or connected hand-held device •Track specific item information
4754	System shall provide the ability to automatically update (e.g., download) inventory information into solution.

4755	System shall provide the ability to print bar code labels.
4756	System shall provide the ability to generate an inventory report by: <ul style="list-style-type: none"> • Member agency assigned to • Vehicle assigned to • Inventory on hand
4757	System shall provide the ability to track disposal of inventory.
4758	System shall provide the ability to track disposal methods specific to inventory type (e.g., how battery was disposed).
4759	System shall provide the ability to generate reports from disposed inventory (e.g., Run a report to identify number of wiper fluids used in a month)
4760	Cost
4761	System shall provide the ability to associate costs to: <ul style="list-style-type: none"> • Inventory (e.g., equipment/parts) • Labor
4762	System shall provide the ability to generate a cost report associated to each member agency over a user-defined time period.
4763	System shall provide the ability to associate a core value with inventory.
4764	System shall provide the ability to associate the receipt of core value of a returned item.
4765	System shall provide the ability to establish a pre-determined report generation schedule for cost reports (e.g., once a month, generate a report for all repairs made to SO vehicles).
4766	System shall provide the ability to generate a report of costs over a user-defined time frame by: <ul style="list-style-type: none"> • Member agency • Vehicle Type • Vehicle Identification Number • Vehicle Operator • Cost Category (e.g., Labor Type)
4767	Labor Scheduling and Assignment
4768	System shall provide the ability to track the following for labor: <ul style="list-style-type: none"> • Labor Category (e.g., Oil Change) • Mechanic • Estimated time for completion • Actual time required • Parts Used • Total Cost
4769	System shall provide the ability to run a report comparing actual time of repair vs. estimated time of repair.
4770	System shall provide the ability to track status of repair (in progress, pending, etc.)
4771	System shall provide the ability to stored recalled inventory/equipment/part information.

4772	System shall provide the ability for solution to notify user, when performing maintenance on applicable vehicle, of applicable recall information.
4773	System shall provide the ability to provide a view (e.g., not a generated report) of work in progress, identifying: <ul style="list-style-type: none"> • Status of repair • Time spent on repair • Individual conducting repair • Estimate time for completion
4774	System shall provide the ability to track certifications of mechanics.
4775	System shall provide the ability for agency to define estimated lengths of required labor (e.g., oil change = 30 minutes)
4776	System shall provide the ability to assign labor tasks to specific individuals.
4777	System shall provide the ability to enter labor required and automatically generate time required for completion.
4778	System shall provide the ability for labor assignments to automatically populate a labor calendar.
4779	System shall provide the ability for solution to automatically generate a labor schedule based on required labor and associated due date.
4780	System shall provide the ability to print work orders.
4781	System shall provide the ability to generate a labor workload report by: <ul style="list-style-type: none"> • Labor type • Member agency vehicle • Time frame • Mechanic • Labor Status (e.g., in progress, complete)
4782	Response
4783	System shall provide the ability for member agencies to electronically request service.
4784	System shall provide the ability for individuals to electronically request service via the Mobile.
4785	System shall provide the ability for labor request to include: <ul style="list-style-type: none"> • Member agency • Vehicle number • Repair request • Narrative • User requesting service • Requested date • Priority
4786	System shall provide the ability for each member agency to define required supervisor approval for repair request.
4787	Fuel Management
4788	System shall provide the ability to track fuel related data and costs within the software.
4789	System shall provide the ability to provide an interface to any 3rd party solution to import fuel and vehicle usage.

4790	General Intelligence Requirements
4791	System shall be 28 CFR Part 23 Compliant.
4792	System shall provide the ability to support separate intelligence databases per member Agency.
4793	System shall provide the ability to limit access to intelligence database.
4794	System shall provide the ability for intelligence to place an alert on an individual (e.g. for deconfliction purposes): <ul style="list-style-type: none"> • To send a notification to intelligence user through System of any query involving the individual • To send a notification to everyone in the Intelligence group when an user obtains permission to the Intelligence module • To send a notification of any query on that individual without alerting the person making the query • To tell the person making a query on that individual to follow user inputted instructions (e.g., investigator placing the flag notes "call this number")
4795	System shall provide the ability for intelligence to place an alert on a location (e.g. for deconfliction purposes): <ul style="list-style-type: none"> • To send a notification to intelligence user through System of any query involving the location • To send a notification of any query on that location without alerting the person making the query • To tell the person making a query on that location to follow user inputted instructions (e.g., investigator placing the flag notes "call this number")
4796	System shall provide the ability to track tips including but not limited to the following: <ul style="list-style-type: none"> • Date • Source • Narrative • Category (e.g., Gang)
4797	Intelligence Investigations Activity
4798	System shall provide the ability to provide case management functionality for intelligence-related investigations, but have intelligence- related investigations secured separately from other investigation types.
4799	System shall provide the ability to establish Intelligence investigations groups/units (e.g., Gangs, Narcotics).
4800	System shall provide the ability to track workload activity of each specialty unit.
4801	System shall provide the ability to provide message board functionality for each Intelligence investigation unit.
4802	Gang Members
4803	System shall provide the ability to flag individuals as confirmed or suspected gang records in the Master Name Index.

4804	System shall provide the ability to distinguish between confirmed and suspected gang members.
4805	System shall provide the ability to capture criteria used to identify an individual as a gang member.
4806	System shall provide the ability for gang information to be made available in the JMS.
4807	System shall provide the ability to auto-populate the gang database with information from the MNI once an individual is identified as a gang member.
4808	System shall provide the ability to prompt officer to forward gang information to an investigator when new information is entered into member agency-defined fields.
4809	System shall provide the ability to manually remove gang flags.
4810	System shall provide the ability to provide security provisions at the user level to: <ul style="list-style-type: none"> • Create gang records • Modify gang records • Label an individual as a gang member along with flagging the record for periodic review, e.g., five years, for example
4811	System shall provide the ability to prevent gang information from displaying on main name record.
4812	System shall provide the ability to support an interface to NCIC to transfer agency- defined gang information based on Agency-defined criteria.
4813	System shall provide the ability to provide dedicated fields to capture the following gang-related data: <ul style="list-style-type: none"> • Member Name • Date of Birth • Gender • Race • Ethnicity • Known Associates • Height • Weight • Hair Color • Eye Color • Gang Name • Street Name/Nickname • Street Address • Phone Number • Employer • Employer Address • Work Phone • Occupation • Active Member (Y/N) • Physical Appearance <ul style="list-style-type: none"> • Hand Use • Teeth • Build • Glasses • Demeanor • Speech • Physical Condition • Scars, marks and tattoos • Facial Hair • Appearance <ul style="list-style-type: none"> • Clothing • Hair Style
4814	System shall provide the ability to track associates of gang members.
4815	System shall provide the ability to provide dedicated fields to capture the following gang associate data:• Name• Aliases• Date of Birth• Social Security Number• Gender• Race• Ethnicity• Height• Weight• Hair Color• Eye Color• Relationship• Address• Phone Number• Employer• Employer Address• Work Phone• Occupation

4816	System shall provide the ability to limit access to member agency-specified fields, including photos, within the gang database by: <ul style="list-style-type: none"> • Individual • Rank • Agency
4817	System shall provide the ability to identify juvenile gang members.
4818	Pawn Property
4819	System shall allow users to create and maintain pawn property records.
4820	System shall allow users to attach digital photos to a pawn property record, either via an upload or directly from a camera.
4821	System shall allow pawn property records to have files attached to them via upload or scanner.
4822	System shall allow users to save, print or email a summary list of the pawn property records directly from the list-view window.
4823	System shall allow users to save, print or email a pawn property record directly from the record window.
4824	System shall support intelligent full-text searching of pawn property narrative fields.
4825	System shall allow users to create Agency-defined custom fields in Pawn Property.
4826	System shall provide the ability to interface with leads on line and import data into RMS solution if needed.
4827	K9 Training and General Features
4828	System shall provide the ability to track K9 training within the RMS.
4829	System shall provide the ability to provide dedicated fields to capture K9 tracking information including, but not limited to: <ul style="list-style-type: none"> •K9 Name •Handler Name •Date of Birth •Medical History •Date of Vaccinations •Skills (e.g., drugs, bomb, etc.) •Retirement Date
4830	System shall provide the ability to document the following training related to each K9: <ul style="list-style-type: none"> •Training Hours Received and status of such training, e.g., pass/fail/improvement needed/score •Training Type •Training Provider Name •K9 Certifications
4831	System shall provide the ability to track incidents in which K9 was involved.
4832	System shall provide the ability for field reporting software to automatically update K9 module whenever a K9 is involved with an incident that results in a report.

4833	Standard K9 Reports
4834	System shall provide the ability to generate a report of individual K9 details.
4835	System shall provide the ability to generate a report summarizing K9 activity by: <ul style="list-style-type: none"> •K9 Name •Handler Name •Time of Day •Specified Geographical Area
4836	Receipt and Billing
4837	System shall provide the ability to provide an Accounts Receivable module.
4838	System shall provide the ability for solution to exchange information with financial solution
4839	System shall provide the ability for solution to link billable activities with individuals and/or businesses.
4840	System shall provide the ability to provide a dynamic ledger.
4841	System shall provide the ability for ledger to generate a balancing report at end of shift.
4842	System shall provide the ability to receipt unlimited number of types of transactions
4843	System shall provide the ability for transaction/billable activity to link to report regarding specific activity (e.g., warrant cost could access warrant information).
4844	System shall provide the ability for the data elements of a linked report (related to a transaction/billable activity) to be eligible for a data export.
4845	System shall provide the ability for each transaction to record: <ul style="list-style-type: none"> •Receipt number •Applicable Court (for fee forwarding) •Future Court Dates •Payer Information (e.g., name, address, etc.) •Defendant Information •Date •Amount Due •Method of Payment •Actual Payment Receipt •Comments
4846	System shall provide the ability to create user accounts.
4847	System shall provide the ability to produce quarterly detailed billing statements
4848	System shall provide the ability to produce quarterly detailed (or itemized) billing statements
4849	System shall provide the ability to choose to assess postage and handling costs or not.

4850	System shall allow for multiple costs per page
4851	System shall provide the ability to print a receipt for a charge transaction
4852	System shall provide the ability to receipt Copies
4853	System shall provide the ability to print receipts and duplicate receipts
4854	System shall provide the ability to set permissions by user and agency
4855	System shall provide the ability to void a receipt
4856	System shall provide the ability to receipt multiple forms of payments per receipt (i.e., cash, check, money order, credit cards)
4857	System shall provide the ability to assign each bond receipt transaction to a Court.
4858	System shall provide the ability for each Court Officer to print duplicate individual receipts.
4859	System shall provide the ability to set up trust accounts.
4860	System shall provide the ability to follow proper accounting procedures
4861	Receipt and Billing Reports
4862	System shall provide the ability to generate a report against a user-defined time range of bonds and fines displaying any combination of the following information: <ul style="list-style-type: none"> •Agency •Court Number •Citation Number •Ordinance Violation •Payer Information •Payment Record
4863	System shall provide the ability to generate a receipt report against a user-defined time range that documents fee activities.
4864	Warrants and Protection Orders
4865	System shall provide the ability to enter warrants for multiple agencies.
4866	System shall provide the ability to enter caution/risk information on an individual .
4867	System shall provide the ability to visually notify users when there is a caution/risk associated with an individual.
4868	System shall provide the ability to enter an unlimited number of warrants and protective orders associated with an individual.
4869	System shall provide the ability to associate mugshots with an individual regarding Warrants and Protection Orders.

4870	System shall provide the ability when entering a Warrant or Protection Order to automatically query the JMS for incarceration status.
4871	System shall provide the ability to associate status with Warrants and Protection Orders.
4872	System shall provide the ability to enter user-defined warrant status codes to each warrant (i.e. reactivate, pending, inactive, active, recalled)
4873	System shall provide the ability to import documents and attach them to a warrant or protection order record.
4874	System shall provide that the Warrant application has all fields necessary for completion of NCIC/CIB entry
4875	System shall provide the ability to submit NCIC/CIB data directly from the RMS.
4876	System shall provide the ability to capture the circumstances of service (i.e. voluntary, law-enforcement initiated, etc.)
4877	System shall provide the ability to associate multiple statutes to a single warrant.
4878	System shall allow separate numbers, such as NCIC, docket, state case, or OCA to be included in the warrant record.
4879	System shall provide the ability to generate standard letters for warrants indicating different types
4880	System shall provide the ability to generate reports on Open and Cancelled Warrants within specific timeline
4881	System shall provide the ability to automatically alert call takers and officers when they come in contact with someone with a warrant
4882	System shall provide users to make notes on the warrant
4883	System shall provide the ability to allow for creating workflow for warrants to go to validators
4884	System shall provide the ability to provide dedicated fields to track due diligence/service attempt history: •Date of attempt •Time of attempt •Location of service •Person(s) served •Attempt successful (y/n) •How served (personal, substitute, etc.) •Service (attempt or actually served) •Officer number •Number of attempts •Method of service
4885	System shall provide the ability to automatically query the following State Criminal Information Department/NCIC databases when entering a name into a warrant document: •NCIC •State DOT •Out of State DOT •State Criminal History •Out of State Criminal History •FBI Criminal History (III)
4886	System shall provide the ability to submit, supplement, modify and cancel warrant information into the State solution from the RMS if needed
4887	Civil Process Service
4888	System shall provide the ability for agency to define Civil Document types (e.g., Foreclosure orders, Divorces, Subpoena, etc.)

4889	System shall provide the ability for solution to generate Civil document service numbers.
4890	System shall provide the ability to add/modify information after original civil service data entry.
4891	System shall provide the ability to provide dedicated fields to capture the following Civil Document information: <ul style="list-style-type: none"> • Civil/Case Number •Plaintiff •Defendant •State •County •Date Issued •Expiration Date •Court Information •Type (Civil, Criminal) •Description •Status •Date Served •Employer Information •Attorney Information: <ul style="list-style-type: none"> •Attorney Name •Firm •Phone Number •Address •Number to Serve •Entered by
4892	System shall provide the ability to capture the following Information regarding person being served:•Phone Number•Address•Date of Birth•Sex•Race•Height•Weight•Hair Color•Eye Color•Aliases•Driver's License Number•Special Instructions•Caution Data or Officer Safety Information
4893	System shall provide the ability to determine which fields are required based on civil document type.
4894	System shall provide the ability for Agency to add or modify data fields as necessary.
4895	System shall provide the ability to document person entering Civil Paper document: <ul style="list-style-type: none"> •Name •Date Entered •Time Entered
4896	System shall provide the ability to attach a file to a civil document.
4897	System shall provide the ability to track status of civil documents.
4898	System shall provide the ability to capture and maintain protection order data as required to conform to NCIC 2000 Protection Order File format (or later) and meet the state solution requirements.
4899	System shall provide the ability to update master indices upon entry a civil document or protective order.

4900	System shall provide the ability to automatically flag an individual in the master name index upon entry of an associated civil document.
4901	System shall provide the ability to automatically remove flag when associated civil document has been successful served.
4902	System shall provide the ability for System to automatically query the RMS when entering a name into the Civil module.
4903	System shall provide the ability to associate Civil documents with issuing agency.
4904	System shall provide the ability to associate civil documents with an address.
4905	System shall provide the ability to automatically query the JMS to identify custody status of individual when entering name into the Civil module.
4906	Civil Process Service Accounting
4907	System shall provide the ability for agency to define service fees and associate fee with civil document type.
4908	System shall provide the ability to generate associated cost fee when document has been served.
4909	System shall provide the ability to associate fees with specific tasks related to civil document service (e.g., Deputy standby time, Extra Charge, etc.).
4910	System shall provide the ability for solution to total all fees associated with civil document service.
4911	System shall provide the ability to capture civil process prepaid payments (and associated accounts).
4912	System shall provide the ability to capture deposits on civil process papers.
4913	System shall provide the ability to capture the following in regards to the payment:•Person Providing Payment•Payment Type (Cash, Credit, etc.)•Associated Case Number•Associated Civil Information (e.g., plaintiff, defendant)•Activity Type (e.g., Deposit)•Amount•Comments
4914	System shall provide the ability to generate a unique number for each transaction.
4915	System shall provide the ability to associate 3rd party ledger account number with the pre-payment and/or deposit
4916	System shall provide the ability to automatically apply pre-payments to an invoice.
4917	System shall provide the ability to automatically apply deposit amounts to an invoice .
4918	System shall provide the ability to print receipts for payments.
4919	System shall provide the ability to define a ledger account for each civil process paper.
4920	System shall provide the ability to apply partial payments to invoices.

4921	System shall provide the ability to support multiple forms of payments.
4922	System shall provide the ability for payments occurring (i.e., receipt for deposit) on different dates to be noted within System.
4923	System shall provide the ability to zero out an invoice when a civil process is returned as uncollectible
4924	System shall provide the ability to apply a payment to multiple invoices
4925	System shall provide the ability to easily query customer balances
4926	System shall provide the ability to print customer statements individually or in bulk
4927	System shall provide the ability to print a cover sheet containing the following: <ul style="list-style-type: none"> •Civil paper type •Date received •Case number •Instructions •Defendant Information •Court date and Time •Defendant Picture
4928	System shall provide the ability for any data element captured as part of the Civil Paper module to be printed on the cover sheet.
4929	System shall provide the ability to provide dedicated fields to track due diligence/service attempt history: <ul style="list-style-type: none"> •Date of attempt •Time of attempt •Location of service •Person(s) served •Attempt successful (y/n) •Indicate type service (Personal, Corporate) •How served (personal, substitute, etc.) •Service (attempt or actually served) •Officer number •Number of attempts (shall be virtually unlimited) •Method of service •Notes Areas for misc. information
4930	System shall provide the ability to generate and print a history of civil document service.
4931	System shall provide the ability for administrative officer to input notes/instructions onto the document for view by public safety officer serving the document.
4932	System shall provide the ability to generate affidavits after service of civil documents.
4933	System shall provide the ability to store multiple affidavit types.
4934	System shall provide the ability for agency to define affidavit types.

4935	System shall provide the ability to print affidavit information.
4936	System shall provide the ability for deputies to receive service assignments on their mobile computers.
4937	System shall provide the ability for deputies in the field to document service activity on their mobile computers.
4938	System shall provide the ability for deputies to search service activity based on civil process/case number in the mobile environment.
4939	System shall provide the ability for data entered in the mobile environment to update the Civil Paper record in the JMS.
4940	System shall provide the ability to have a letter generator within the Civil Service module
4941	System shall provide the ability to Merge information into the letter from the law firm or requestor
4942	System shall provide the ability for any data element captured as part of the Civil service module to be used on the letter.
4943	System shall provide the ability for the Agency to determine which data elements shall be captured as part of the letter.
4944	System shall provide the ability for the letter generator to automatically extract necessary data to complete letter including but not limited to: <ul style="list-style-type: none"> •Name •Document Type •Date Due •Fee •Description
4945	System shall provide the ability for generated letter to include a narrative template designed by the Agency (e.g., to indicate instructions on how to submit payment).
4946	System shall provide the ability to query Civil Paper records by any combination of: <ul style="list-style-type: none"> •Assigned deputy •Entry Person (who ever entered Civil Process) •Geographic area •Date range •Type of document •Process expiration date •Involved party •Service status •Court case number
4947	System shall provide the ability to generate the following standard reports: <ul style="list-style-type: none"> •Expired protection orders •Soon-to-expire protection orders (based on user- defined time period) •Soon to expire all Civil Process Documents •Protection orders that have been served •Cancelled protection orders •Summary of deputy service for a date and time range •Summary of civil papers served •Summary of civil papers that were not served

4948	System shall provide a report on open and closed foreclosure Sales
4949	System shall provide a Sheriff Sale Template for Services Sheet
4950	System shall provide a way to customize defined fields for Sheriff Sales
4951	System shall provide the ability to add bids to the Sheriff Sales in System and save documentation from law firm
4952	System should provide a way to integrate with County Website to upload Sheriff Sale Documents as they are entered and removes them at the date of the sale
4953	Public Records Act
4954	System should provide the ability to create or amend a written directive addressing compliance with the California Public Records Act to include, at a minimum, the following: <ul style="list-style-type: none"> •Public Records Act Timelines •Refusal to Release Information • Fees •Who is requesting • What was released
4955	Records Retention, Purging and Destruction
4956	System shall provide guidance and a method on the retention, purging and destruction of law enforcement records. This should include but not limit: <ul style="list-style-type: none"> •Records retention •Destruction Resolution/Ordinance Preparation •Purge and Destruction of Records •City, County and State Records •Marijuana Records Destruction
4957	Coroner Records
4958	System shall provide a separate module similar to the case module, with a method to create or amend coroner records and reports.
4959	System shall provide reports with but not limited to the following fields: <ul style="list-style-type: none"> •A coroner Case number separate from the LEA •LEA Case Number •Toxicology Report •Autopsy Report
4960	Field Based Reporting
4961	System shall have the ability to create dynamic electronic incident reports
4962	System shall have the ability to submit electronic reports to reviewers for approval
4963	System shall have the ability to return the electronic report for correction from reviewers to author and reprocess through the entire configured workflow
4964	System shall have the ability to return the electronic report for correction from any stage in the workflow to author with notification to initial approver and author

4965	System shall have the ability for final review of all data elements by Stats, prior to submission in RMS for Reporting
4966	System shall have the ability to image all the data in the visual representation we choose to our imaging system upon completion of workflow without human intervention
4967	System shall have the ability to capture from CAD the following but not limited to original DR, event location, persons associated with the call number, vehicle information associated with the call number, the narrative, and other pertinent data to initiate an incident/crime report
4968	System shall have the ability to resurrect a case from RMS to FBR to create follow-up investigative reports
4969	System shall have the ability to maintain case information for unlimited years
4970	System shall have the ability to identify confidential cases and sex, homicide, fraud cases and maintain case information for unlimited years
4971	System shall have the ability to maintain jail incident information for unlimited months
4972	System shall have the ability to issue one initial incident report and unlimited supplemental reports for all incidents
4973	System shall have the ability for multiple users to create and work on the initial and supplemental reports simultaneously in system
4974	System shall have the ability to create Table of Contents for all cases to include but not limited to reports, authors, types on a particular case number
4975	System shall have the ability to automatically create a "report" entry assigned to a particular employee upon creation and assignment of a "DR" in RMS
4976	System shall have the ability to view a list of incomplete reports assigned to an author.
4977	System shall have the ability to add multiple crimes/charges to an event/incident for reporting purposes, for visual report purposes, list crimes in order of submission by author (Felony first, Misdemeanor second, Infraction third)
4978	System shall have the ability for the system to recognize the highest UCR or NIBRS charge based on the multiple crimes above and select that for the primary charge in RMS.
4979	System shall have the ability to send e-mail notification of assigned reports to responsible parties (i.e. investigators) Note: County agencies' e-mails are routed through internet
4980	System shall have the ability to distribute reports to a virtual "Inbox" for areas (contract cities, courts, investigations details, airport, harbors (S/N/D), CID/SIB by bureau, CJX by Bureau, Lacy by facility)
4981	System shall have the ability to route reports to specific users or group of users for review and approval
4982	System shall have the ability to capture fingerprints, photos and electronic signatures when necessary (citations, found property reports, CHP180 or property/evidence receipts)
4983	System shall have the ability to scan barcodes and id cards as a replacement for data input
4984	System shall have the ability to draw and annotate description diagrams on electronic forms such as Domestic Violence Supplemental, User of Force, Collision Forms
4985	System shall have the ability to "build" Court Package for export as single electronic file by Joining.

4986	System shall have the ability to attach files to incident reports.
4987	System shall have the ability to provide a listing of related case documents, media, evidence (physical & digital) within an incident and case record that is visible to the end user.
4988	System shall have the ability to make a “court package” electronically and attach all reports, necessary files, photos, scans, or other documents to this package for electronic court filing, output needs to be in PDF format (access to Imaging system)
4989	System shall have a WYSIWYG editor control for narrative and comment fields that allow the end user functionality such as but not limited to spell check, bold, underline, number lists, tables, indent, etc.
4990	System shall have the ability to display legal pleading numbers to report outputs both in preview and printed.
4991	System shall have the ability to generate and print multiple copies of output reports.
4992	System shall have the ability to export a draft copy of a report.
4993	System shall have the ability to autosave records at an agency defined interval in seconds.
4994	System shall have the ability to start, modify, and leave a report, and then return to the saved report at any other workstation within the enterprise and continue to edit and or complete report.
4995	System shall have the ability to spell check all fields, ability to grammar check narrative fields
4996	System shall have the ability to type an involved party’s information one time and have it populate all the necessary forms (initial incident/crime report, booking paperwork, victim confidentiality, suspected child abuse, state mandated forms, or any other form added to the case package, etc.)
4997	System shall have the ability to start a new report and import call fields, persons fields, and vehicle fields data into report, and then modify data.
4998	System shall have the ability to review a search of Master Name Index by reviewing available names and selecting one for inclusion in the report and then:
4999	System shall have the ability to populate and classify party’s involvement and information automatically from selected records to the new report, and then
5000	Modify the new record for current information (i.e. grab the name, dob, address and physical characteristics of a person and then adjust for a new home address, phone number, color of hair, etc.)
5001	System shall have the ability to transfer NCIC query returns into report and parse data into correct fields
5002	System shall have the ability transfer vehicle, call data, persons, location, other available fields from CAD/RMS to a report.
5003	System shall have the ability to look up and review full text of charges and correct code sections from a pick-list.
5004	System shall have the ability to link criminal code sections to appropriate UCR or NIBRS - may need additional MO fields to validate, e.g. residential burglary (UCR - 5A) versus vehicle burglary (UCR - 6).

5005	System shall have the ability to GEO code address validation upon input and ability to override.
5006	System shall have the ability to present Data Entry view as “printed” form view.
5007	System shall have the ability to cache information or reports until connectivity is restored. Must have encryption of local data when system is down, i.e. laptop/desktop.
5008	System shall have the ability to link individuals (suspects or victims) to multiple crimes per incident.
5009	System shall have the ability to link property (stolen, evidence, etc.) to suspects and victims (see relational diagram).
5010	System shall have the ability to add and classify by type, persons on supplemental reports.
5011	System shall have the ability to assign solvability factors i.e., Hate Crimes, named suspect, identifiable stolen property, evidence, suspect vehicle, witness, video, etc.
5012	System shall have the ability to define date/time of occurrence or range.
5013	System shall have the ability to Auto-save author reports (every 1 minute)
5014	System shall have the ability to send “Advanced Copies” to someone in system, prior to approval (e.g. Supervisor, investigator, another deputy)
5015	System shall have the ability to create confirmation notification that report sent as “Advanced Copy” was received by recipient
5016	System shall have the ability to “Print Preview” report for confirmation before submission to supervisor for approval
5017	System shall have the ability to transfer arrestee name and necessary data to JMS and CMS, thereby eliminating redundant data entry and booking paperwork
5018	System shall have the ability to request for FCN (SVS, MUPS, APS) this information would be transferred for submission and return a message return with the FCN
5019	System shall have the ability to generate Domestic Violence Supplemental Report Attachment based on charges that are entered
5020	System shall have the ability to force generation of Supplemental Report Attachment from list even if not required
5021	System shall have the ability to generate Confidentiality Form, based on charges that are entered.
5022	System shall have the ability to query the user and ask if the victim desires confidentiality
5023	System shall have the ability replace victim name throughout the report and other forms with victim #
5024	System shall have the ability to create supplemental reports such as but not limited to: Use of Force Statistical Summary Auto Theft Domestic Violence DUI BUI Intoxication DRE 12-Step Protocol Confiscation of Firearm (W&I 8102) Photo Lineup form Pre-Booking Probable Cause Declaration Property Inventory Medical Triage Declaration in Support of Arrest Juvenile Petition Skeletal/Dental Records Release Identity Theft Supplemental Data Missing Person Supplemental Data

5025	System shall have the ability to force report writer to input parent/legal guardian information on juveniles
5026	System shall have the ability to verify dates if overwritten to prevent date of event from happening after date reported
5027	System shall have the ability to verify dates if they are more than X different, i.e. if date of event is 2017 and current date is 2018
5028	System shall have the ability to prompt user for investigative questioning. E.g. DUI, Auto theft questioning, DRE, based on crime or incident title
5029	System shall have the ability for a user to view assigned reports and tasks by user in a dashboard view with included list views to include but not limited to: Assigned In-Progress Submitted for Sergeant Approval Returned Submitted for Records Approval Completed
5030	System shall have the ability to modify columns, types of reports presented in author/reviewer window, font sizes, and save those settings to user's profile globally throughout the platform
5031	System shall have the ability for approvers/reviewers based on Assignment Division/Location to view reports assigned by status and author
5032	System shall have the ability to create lists of reports based on filter and sorting criteria by user or by role throughout the system. This feature must allow the use and display of any field and value within the data record set
5033	System shall have the ability for Reviewers/Approvers to author a report but not approve their own report.
5034	System shall have the ability to designate user roles as reviewers and approvers
5035	System shall have the ability display reports as a DRAFT sent as "Advanced Copy" across top of each page
5036	System shall have the ability to hyperlink to supplemental attachments from initial view of report or case
5037	System shall have the ability for report reviewers/approvers to modify agency administrator designated sections or fields of reports for minor grammatical or spelling errors. System shall track any changes in the audit trail designating who and when the change was made.
5038	System shall have the ability for audit trail that will report all viewing, printing, editing and deleting in the system
5039	System shall have the ability to Review Reports on screen and approve or return to author for correction
5040	System shall have the ability to report returned for correction, insert "notes" or callouts at the point in the document where the revision needs to take place. Notes for corrections will be displayed visually to authors both where they are associated on the page and in a notes section on the report.
5041	System shall have the ability for changes returned to supervisor for approval documented in a different color (new text, new color)
5042	System shall have the ability for notes and comments available until report completed. At the point the report is approved, all text colors and notes are removed
5043	System shall have the ability to see real-time stats of reports taken, and how many are still outstanding/written
5044	System shall have the ability to print copy at any stage for drop files or other documentary reasons

5045	System shall have the ability to add to distribution list to a report.
5046	System shall have the ability to Review Reports on screen and approve or return to author for correction
5047	System shall have the ability to notify initial Reviewer/Approver of return to Author
5048	System shall have the ability to check “virtual Inbox” for area and assign cases
5049	System shall have the ability to reassign cases to another investigator
5050	System shall have the ability for an investigator to receive an electronic copy of an “advanced” or “preliminary” incident report
5051	System shall have the ability for an investigator to receive a finalized and approved copy of an incident report and “click” on an email address for the victim, thereby sending them a “P4 letter” (including an introduction on who has been assigned their case and where to send additional information or property lists) would not only streamline our operation but vastly increase our customer service
5052	System shall have the ability Solvability Factors establish Investigative priority (P1-P4)
5053	System shall have the ability for Investigative Priority Override capability for Investigations
5054	System shall have the ability for agency administrator to add or update form design or new forms without vendor involvement and:
5055	System shall have the ability for administrator to beta publish an updated form design and test it on the live system
5056	System shall have the ability for administrator to finalize publishing an updated form for all future reports on the system
5057	System shall have the ability for administrator to modify solvability factors without vendor involvement
5058	System shall have the ability to pre-define distribution list (i.e. Copies To: based on crime, city, etc.) -
5059	System shall have the ability for administrator to create maintain Lookup list for common names editable by Administration (landmark/common name)
5060	System shall have the ability to queue up reports by jurisdiction or crime (series of crimes for Inv. or CAU or Admin)
5061	System shall have the ability to “assign” report to investigator on system
5062	System shall have the ability to update RMS with the Case Management assignment information
5063	System shall have the ability to assign cases to a person and store for their further investigation. System shall track any case assignment changes by date and distinguish lead case investigator.
5064	System shall have the ability to restrict reports as Confidential. Confidentiality field for limited access, flagged for limited or non release by executive designation user
5065	System shall have the ability to track reports that are kicked back from reviewer to author and report on quantity, reason, etc.

5066	System shall have the ability to track reports that are kicked back from stats to author and report on quantity, reason, etc.
5067	The system shall have the ability to provide the ability to define mandatory fields in data entry screens: <ul style="list-style-type: none"> •By Agency (e.g., single set-up system wide) •By Member Agency (e.g., PTSO defines mandatory fields differently than SPPD)
5068	The system shall have the ability to provide the ability to identify mandatory fields based on previously entered data (e.g., crime type).
5069	The system shall have the ability to provide the ability to limit available values in subsequent code tables based on previously entered data (e.g., crime type).
5070	The system shall have the ability to provide the ability to visually distinguish between mandatory and optional fields.
5071	The system shall have the ability to provide the ability to prompt user to complete any mandatory fields not completed.
5072	The system shall have the ability to provide the ability to create multiple templates per agency indicating required and optional options
5073	System shall have the ability to see Kickback Statistics, by author, by supervisor reviewer, by records reviewer
5074	The system shall have the ability to provide the ability to enter Incident reports In a desktop environment
5075	The system shall have the ability to provide the ability to enter Incident reports in a mobile environment
5076	The system shall have the ability to provide the ability to support a multi-jurisdictional environment.
5077	The system shall have the ability to provide the ability to have the Field Based Reporting fields and workflow configurable by the system administrator for each individual agency and can be viewed by approvers.
5078	The system shall have the ability to provide the ability to capture information required for State & Federal UCR/IBR reporting
5079	The system shall have the ability to have the ability to validate incident reports upon data input and prior to submission and approval.
5080	The system shall have the ability to provide the ability to enter an unlimited number of: <ul style="list-style-type: none"> •Persons •Property •Vehicles •Offenses •Identification types (SSN, driver's license, ID card, etc.)
5081	The system shall have the ability to provide the ability to electronically redact Information upon approval of cases
5082	The system shall have the ability to provide the ability to provide a day/night mode.
5083	The system shall have the ability to provide the ability to initiate queries into one or more databases from within the field reporting application.
5084	The system shall have the ability to provide the ability to attach files to reports.

5085	The system shall have the ability to provide the ability to alert Records in the report where media and other related files can be found
5086	The system shall have the ability to provide the ability for vendor to provide code tables compliant with the following standards: <ul style="list-style-type: none"> •NCIC CLETS •UCR/IBR
5087	The system shall have the ability to provide the ability to support digital signatures.
5088	The system shall have the ability to have an unlimited amount of characters in narrative fields
5089	The system shall have the ability to provide the ability for narrative dictation
5090	The system shall have the ability to provide the ability to populate field report fields with required information captured in CAD (e.g., in the event a user is completing an Incident report in a desktop environment). If any information cannot be transferred to the field reporting application, indicate the data fields in the "comments" section.
5091	The system shall have the ability to provide the ability to Capture and update information from RMS side for Master names, addresses and vehicles
5092	The system shall have the ability to provide the ability to receive dispatch alerts and/or indicators while field reporting application is in use.
5093	The system shall have the ability to provide the ability to incorporate coordinates from mobile mapping into field report.
5094	The system shall have the ability to provide the ability to link a case report to related call for service record in the CFS module.
5095	The system shall have the ability to provide the ability to handle multiple case reports (e.g., originals, supplemental) per CAD Incident.
5096	The system shall have the ability to provide the ability to provide external system query functionality and features available in the RMS in the field reporting software.
5097	The system shall have the ability to provide the ability to enter booking data and submit the data to the JMS prior to report finalization: •Subject information• Offense information• Case Report Number•Incident Information
5098	The system shall have the ability to provide the ability to send subject information to JMS in real- time.
5099	The system shall have the ability to provide the ability to update data in the RMS and JMS application as soon as the report approval process is completed.
5100	The system shall have the ability to provide the ability for multiple officers to simultaneously provide input to a single case report after a case report number is assigned.
5101	The system shall have the ability to provide the ability to support input via: <ul style="list-style-type: none"> •Bar code readers •Card Swipe Device •Keyboard •Voice Dictation •Touch Screen

5102	<p>The system shall have the ability to provide the ability to accelerate routine data entry tasks (i.e., workflow functionality) with the following:</p> <ul style="list-style-type: none"> • Auto-population based on matches on identification fields within the MNI (e.g., name, social security number, driver's license number) • Code-driven drop down menus (e.g., BRO=Brown) • Shortcut keys • Auto populate from License swipes • Auto populate from CLETS returns
5103	<p>The system shall have the ability to provide the ability to provide user entering a name with a list of potential existing master name records based on a variety of criteria, including:</p> <ul style="list-style-type: none"> • Exact spelling • Partial Name • Sound-alike searching • Phonetic Replacement
5104	<p>The system shall have the ability to provide the ability to include codes for non-criminal activity in offense code table (e.g., for Incidents that do not involve criminal activity but which the agency would like to track).</p>
5105	<p>The system shall have the ability to provide the ability for each member agency to update codes at their discretion.</p>
5106	<p>The system shall have the ability to provide the ability to support the population of data fields from query returns (e.g., Master Name Index, NCIC)</p>
5107	<p>The system shall have the ability to provide the ability to query the following applications, databases and systems upon entry of a name:</p> <ul style="list-style-type: none"> • RMS • JMS • Any 3rd Party Vendor Product • Electronic Citation (if used) • Electronic Accident (If used)
5108	<p>The system shall have the ability to provide the ability to provide word processing capabilities on narrative and comment fields, including, but not limited to:</p> <ul style="list-style-type: none"> • Paragraph formatting • Use of Bullets and Numbering • Spell Check • Copy and Paste • Grammar Check
5109	<p>The system shall have the ability to provide the ability for drop down lists to incorporate NCIC/CLETS codes where applicable.</p>
5110	<p>The system shall have the ability to provide the ability to define mandatory fields in data entry screens:</p> <ul style="list-style-type: none"> • By Agency (e.g., single set-up system wide) • By Member Agency (e.g., PTSO defines mandatory fields differently than SPPD)
5111	<p>The system shall have the ability to provide the ability to identify mandatory fields based on previously entered data (e.g., crime type).</p>
5112	<p>The system shall have the ability to provide the ability to limit available values in subsequent code tables based on previously entered data (e.g., crime type).</p>
5113	<p>The system shall have the ability to provide the ability to visually distinguish between mandatory and optional fields.</p>
5114	<p>The system shall have the ability to provide the ability to prompt user to complete any mandatory fields not completed.</p>
5115	<p>The system shall have the ability to provide the ability to create multiple templates per agency indicating required and optional options</p>

5116	The system shall have the ability to provide the ability to perform data validation: <ul style="list-style-type: none"> •At time of entry - prior to submission • in RMS After approval • After Submission in case of denial
5117	The system shall have the ability to provide the ability to prevent a user from entering data into subsequent data fields if data fails validation (or is missing).
5118	The system shall have the ability to provide the ability for agency to designate which fields require data validation.
5119	The system shall have the ability to provide the ability to validate data to ensure that only valid codes have been used.
5120	The system shall have the ability to provide the ability to validate location information at time of data entry.
5121	The system shall have the ability to provide the ability to indicate unverified locations.
5122	The system shall have the ability to provide the ability to validate location information against CAD geofile.
5123	The system shall have the ability to provide the ability to validate arrest times and dates are always after Incident times and dates.
5124	The system shall have the ability to provide the ability to capture offense information for multiple offenses.
5125	The system shall have the ability to provide the ability to assign multiple offenses to multiple individuals within an Incident report (e.g., two offenses go to person A, one goes to person B).
5126	The system shall have the ability to provide the ability to translate offenses codes into UCR/IBR codes.
5127	The system shall have the ability to provide the ability to accommodate reports for non-criminal activity (e.g., informational).
5128	The system shall have the ability to provide the ability to create a dictionary of standard language templates for reports that officers input frequently (e.g., standard language for domestic violence situations).
5129	The system shall have the ability to provide the ability to enter narratives of unlimited length in all report types. If limited, enter the maximum permissible in the "comments" section.
5130	The system shall have the ability to provide the ability to identify all required forms/reports based on offense type.
5131	The system shall have the ability to provide the ability to populate data across report forms to eliminate redundant data entry.
5132	The system shall have the ability to provide the ability for corrected data in a field (e.g., address) to auto populate across related report forms.
5133	The system shall have the ability to provide the ability to link Incident reports (e.g., arrest report and use of force report).
5134	The system shall have the ability to provide the ability to automatically populate relevant fields of the arrest module with data already in the Master Name Index (MNI).
5135	The system shall have the ability to provide the ability for Agency to create custom reports (e.g., form generator): <ul style="list-style-type: none"> •During Implementation • Following implementation •Without Vendor Intervention

5136	The system shall have the ability to provide the ability for Agency to modify vendor provided reports (e.g., re-name data fields, add data fields, delete data fields, etc.)
5137	The system shall have the ability to provide the ability to modify any reports (vendor provided or created by Agency) over the lifetime of the System.
5138	The system shall have the ability to provide the ability for vendor develop all Agency-specific reports during implementation.
5139	The system shall have the ability to provide the ability to automatically import appropriate data elements from other reports and/or master indices.
5140	The system shall have the ability to provide the ability to develop unique agency-defined questionnaires for specific reports (e.g., Runaway)
5141	The system shall have the ability to provide the ability to print questionnaires for signatures
5142	The system shall have the ability to provide the ability to capture digital signatures
5143	The system shall have the ability to provide the ability to document Incident and arrest information that captures all UCR/IBR required fields.
5144	The system shall have the ability to provide the ability for document to capture county ordinances
5145	The system shall have the ability to provide the ability for Agency to add data fields to the arrest report (e.g., for non-UCR/IBR data elements that the Agency would like to track).
5146	The system shall have the ability to provide the ability for Agency to delete data fields on the arrest report.
5147	The system shall have the ability to provide the ability for Agency to modify data fields to the arrest report.
5148	The system shall have the ability to provide the ability to document arrests for multiple agencies.
5149	The system shall have the ability to provide the ability to enter individual arrest information.
5150	The system shall have the ability to provide the ability to enter mass arrest information.
5151	The system shall have the ability to provide the ability to support multiple charges per individual.
5152	The system shall have the ability to provide the ability to link information entered in the arrest database to all other applicable modules to eliminate the potential for duplicate data entry.
5153	The system shall have the ability to provide the ability to link an arrest report number with an Incident report number.
5154	The system shall have the ability to provide the ability to export arrest information for pre-population into the booking module of the JMS.
5155	The system shall have the ability to provide the ability to provide arrest forms specific to adults and juvenile arrests.
5156	The system shall have the ability to provide the ability to capture parent/guardian information for juvenile arrests.
5157	The system shall have the ability to provide the ability to capture all data required for missing person submission to CLETS/NCIC

5158	The proposed solution must have the ability to Notify dispatch for validation of a Missing person through NCIC/CLETS
5159	The system shall have the ability to provide the ability for modification to missing person information to appropriately update CLETS/NCIC.
5160	The system shall have the ability to provide the ability to cancel a missing person submission.
5161	The system shall have the ability to provide the ability to capture all data required for runaway submission to CLETS/NCIC
5162	The system shall have the ability to provide the ability to submit runaway data to CLETS/NCIC
5163	The system shall have the ability to provide the ability for modification to runaway person information to appropriately update CLETS/NCIC.
5164	The system shall have the ability to provide the ability to cancel a runaway person submission.
5165	The system shall have the ability to provide the ability to log field contacts from the field reporting software.
5166	The system shall have the ability to provide the ability to automatically query the master name index upon entering a field contact.
5167	The system shall have the ability to provide the ability for field interview names to be added to the MNI.
5168	The system shall have the ability to provide the ability for user to be automatically notified of any alerts associated with the individual from the master name index search.
5169	The system shall have the ability to provide the ability to automatically update master indices upon submittal of a field contact, including but not limited to: <ul style="list-style-type: none"> •Names •Vehicles •Locations
5170	The system shall have the ability to provide the ability to create and maintain field contact records with agency-defined data elements, including but not limited to the following: <ul style="list-style-type: none"> •Incident number • Time of contact • Name •Location • Vehicle Information • Property •Clothing •Narrative
5171	The system shall have the ability to provide the ability to auto populate the following field contact fields from CAD: <ul style="list-style-type: none"> •Incident number • Time of contact •Location •Name Information •Vehicle Information
5172	The system shall have the ability to provide the ability to track and associate a field contact record with an Incident/case number.

5173	<p>The system shall have the ability to provide the ability to capture the following information on use of force:</p> <ul style="list-style-type: none"> • Officer Name • Case Number • Date of Incident • Agency • Unit • Location of Incident • Suspect Injuries • Officer injuries • Narrative • Reason force was used • Type of force used • Potential Danger factors • Medical disposition • Supervisor Notified? • Final Field disposition • K9 Participated • Drug or Alcohol involved • Person Involved
5174	<p>The system shall have the ability to provide the ability for use of force report Incidents to automatically link an individual's personnel record.</p>
5175	<p>The system shall have the ability to provide the ability to link use of force reports to original Incident report.</p>
5176	<p>The system shall have the ability to provide the ability for use of force to automatically be forwarded to approvers through work flow</p>
5177	<p>The system shall have the ability to provide the ability to capture the following information from CAD regarding False Alarm Reports (if available):</p> <ul style="list-style-type: none"> • Agency • Date/Time • Incident Number • Address • Owner Name • Key Holder Information • Alarm Company • Individuals On-site • Contact Information • License Number(s) • Narrative • Officer Name • Supervisor • Unit
5178	<p>The system shall have the ability to provide the ability to add new information to a report after the initial case report has been submitted and approved.</p>
5179	<p>The system shall have the ability to provide the ability when writing a supplemental report to view the original Incident report.</p>

5180	The system shall have the ability to provide the ability to permit users to complete supplemental reports in the Field Reporting system before the original report is submitted to RMS.
5181	The system shall have the ability to provide the ability for multiple officers to simultaneously create and add supplemental reports regarding the same event.
5182	The system shall have the ability to provide the ability to link supplemental reports to the original report.
5183	The system shall have the ability to provide the ability to populate supplemental reports with information already in system.
5184	The system shall have the ability to provide the ability for each member agency to define call types that require an Incident report to be written.
5185	The system shall have the ability to provide the ability to initiate a field report for the primary officer upon entry in the CAD application of a disposition code for a call type requiring a report.
5186	The system shall have the ability to provide the ability for CAD Incident data to automatically populate a report template.
5187	The system shall have the ability to provide the ability for agency to define which CAD data populates a report template.
5188	The system shall have the ability to provide the ability to submit reports from the field.
5189	The system shall have the ability to provide the ability to send confirmation indicating automated field reporting upload was completed successfully.
5190	The system shall have the ability to provide the ability to save a copy of an active report locally until the user receives confirmation of receipt of data from the RMS.
5191	The system shall have the ability to provide the ability to automatically maintain a log of automated field reporting transactions, including, but not limited to the following information: <ul style="list-style-type: none"> • Date and time of transmission • User ID • Report Id • Supervisor Approved/Denial • Status
5192	The system shall have the ability to provide the ability to ensure that reports are compliant with UCR/IBR reporting requirements prior to submission.
5193	The system shall have the ability to provide the ability to prevent submission of a report with UCR/IBR errors.
5194	The system shall have the ability to provide the ability to ensure that reports are compliant with agency-defined reporting requirements (e.g., mandatory fields) prior to submission.
5195	The system shall have the ability to provide the ability to prevent submission of a report with missing information in agency-designated fields.
5196	The system shall have the ability to provide the ability to prompt officer as to which fields require correction.
5197	The system shall have the ability to provide the ability to describe the nature of the correction required.
5198	The system shall have the ability to provide the ability to route report to other individuals and entire divisions

5199	The system shall have the ability to provide the ability to set alerts that allow records staff to route reports to other agencies and office (HHS, DA's office, P&P) with the proposed solution needs to provide the ability to enter e-mail addresses, fax and phone numbers
5200	The system shall have the ability to provide the ability for officers to submit reports electronically to a report approval queue (i.e., not to specific individual)
5201	The system shall have the ability to provide the ability to configure the automated field reporting system to support agency-specific processes/workflow at the following levels: <ul style="list-style-type: none"> • By Agency (e.g., single set-up for all law enforcement agencies) • By Member Agency (e.g., PTSO defines process/workflow differently than SPPD)
5202	The system shall have the ability to provide the ability to determine which type of reports require approval (e.g., arrest/Incident vs. field interview) at the following levels: <ul style="list-style-type: none"> • By Agency (e.g., single set-up for both law enforcement agencies) • By Member Agency (e.g., PTSO defines which reports require approval differently than SPPD)
5203	The system shall have the ability to provide the ability to alert supervisors that a report is ready for review via: <ul style="list-style-type: none"> • Email • Mobile Message • Dashboard at login
5204	The system shall have the ability to provide the ability for officers to indicate that a report requires immediate supervisor attention.
5205	The system shall have the ability to provide the ability for supervisors to perform the following electronically when logged onto the System: <ul style="list-style-type: none"> • Receive Reports • Review a log of reports requiring approval (e.g., pending report approval queue) • Review a specific report • Approve a report • Reject a Report
5206	The system shall have the ability to provide the ability to lock a report from edits following report approval.
5207	The system shall have the ability to provide the ability to provide the supervisor the option of approving the report or returning the report to an officer for corrections.
5208	The system shall have the ability to provide the ability for supervisors to attach electronic to notes to a report to indicate to the officer areas that need to be corrected.
5209	The system shall have the ability to provide the ability for next in workflow to override if chosen by error
5210	The system shall have the ability to provide the ability to for system to automatically delete corrective messages after a report has been approved by a supervisor.
5211	The system shall have the ability to provide the ability to track the status of reports (e.g., unwritten, incomplete, awaiting approval, approved).
5212	The system shall have the ability to provide the ability to provide separate approval process workflows dependent upon report type (e.g., primary vs. supplemental).
5213	The system shall have the ability to provide the ability for records personnel to complete an accuracy review for reporting requirement compliance prior to adding report to the RMS database.
5214	The system shall have the ability to provide the ability for records personnel to send reports back to supervisors if reports do not comply with reporting requirements.

5215	The system shall have the ability to provide the ability to modify submitted reports (e.g., supervisor/records personnel modify data fields).
5216	The system shall have the ability to provide the ability to communicate with Records when a report is high priority
5217	The system shall have the ability to provide the ability to designate what data fields may be modified by individuals that are not the report author.
5218	The system shall have the ability to provide the ability to electronically route reports to: <ul style="list-style-type: none"> • Specific Individuals (e.g., particular supervisor) • Role Type • Group /Special Unit (e.g., detective unit)
5219	The system shall have the ability to provide the ability to work on multiple reports and multiple Incidents simultaneously and toggle among them at the user's discretion.
5220	The system shall have the ability to provide the ability to save reports in progress.
5221	The system shall have the ability to provide the ability to save reports locally.
5222	The system shall have the ability to provide the ability to automatically save incomplete reports at the network level so that a user can access the report at a later time from a computer other than the one used to start the original report.
5223	The system shall have the ability to provide the ability to enter data when offline.
5224	The system shall have the ability to provide the ability to begin to write and pre-populate a report at any time (following dispatch but prior to Incident closure).
5225	The system shall have the ability to provide the ability to display the following field reporting information upon logon to the field reporting system: <ul style="list-style-type: none"> • Rejected reports • Reports Outstanding
5226	The system shall have the ability to provide the ability to notify officers of rejected reports.
5227	The system shall have the ability to provide the ability to send a rejected report to another officer or supervisor in a case when the writer of the report is out it needs to be fixed in a timely manner
5228	The system shall have the ability to provide the ability to notify officers of outstanding reports before logging off the Field Reporting system.
5229	The system shall have the ability to provide the ability for supervisors to see which reports have not been completed at the end of the shift.
5230	The system shall have the ability to provide the ability for records to see audit trails and workflow so they can access where reports are in the workflow and communicate with other departments (DA) and agencies
5231	The system shall have the ability to provide the ability to support automatic screen refreshes of information.
5232	The system shall have the ability to provide the ability to support mobile devices via: <ul style="list-style-type: none"> • Laptops • Tablets • Smartphones
5233	The system shall have the ability to provide the ability to require manual intervention for screen refresh.

5234	<p>The system shall have the ability to provide the ability to log all mobile activities (e.g., chats, queries, uploads/downloads of field reports) with the following information:</p> <ul style="list-style-type: none"> • Agency • Date and time of transmission • Incident Number • Mobile Workstation ID • User ID/Name • Vehicle ID
5235	<p>The system shall have the ability to provide the ability to provide a visual alert if Mobile is receiving negative response from CAD system (no connection to CAD).</p>
5236	<p>The system shall have the ability to provide the ability to continuously attempt to reconnect to CAD system in the event connectivity is lost.</p>
5237	<p>The system shall have the ability to provide the ability to support touch-screen functionality.</p>
5238	<p>The system shall have the ability to provide the ability to accept input from:</p> <ul style="list-style-type: none"> • Barcode reader • Card Swipe Device • Command Entries on a command line • Function Keys (one touch keys) • Point and Click devices
5239	<p>The system shall have the ability to provide the ability to configure Mobile screen display (including layout) by:</p> <ul style="list-style-type: none"> • Agency Wide • Member Agency • Agency Type (Fire vs Law)
5240	<p>The system shall have the ability to provide the ability for users to configure their own mobile screen displays, including:</p> <ul style="list-style-type: none"> • Font color • Font Size • Day/Night Mode • Audible Alerts
5241	<p>The system shall have the ability to provide the ability to restrict user configurable fields/displays at the following levels:</p> <ul style="list-style-type: none"> • By Agency (e.g., single set-up system wide) • By Member Agency (e.g., PD vs SO VS FD)
5242	<p>The system shall have the ability to provide the ability for user configuration's to be associated with user log-on (e.g., configurations are not workstation specific).</p>
5243	<p>The system shall have the ability to provide the ability to allow users to return to application default settings.</p>
5244	<p>The system shall have the ability to provide the ability to prevent incoming messages from preempting current work.</p>
5245	<p>The system shall have the ability to provide the ability to require both user identification and password to logon.</p>
5246	<p>The system shall have the ability to provide the ability to meet and comply with all CJIS security requirements (including data encryption requirements per FIPS 140-2).</p>
5247	<p>The system shall have the ability to provide the ability to save data entered into user logon fields that remains the same from session to session (e.g., all information other than password).</p>

5248	The system shall have the ability to provide the ability for each member agency to define mandatory logon fields.
5249	The system shall have the ability to provide the ability to automatically notify Communications of logon/logoff.
5250	The system shall have the ability to provide the ability to logon multiple individuals per unit.
5251	The system shall have the ability to provide the ability to support a real-time data transmission between the CAD system and Mobile Computer.
5252	The system shall have the ability to provide the ability to continually receive call for service updates from Dispatch following initial dispatch.
5253	The system shall have the ability to provide the ability to log onto the CAD system from the Mobile.
5254	The system shall have the ability to provide the ability to support a single password sign-on to CAD, the Mobile and the operating system.
5255	The system shall have the ability to provide the ability for a unit logged on to automatically default to "available" status.
5256	The system shall have the ability to provide the ability to view all Incident information available in CAD on the Mobile.
5257	The system shall have the ability to provide the ability to display all timers: <ul style="list-style-type: none"> • Generated from within the CAD application • Created by a CAD Operator
5258	The system shall have the ability to provide the ability to run multiple applications (e.g., mobile, automated field reporting) on the Mobile at the same time, with CAD operations having precedence over reporting operations.
5259	The system shall have the ability to provide the ability to query CAD data from the Mobile.
5260	The system shall have the ability to provide the ability to query any system interfaced to the CAD application.
5261	The system shall have the ability to provide the ability for Mobile user to update CAD call for service information.
5262	The system shall have the ability to provide the ability for call for service record to indicate the source of data entry.
5263	The system shall have the ability to provide the ability to query all RMS modules from within the Mobile application.
5264	The system shall have the ability to provide the ability to automatically query the Law Enforcement RMS upon dispatch: <ul style="list-style-type: none"> • Persons associated with call • Locations associated with the call • vehicles associated with the call
5265	The system shall have the ability to provide the ability for alerts created in CAD to be made available to users in the Mobile environment.
5266	The system shall have the ability to provide the ability for alerts created in the RMS to be made available to users in the Mobile environment.
5267	The system shall have the ability to provide the ability of wireless connectivity

5268	<p>The system shall have the ability to provide the ability to display the following information on the screen during normal operations:</p> <ul style="list-style-type: none"> • Call status • Current Unit • Current unit status • Date and Time • Incident Number • Incident Status • Message Information • Unit ID • Individuals assigned to unit (e.g., multiple fire personnel on apparatus)
5269	<p>The system shall have the ability to provide the ability to update unit status from the Mobile application via:</p> <ul style="list-style-type: none"> • Function Keys • On-screen Buttons (e.g., touch screen)
5270	<p>The system shall have the ability to provide the ability to define unit statuses by:</p> <ul style="list-style-type: none"> • Agency-Wide • Member Agency • Agency Type
5271	<p>The system shall have the ability to provide the ability to view multiple calls simultaneously (e.g., in different windows).</p>
5272	<p>The system shall have the ability to provide the ability to open any Incident to view dispatch data, units and Incident notes.</p>
5273	<p>The system shall have the ability to provide the ability for Mobile user to view the following:</p> <ul style="list-style-type: none"> • Logged on units • Pending Calls • Active calls
5274	<p>The system shall have the ability to provide the ability to display Incident status based on Incident priority.</p>
5275	<p>The system shall have the ability to provide the ability to alert responding units when additional units are cleared or added to a call.</p>
5276	<p>The system shall have the ability to provide the ability for each unit status to be displayed in a unique color.</p>
5277	<p>The system shall have the ability to provide the ability to identify other units assigned to same call/Incident.</p>
5278	<p>The system shall have the ability to provide the ability to uniquely display (e.g., color, symbol) different unit statuses of other units assigned to same call/Incident (e.g., en route, on-scene).</p>
5279	<p>The system shall have the ability to provide the ability for Mobile user to add to call comments.</p>
5280	<p>Court</p>

5281	System shall send electronically from Vision to Sheriff via interface for each type of jail paper: Confidential Juvenile case indicator Issuing Court or Justice Center Case / person # driven (Crim only) / witness or party name / DOB -ability to add multiple cases and reference cases (Ex. Former Case #) Booking Number and Orange County Number (OCN) Courtroom / Justice Center / Judge / Remove Hearing Identifier Charges/Offense level - Note: Charges optional for juvenile & FL cases Date of Order AKA's Gender Sentence / credits / concurrent or consecutive Hearing Information (Next transport date) Bail Court Recommendations/notes (do not send back to prison, minor to be housed at juvenile hall) Court Orders (CWP, clothes, weekends. pro per, order for release etc.) Days to be served, credited, consecutive, concurrent, etc. Look at all docket codes that appear on current jail papers Transaction types - New, Corrected, Amended etc. . . NO Body Paperwork- After creating a manual paper, corrections Types of Jail Papers: Removal Order Commitment / Sentence Commitment / Bail Remanded - Future Hearing Order for Release JV450- Order for prisoner's appearance (Juv only, will have paper to serve upon inmate) Other jail notices as defined in discovery
5282	System shall provide electronic confirmation for receipt of jail paper ODYSSEY: Need electronic confirmation for receive -written to event or ROA. If error or no confirmation received within XX, need alert to court
5283	System shall interface with Voyager and send transportation orders or information electronically. JMS should also provide the ability for OCSD to send confirmation the transportation order was received
5284	System shall have the ability to interface with Voyager and send bench warrant (BW) information electronically. JMS shall also provide the ability for Agency to send confirmation the BW was received, and for the court to recall the BW electronically as needed.
5285	System shall have the ability to interface with Voyager to allow for automated transmission of jail papers. Base elements may be same or similar as described by criminal. Transaction types and types of jail papers may be different.
5286	System shall have an electronic custody list available through system, Add confidential juvenile indicator JMS - Jail classification / housing - Jail notes (special handling instructions) - Export functionality that includes existing information from current in custody list Vision - Receive data and load into new vision screen (existing elements plus classification / housing, jail notes) - New arrests data creates person in Vision, can link to new filing - For bookings on existing cases, matches and updates booking information - Exclusions / transports can be identified / designated through interface - Use new vision screen to calendar and link to new filings - similar to DAI / Vision Priors screen LJC case types, juvenile and Family Law need ability to pull own reports.
5287	System shall have an electronic no show list received through Vision similar to OneOC module / DAI Document Delivery and processed electronically. Would require that system send the data for specific persons, not all inclusive as it is done today. Vision - receive individual no show reports - view non-compliance and file with docket entry and auto index of image JMS - access their system to print non-compliance for each defendant, process manually into vision and image"
5288	System shall create electronic transmission that provides list of defendants that are awaiting state prison packets so that the defendant can be transferred. Once received, Agency would be able to respond via this electronic list or queue by attaching the packet electronically as the court's response.
5289	System shall have ability to view/print inmates' booking sheets, including name(s), booking number, next hearing date/location, and release date

5290	System shall have ability for Booking picture sent to Vision electronically through data exchange and stored for use by Vision / ELF - JMS TAB
5291	System shall have taken current booking number needed - to be stored on party information in Vision/Odyssey
5292	System shall have custody status (Status date, days in custody, release date, hold(s), credits, work release/ electronic monitoring, cases booked to/other cases, classification pre and post sentence) sent to Vision electronically through data exchange and stored - JMS Tab
5293	System shall have sentencing sent from Vision electronically through data exchange and stored in JMS to ensure we are in sync. System shall ensure calculation is accurate.
5294	System shall have ability to track Medical Hold / Medical (non protected data) and refusals data sent to Vision electronically through data exchange and stored - JMS Tab
5295	System shall have ability to track Housing Location / Classification (SEP, Total Seps etc.) sent to Vision electronically through data exchange and stored - JMS Tab
5296	System shall have ability to Allow for electronic inquiry via JMS access into defendants by PTSO as well as being given the ability to update bail amounts.
5297	System shall have ability to Sync court bail schedule to JMS to allow for sharing of booking charges with the court and also for the court to send back filing / conviction charges as well.
5298	System shall have ability to that allows PTSO to submit a request to interview a defendant (ad hoc) and by court order (pre and post filings)
5299	System shall allow Court to receive a flat file with all bond information and an image of the Bond attached. Bond information should be same as current process.
5300	System shall allow Bond to be posted and imaged copy of the bond will be filed automatically to the case and recall warrant. New Vision report will be created to identify Sheriff's Bonds and Fiscal staff will review each posting against imaged copy of the bond and calendar case. Note: Original Bond should be sent to Court and will be filed in the Fiscal Department at NJC when received.
5301	System shall create a Missing Complaint record with a new person # associated if applicable. An existing person # should be used if available. The Bond will be posted on the Missing Complaint record and an imaged copy of the Bond will be filed to the case automatically. New Vision report will be created to identify Sheriff's Bonds and Fiscal staff will review each posting against imaged copy of the bond and the case will be added to the manual log for tracking purposes.
5302	System shall allow Court to receive a flat file with all bail information and an image of the bail receipt attached. Bail information on the flat file should include the following: Depositor's name, address and phone number if available, Defendant Name, Booking #, Date of Birth, Case Number if applicable, Warrant #, Arresting Agency, Bail Amount, Appearance Date, Case Name, DR #, Arrest Date/Time, Charges. Court will receive a copy of the Cash Receipt via email. Note: Cash Bail is not posted until the cash receipt (CR) is received.
5303	System shall allow Bail to be posted and imaged copy of the bail receipt will be filed automatically to the case and recall warrant. New Vision report will be created to identify Sheriff's Bail and Fiscal staff will review each posting against imaged copy of the bail receipt and calendar case.

5304	System shall allow Vision to create a Missing Complaint record with a new person # associated if applicable. The Bail will be posted on the Missing Complaint record and an imaged copy of the Bail receipt will be filed to the case automatically. We are not currently filing bail receipts on Missing Complaints. New Vision report will be created to identify Sheriff's Bail and Fiscal staff will review each posting against imaged copy of the bail receipt and the case will be added to the manual log for tracking purposes.
5305	System shall send bond information directly to Vision, create missing complaint to eliminate duplicate data entry if new arrest or send information to case if for a post filing warrant. When physical bond received, can be imaged and associated to missing complaint that was created to eliminate duplicate entry.
5306	System shall send evaluations through JMS interface, ability to flag expedited requests and receive document electronically. Send order along with the request for evaluation. When receive evaluation, Agency can set security level for the document and index it back to the case.
5307	System shall have electronic reports / notices when interface is down or data did not transmit to alert users that system is down and manual processing may be needed.
5308	System shall provide the ability for an electronic communication process / queue for the Sheriff to ask questions and get responses back from the court via booking number / case number link.
5309	System shall link new arrests to person in Vision, provide that visibility to the court when handling cases through ELF. Possible Duplicate
5310	System shall send as part of the jail paper order, for those extensive orders, need to determine a way to send electronically to the jail.
5311	System shall send state prison packets electronically through interface - eliminate paper process

S vs NS					
OWNER	S=Standard NS=Non-Standard	Subsystem	Phase	Interface	Overview
SOMA	S	CAD/RMS/JMS	1	Active Directory	SSO -Ranks and Reporting Trees up and down, Role and Duties, Location Trees. (Permissions, reviewing confidentiality.)
SOMA	S	CAD	3	ANI/ALI (Vesta)	One-way interface to ingest standard ANI/ALI data in the creation of a new Call for Service.

SOMA	S	CAD	3	Rapid SOS	One-way interface to ingest wireless caller location data for display on ESRI feature layer exposed to CAD and Mobile users. RapidSOS is an emergency technology company providing a direct data link from connected devices to 9-1-1 and first responders. It connects more than 250 million devices directly to 3,500+ local public safety agencies.
SOMA	S	CAD	3	AVL	One-way interface to ingest GPS data to provide real-time AVL of Motorola Radios. Relies on Motorola infrastructure on the agency's radio network to provide AVL data feed to SOMA Platform. 20210205- AVL and Integration to ESRI Mission Control. Integration with ESRI and/or Hub for Motorola or feed to ESRI. Agency device chipsets and/or ESRI Mission Control.
SOMA	S	JMS	1	NCIC State Switch - CLETS Query	Two-way interface to submit inquiry and administration transactions and to receive inquiry results from NCIC direct or indirect message switch.
SOMA	S	JMS	1	NCIC State Switch - CLETS Admin	Two-way interface to submit inquiry and administration transactions and to receive inquiry results from NCIC direct or indirect message switch.
SOMA	S	CAD/RMS	3	NCIC State Switch - CLETS Query	Two-way interface to submit inquiry and administration transactions and to receive inquiry results from NCIC direct or indirect message switch.

SOMA	S	CAD/RMS	3	NCIC State Switch - CLETS Admin	Two-way interface to submit inquiry and administration transactions and to receive inquiry results from NCIC direct or indirect message switch.
SOMA	NS	CAD	3	CAD Interoperability w/OCFA (Tellus - CAD2CAD)	Two-way interface to transmit and receive transactional information from disparate CAD systems related to Call for Service information, Unit/Resource Assignment, Unit/Resources Status Changes, and messaging between users.
SOMA	NS	CAD	3	Motorola Radio (Genspout) (Motorola PTT)	Push To Talk (Similar to CADI)
SOMA	S	CAD/RMS	3	Body-worn Camera Tagging & Activation	One-way interface to export incident related information to satisfy the requirements of meta tagging digital data capture of a body-work camera and activation
SOMA	NS	CAD/RMS	3	GIS Routing and Integration	Turn by turn navigation and quickest routing
SOMA	S	CAD	3	NICE (911 Audio)	Tagged with Call Number. Link to recoding within the call report also to pass to RMS link to PRA.
OCSD	NS	RMS	3	Imaging Interface WebXtender	Export Incident Report in PDF - FOIA Module
SOMA	NS	RMS/JMS	1	Positive ID	Incadence - Xator Ares Android attachment for Android Phones. For sending to Idemia.
SOMA	S	RMS	3	CA CHP Allied Agency Reporting Service (AARS) Traffic Collision Data Submission	

SOMA	S	RMS/JMS	1	CA State CIBRS Data Submission	to Include Master Arrests And Citations Records
OCSD	NS	RMS	3	Courts Citation Submission	Orange County Courts Citations
SOMA	S	RMS/CAD	3	CA State AB953 Stop Data Submission	Mimic RSO PII Data In the Open Text Field Review 1. Compliance with RIPA 2. Not PII then Submit.
OCSD	S	Coroner	3	CA State EDRS Data Submission	CA State Electronic Death Registration System Coroners Office for any Death. VertiQ Case Management for Coroners. Scott Resource CME Coroners and Medical Examiners Case Management
SOMA	S	RMS/JMS	1	Livescan	Two-way interface to export a person incident related information pertinent to the Livescan system. Upon completion of an inquiry, import the query results into the related incident report and master name index. Ten Print which generates an OCN Different from Booking OCN numbers are unique to the Inmate. (SDS Sheriff Data System) Platform AJS and LARS and AWSS WIS Warrant information System
SOMA	NS	JMS	1	Correctional Health System	Medical Approvals, Inmate Demographic Changes
OCSD	NS	RMS/JMS	1	SOCDIS	Care Plus Program. Inmate who is getting booked, need to run against the system. If there is a match, limited information is sent to SOCDIS. IBM Watson Care Manager is the base for SOCDIS. Also relates to inmate classification.
SOMA	NS	RMS/JMS	1	State Probation	Search for Holds
SOMA	NS	RMS/JMS	1	Local Probations	Probationer is in or about to be released. (Booking and Release)
SOMA	NS	RMS/JMS	1	Cal-ID	Photo Identification

SOMA	NS	RMS/JMS	1	Idemia Local ID	Photo Identification
SOMA	S	JMS	1	Phone System (GTL)	Inmate Demographics send to GTL. PIN Generated Need to find out how the PIN is communicated to the Inmate
OCSD	S	JMS	1	Commissary System (Microsoft GP)	Inmate Demographics, located booking.
OCSD	NS	JMS	1	Public Website	Who is in Jail
OCSD	NS	JMS	1	BAIL Bonds	<p>Attorney and Bail Bondsmen Access for bookings and defined information</p> <p>Need whole application rounded to include generating access accounts etc. Could Include a Bar Card.</p> <p>Currently requires a manual approval process looking to automate.</p>
OCSD	NS	JMS	1	Courts Interface Vision	Changes to booking charges, bails amounts, additional charges, Court Papers, Court Orders
SOMA	NS	JMS	1	OCATS TO CLETS and Local	CLETS to automatically run in the background based upon defined trigger points.
OCSD	NS	JMS	1	Inmate Tracking	<p>Integration Key Card System. RFID and Barcodes. Currently using iPhones to scan codes.</p> <p>Need to develop barcode Q code scanner phone app for Jail and P and E.</p>
SOMA	NS	JMS	1	CML Digital Cell	JMS Housing needs to integrate within CLM Security by We send Inmate Cell Occupants (Security Electronics Interface) Who is in the cell regardless of temporary.
SOMA	NS	JMS	1	Pharmacy	Inmate Demographics
SOMA	S	JMS	1	VINE Victim Notification Data Export	One-way interface to export inmate release information to VINE for victim notification.

SOMA	NS	JMS	1	Social Security	Monthly submission of inmates incarcerated
SOMA	S	JMS	1	LINX Data Push	Scope TBV
SOMA	S	RMS	3	LINX Data Push	Scope TBV
SOMA	NS	RMS/JMS	1	Arrest Disposition Reporting	<<Scope>>> CA DoJ requirement
SOMA	NS	Mobile	3	License Plate Reader	Automated Plate inquiries
SOMA	NS	JMS	1	Lexis/Nexis	Data Push Based upon Select RMS Modules
SOMA	NS	RMS	3	Lexis/Nexis	Data Push Based upon Select RMS Modules
OCSD	NS	JMS	1	Unclaimed Funds Letter to Fiscal Unit	Inmates that have funds remaining on their account 30 days after release are listed on an Unclaimed Funds report that Cashiering needs to send these funds to the Fiscal Unit. This report and a report of each inmate's cashiering transaction log is printed as well as being FTP'd to CORNEL3 for safekeeping. Currently, inmates that have left \$100.00 or more on their account will have these letters generated by AJS and emailed to JailFiscalServices@ocsd.org. They will copy and paste these letters onto Sheriff letterhead and mail them to the inmate's address.
SOMA	S	JMS	1	CopLink	Inmate Release Information
SOMA	S	RMS	3	CopLink	Inmate Release Information
SOMA	NS	JMS	1	CA Dept of Corrections	Notification whenever certain CDCR (CA Dept. of Corrections) parolees are either booked or released from jail.
OCSD	NS	JMS	1	DA Interface Vision	DA Information Lookup
SOMA	NS	JMS	1	Warrants Applications	Local Warrant System

ATTACHMENT D

Polk County Sheriff's Office, Integrated Systems Solutions Agreement, P2019-1