

Attachment A must be included with the RFP Proposal. It assists the committee in quickly determining which protocols are standard with the CAD/RMS product.

ATTACHMENT A: CITY OF LAGUNA BEACH REQUIREMENTS

Category (R= Required)	Requirement Defined by City of Laguna Beach	Response (Yes/No)	Comments
	RECORDS MANAGEMENT SYSTEM		
RMS	Automatic courtesy letter generation on initial false alarms		
RMS	Management of collections and fines for the Alarm System		
RMS	Ability to allow wildcard searches		
RMS	Location specific patrol check information		
RMS	Officer initiated data entry (patrol checks) with date/time stamping		
RMS	Ability to create daily briefing logs with date/time, shift, Watch Commander, duty roster, unit/beat, assignments, briefing training, significant call notes, and additional information		
RMS	Archive and retrieval of daily logs		
RMS	Distribution of Daily Roster/Logs via email to workgroups		
RMS	Ability to see and print CAD calls for service within RMS		
RMS	LiveScan Fingerprint interface automatically populate fingerprint cards with biographical and arrest data, including booking photo		
RMS R	Ability to capture all data, and perform all edits required for NIBRS (formerly UCR) reporting and making NIBRS related fields a mandatory requirement for report entry		
RMS	System to provide a mechanism to expunge (completely remove from system) criminal history information		
RMS R	System provides a Link Analysis to connect all related records (Required)		
RMS	System shall provide a master names, vehicle and property index used for all names, vehicles or property entered into the system. These indexes must be used by all systems (CAD, RMS, MFR, JMS, Property and Evidence)		
RMS R	System must have soundex and phonetic search capabilities for RMS records		
RMS R	System has a tool to run and identify duplicate master records (e.g. names, vehicles)		
RMS R	Strong word-processing functionality in the narrative field (similar to MS word)		
RMS R	Free-form fields in each document section for comments, additional info, notes, and/or details that are searchable		

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RMS	R	Auto-populate capability from other modules (CAD, JMS, Property and Evidence, Mobiles) as well as other third party applications identified elsewhere in this document		
RMS	R	Multiple layers of supervisory review and approval (workflow) of documents before finalized		
RMS	R	Audit trail in document showing history of actions (initiated, reopened, modified, printed, approved, unapproved, etc.) including operator/date/time/reason		
RMS	R	Search capability by multiple parameters (date range, report status, officer, crime, report type, vehicle license/description, name, location, property, character string, etc.)		
RMS	R	Ability of other users to view an Officer's draft report, including any kickback or denial records		
RMS		Ability for other users to print an Officer's draft report		
RMS	R	Integrated email notifications to specified groups or individuals to assign an incident to the investigative detail, send an informational "cc" email, etc.		
RMS	R	Track all cases/subpoenas		
RMS	R	Track officer appearance dates/times and initiated subpoenas		
RMS	R	Ability to print original reports and track when reports are distributed (e.g. DA copy)		
RMS	R	Ability to track public records requests		
RMS	R	System has the ability to run a report to identify duplicate master records, auto delete, and/or auto-merge records		
RMS	R	Compatibility with FBI UCR Reports and future NIBRS reporting requirements		
RMS	R	Compatibility with CA DOJ reporting requirements, recognizing the difference between State and Federal reporting mandates, including but not limited to, Use of Force, Racial Profiling as well as other reporting differences		
Category		CASE MANAGEMENT SYSTEM	Response (Yes/No)	Comments
Case Mgmt.	R	Ability to assign officers to cases		
Case Mgmt.	R	Ability to set timers on follow-up		
Case Mgmt.	R	Ability to make cases confidential		
Case Mgmt.	R	Ability to add notes to cases		
Case Mgmt.	R	Ability to create supplemental reports to cases		

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Case Mgmt.	R	Ability for investigators not assigned to a case, to view case and case notes		
Case Mgmt.	R	Dashboard style of information (detective caseload totals, clearance rate, specific crime trending/tracking, etc.)		
Case Mgmt.	R	Ability to receive alerts on user defined fields (e.g., an investigator will receive an alert if a specific person or vehicle is entered in the system by patrol)		
Case Mgmt.	R	Generate letters to multiple different recipients		
Case Mgmt.	R	Automated email notification on expired timers related to assigned cases		
Case Mgmt.	R	Creation of To-Do/Action-Item lists within case notes		
Case Mgmt.	R	Ability to attach files to case notes and attach files to an incident		
Case Mgmt.	R	Case disposition tracking		
Case Mgmt.		Creation of Detective on-call weekend schedule		
Case Mgmt.	R	Ability to re-assign cases to a new detective/case agent		
Case Mgmt.	R	Supervisor-level approvals and case-clearance decisions/workflow		
Case Mgmt.		Casework tip-tracking/lead generation (tip sheets)		
Case Mgmt.	R	Case Relationship Charting		
Case Mgmt.	R	Case Timeline Charting		
Case Mgmt.	R	Ability to share and restrict data among agencies via security		
Category		TRAFFIC MODULE	Response (Yes/No)	Comments
Traffic	R	Ability to complete a CA 555 form		
Traffic	R	Citation data statistical reporting		
Traffic	R	Traffic accident data statistical reporting		
Traffic		Parking citation data statistical reporting (we outsource parking, but want to have the ability to eventually integrate the system)		
Traffic	R	DUI data statistical reporting		
Traffic	R	Queries by location, primary collision factor, collision type, reporting district, highest degree of injury, and other filtering factors		
Traffic	R	Intersection/mid-block historical and high incidence reporting		
Traffic	R	User-defined statistical traffic dashboard		
Traffic		Meets U.S. Department of Transportation, Minimum Uniform Crash Criteria standards		
Traffic	R	Ability to interface with Brazos system and possibly Crossroads (BRAZOS IS A MUST)		

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Traffic		Robust Accident Diagramming program		
Traffic	R	Ability to assign unique report numbers to accident reports		
Category		ONLINE REPORTING	Response (Yes/No)	Comments
Online Reporting		Ability for the public to file incident reports online via a web portal and transmit to an agency-specific inbox		
Online Reporting		Work-flow of the report to a supervisor for approval and ability to kick-back for corrections/additions to the citizen		
Online Reporting		Initiation of a temporary or permanent case number to the citizen upon completion		
Category		JAIL MODULE	Response (Yes/No)	Comments
Jail	R	Full JMS integration with RMS		
Jail	R	Workflow from mobile with arrest report flow functioning effectively between all systems (CAD/RMS/JMS and Mobile)		
Jail	R	Commissary and/or ability to log meals as our facility cannot hold people longer than 24 hours		
Jail	R	Dashboards- Facility overview, Inmates, Confinement, Release, Medical, Visitation		
Jail	R	Inmate tracking/Ledger (Meets the standards of the BSCC)		
Jail	R	Property Management (Intake and Issuance)		
Jail	R	Integrated with the ILIAOC booking photo system (Hunter Systems)		
Jail	R	Special Watch and Observation Log for Notifications and Jail Checks (15, 30 and 60 minute checks)		
Jail		Integration with the OCSD Probable Cause Declaration System		
Jail		Creation of Custom OCSD OCJ booking paperwork and Lag. Bch. PD Medical Screening Form		
Jail	R	Auto-populating redundant fields across all forms		
Jail	R	Live scan integration (RAN Board)		
Jail	R	Mugshot tied to RMS record and accessible in Daily Bulletin		

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Category	ALARM MONITORING MODULE	Response (Yes/No)	Comments
Alarm Monitoring	Ability to receive incoming alarm activations from Council Chambers, City Hall, Jail, etc.		
Alarm Monitoring	Immediate display of essential information of specific activation		
Alarm Monitoring	CAD call creation from alarm activation information		
Alarm Monitoring	Ability to bring up video feed provided by alarm system		
Alarm Monitoring R	Ability to query by name or address		
Alarm Monitoring R	Ability to produce notification to alarmed businesses via template for letter or email		
Category	ARMORY MANAGEMENT	Response (Yes/No)	Comments
Armory Mgmt. R	Tracking of firearms and maintenance issues		
Armory Mgmt. R	Tracking of officers scores and range qualifications		
Armory Mgmt. R	Automatic system reminders for firearm maintenance		
Armory Mgmt.	Chain of custody log for each firearm (transferring ability)		
Armory Mgmt.	Range-use scheduling (viewable calendar)		
Armory Mgmt.	Back-up firearm use and off-duty firearm registration		
Armory Mgmt.	Fail to qualify notifications/officer reminder		
Category	ASSET FOREFEITURE	Response (Yes/No)	Comments
Asset Forfeit.	Ability to integrate with external finance system (Springbrook)		
Asset Forfeit.	Tracking and document imaging of DAGS		
Asset Forfeit.	Auto-calculation of asset forfeiture percentages		
Asset Forfeit.	Asset Forfeiture totaling (DEA, Homeland Security, etc.)		
Asset Mgmt.	Ability to track assignment, condition, location, history and upkeep of department equipment		
Asset Mgmt.	Ability to coordinate future/preventative maintenance schedules		
Asset Mgmt.	Tracking of consumable items (e.g. ammunition, cleaning supplies, etc.) track equipment (PAZ/AED/40 MM/Citation Writers).		

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Asset Mgmt.	Track supplier contact information; ordering instructions, order history, supplier fulfillment		
Asset Mgmt.	Ability to view item's balance, reorder point, full-stock quantity		
Asset Mgmt.	Ability to produce inventory management reports		
Category	CRIME ANALYSIS	Response (Yes/No)	Comments
Crime Analysis R	Replicate and/or compatibility with Bair Analytics mapping and crime analysis software produced through Lexis Nexus		
Crime Analysis R	Comp Stat compatibility		
Crime Analysis	Calculate trends and patterns with refreshing customizable dashboard		
Crime Analysis	Graph and chart views within dashboard		
Crime Analysis	Calculation and display of Case Clearance Rate		
Crime Analysis	Ability to perform a Link Analysis function between, people, locations, vehicles, etc.		
Category	CRIME LAB	Response (Yes/No)	Comments
Crime Lab	Evidence processing tracking log		
Crime Lab	Integration with Property and Evidence module and integration with OC Crime Lab		
Category	DIGITAL MEDIA	Response (Yes/No)	Comments
Digital Media	Ability to record interviews (audio/video files) via tablet/smart-phone and add to case notes		
Digital Media	Upload and manage photos/video files		
Digital Media	Upload and manage Digital Audio Recordings (DAR)		
Digital Media	Searchable fields and play back/viewing capabilities		
Digital Media	Audit trails and chain of custody reports		
Digital Media	Encryption and authentication for each digital file		
Digital Media	File compatibility support for all file formats		
Digital Media	Security and access control based on user defined access levels		
Digital Media	Export of media to other storage mediums		
Digital Media	Chain of custody and audit trails		
Digital Media	Ability for staff to upload digital photos		

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Category	DOCUMENT IMAGING	Response (Yes/No)	Comments
Doc. Imaging	OCR (Optical Character Recognition) functionality in document imaging		
Doc. Imaging	Scan documents into system and tie to a specific record		
Doc. Imaging	Security levels for viewing/printing/saving/copying		
Doc. Imaging	Will the product have the ability to seamlessly integrate into Laserfiche		
Doc. Imaging	Searchable fields with wildcard ability		
Category	FLEET	Response (Yes/No)	Comments
Fleet	Ability to track fleet, vehicle assignments and maintenance dates		
Fleet	Generate monthly fleet maintenance reports and distribute via email		
Fleet	Ability to track daily vehicle check-out procedure and report vehicle damage		
Fleet	Ability to document equipment failure and initiate BO repair slips		
Category	INFORMANTS	Response (Yes/No)	Comments
Informants	Capturing of personal information		
Informants	CI number issuance and tracking asset forfeiture monies. Generate deposit slips and auto populate forms		
Informants	CI updates/notes		
Informants	Deconfliction verification (reliability tracker)		
Informants	Tracking of any CI payments and buy-money/petty cash funds		
Category	K9	Response (Yes/No)	Comments
K9	Tracking daily/weekly/monthly training activities		
K9	Ability to complete reports from MDC/Tablets/Smart-Phones		
K9	Reminder for annual re-certification/POST certification		
K9	Track narcotics training aids		
K9	Canine activity reports creation and tracking		
K9	Cost-summary reporting (food, equipment, medical, training, etc.)		
K9	Auto-calculation of officer-hour searches vs. use of canine team		

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Category	PAWN	Response (Yes/No)	Comments
Pawn	Integration with the State pawn system		
Pawn	Complete pawn slip tracking		
Pawn	Chronic pawn alerts and reports		
Category	PERSONNEL	Response (Yes/No)	Comments
Personnel	Employee master address book/phone list		
Personnel	Track detailed employee information		
Personnel	Track special assignment tours and rotation dates		
Personnel	Track annual evaluation due dates and alerts for mandatory training		
Personnel	Ability to track critical employee medical information (blood type, allergies, insurance, primary care physician, any special needs, catastrophic considerations, medical events).		
Personnel	Ability to interface with Intime Scheduling Software for employee leave time and overtime usage and vacation requests		
Category	PIN MAPPING	Response (Yes/No)	Comments
Pin Mapping	Canned report crime type pin mapping (date/time, location, etc.)		
Pin Mapping	Hot spotting of clusters		
Pin Mapping	User defined crime type pin mapping (filtering)		
Pin Mapping	Ability to drill down into icon for call details (hovering above icon for details)		
Pin Mapping	Viewable map layers (user selected)		
Pin Mapping	Zoom/Pan and printing		
Pin Mapping	Access for public to filter on crime types, date/time range, districts/beats and display data on City map (based on non-specific address 100-block filter)		
Category	PORTAL	Response (Yes/No)	Comments
Portal	Secure CJIS compliant web-based access/portal to all systems intended for remote workers (e.g. Mobile Command Post, secondary dispatch location, EOC, etc.)		
Portal	Complete CAD/RMS functionality via portal		

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Category	PREDICTIVE POLICING	Response (Yes/No)	Comments
Predictive Policing	Provide daily reports with predictive algorithm of specific crime types and specific shifts		
Predictive Policing	Hot spotting/clustering		
Category	PROJECT MANAGEMENT	Response (Yes/No)	Comments
Project Mgmt.	Ability to create, update and track projects		
Project Mgmt.	Ability to create To-Do lists/Action-Items with by the minute history and completion indicators		
Project Mgmt.	Ability to build/add team members		
Project Mgmt.	Creation of time-lines and due-dates (calendar and Gant Chart views)		
Project Mgmt.	Milestone email notifications		
Project Mgmt.	Daily progress reports		
Project Mgmt.	Ability to attach files		
Category	PROPERTY	Response (Yes/No)	Comments
Property	Ability for property/evidence officer to receive an automatic notification when a case is closed and property needs to be dispo'd.		
Property	Ability to accurately track Property Detail daily functions such as entry, moving, checking in/out, and disposition of property/evidence		
Property	Integrated bar-coding capability		
Property	Must assign a unique identifier (tag) in a bar code format to each item of evidence		
Property	Integrated electronic signature pads auto populate		
Property	Search by any data field such as, name, DR, booking number, tag number, serial number, employee name or ID number, etc.		
Property	Ability to have tags linked to multiple DR's and can cross reference each DR		
Property	Automatic Property/Evidence retention tracking with automated notifications/requests for disposal		
Property	Ability to run disposition reports		

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Category	REGISTRANTS	Response (Yes/No)	Comments
Registrants R	Tracking of sex, arson and narcotics registrants (personal info and photos)		
Registrants R	Integration with State registrant forms (first timers and renewals)		
Registrants	Renewal registration reminder		
Category	REPORTING	Response (Yes/No)	Comments
Reporting	Ability to create CA required Domestic Violence report		
Reporting	Able to produce Uniform Crime Reports (checks and balance system on amount or time)		
Reporting	Year to year/year to date and monthly comparisons (trend reporting)		
Reporting	Create Ad-hoc trend and statistical reports and queries		
Reporting	Ability to modify standard reports (headers)		
Reporting	Ability to create, save, print and distribute reports		
Reporting	User selected filters for report generation		
Category	WARRANTS	Response (Yes/No)	Comments
Warrants	Tracking of agency assigned warrant with suspect information and photo and full address		
Warrants	Due diligence and incident service tracking		
Warrants	Integration with COPLINK		
Warrants	Integration with OCATS		
Category	JUVENILE CONTACTS	Response (Yes/No)	Comments
Juvenile Contacts	The system will collect data on juvenile contacts		
Juvenile Contacts	Juvenile Custody Logs		
Juvenile Contacts	Juvenile Detention Reports		
Juvenile Contacts	Juvenile Contact Reports		
Juvenile Contacts	Name listing for juveniles separate from adults, based on varying search criteria		
Juvenile Contacts	To prevent unauthorized access and release, juvenile records should be specifically marked/indexed		

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Category (All are required)	INCIDENT REPORTING	Response (Yes/No)	Comments
Incident Reporting	The system should have a business process workflow to create an incident report from the transfer of CAD data to the MDC to the submission of the report to the RMS, all the way through case closure		
Incident Reporting	The system should guide the officer through the data collection process (forms and fields) in accordance with state requirements. The system should present the appropriate fields based on the crime type and event circumstances and should prevent the officer from submitting the report with errors. This will include the ability for system administrator based form template designs to support data capture and narrative template functionality.		
Incident Reporting	Users should be able to initiate and complete forms from a desktop workstation connected to the RMS via a local or wide area network		
Incident Reporting	--A mobile data computer attached to the RMS via a wireless connection		
Incident Reporting	--The associated call for service will be accessible from the incident report		
Incident Reporting	The system will support redaction of necessary data when preparing reports for public release or making the report available online		
Incident Reporting	Ability to generate standard UCR reports, including; Monthly return of offenses known to police		
Incident Reporting	--Property stolen by classification		
Incident Reporting	--Additional analysis of Larceny and Auto Theft		
Incident Reporting	--Supplement to Return A—Evaluation of Stolen Property		
Incident Reporting	--Monthly return of arson offenses		
Incident Reporting	--Property recovered sorted by property classification		
Incident Reporting	--Age, sex, and race of person arrested- 18 & Over		
Incident Reporting	--Age, sex and race of person arrested- Under 18		
Incident Reporting	--Violent crime to senior citizens		
Incident Reporting	--Domestic violence		
Incident Reporting	--Monthly arrest and citation register		
Incident Reporting	--Law enforcement officers killed and assaulted report		
Incident Reporting	--Hate crime statistics for reporting period		
Incident Reporting	Ability to print individual incident summary and detail report		
Incident Reporting	Ability to produce incident reports by: Beat/Area, City, Agency, Watch		

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Incident Reporting	--Offense type		
Incident Reporting	--Case status		
Incident Reporting	--UCR Coding		
Incident Reporting	--Victims		
Incident Reporting	--Suspects		
Incident Reporting	--Date/Time ranges		
Incident Reporting	--Officer ID		
Incident Reporting	--Ability to generate a case log status report which contains the following: Report number		
Incident Reporting	--Reports in progress		
Incident Reporting	--Reports completed, but not yet reviewed		
Incident Reporting	--Reports rejected, still outstanding		
Incident Reporting	--Reports approved		
Incident Reporting	--Reports rejected, still outstanding		
Incident Reporting	--Reports incomplete, but reviewed		
Incident Reporting	--Case numbers issued, but not used		
Incident Reporting	--Date/Time and Reviewer/Approver		
Incident Reporting	Ability to retrieve records by single or combined criteria; date or date range		
Incident Reporting	--Report number		
Incident Reporting	--Time of day		
Incident Reporting	--Involved party name		
Incident Reporting	--Location/reporting district		
Incident Reporting	--Crime classification		
Incident Reporting	--Reporting officer		
Incident Reporting	--Vehicle description		
Incident Reporting	--Any field in record		
Incident Reporting	Ability to electronically complete and print the following forms and reports; missing person report		
Incident Reporting	--Death report		
Incident Reporting	--Statement of probable cause (juvenile)		
Incident Reporting	--CHP 180- used for stolen vehicle/vessel, stored, impounded, released, and recovered vehicles.		
Incident Reporting	--Medical booking sheet		

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Incident Reporting	--Field interviews		
Incident Reporting	--DMV DUI Admin Per Se form		
Incident Reporting	--Intoxicated driver arrest report (descriptor for the field sobriety tests)		
Incident Reporting	--Property/Evidence reports		
Incident Reporting	--Emergency protective orders		
Incident Reporting	--Additional agency user-designable forms		
Incident Reporting	Child abuse or severe neglect indexing form		
Incident Reporting	Report of suspected dependent adult/elder abuse		
Incident Reporting	Application for 72 hour detention for evaluation and treatment		
Incident Reporting	Notice to victims of sex crimes		
Incident Reporting	Ability to set order of pages to be printed and numbered in a crime/incident report that follows a specified order		