

## **EXHIBIT A**

**STATEMENT OF WORK (SOW) GENERAL**

**RECORDS MANAGEMENT SYSTEM (RMS)**

## Table of Contents

1.0	Part 1 – GENERAL.....	2
2.0	Report Writing Overview.....	4
3.0	Case Management Overview .....	5
4.0	Systems to be Interfaced.....	5
5.0	RMS Functions / Features .....	5
6.0	Project Governance.....	5
7.0	Project Review.....	5
8.0	Assumptions, General .....	6
9.0	Responsibilities.....	7

The Statement of Work is comprised of two parts:

This Exhibit A [Statement of Work (SOW) General] provides background information about the Department and the current legacy system in place, memorializes various assumptions about the approach to the Work, addresses the County's governance and the County's and Contractor's general responsibilities, and the County's general approach to ensuring Contractor's quality delivery of Service. Proposer is encouraged to review Paragraphs 9.0 (Assumptions, General) and 10.0 (Responsibilities) of this Exhibit A and add or edit its content to bring additional clarity to this document.

### **SOW ATTACHMENTS**

Attachment A.1 Tasks and Deliverables – Instructions for Proposers

Attachment A.2 Deliverable Acceptance Process

Attachment A.3 Project Control Document

Attachment A.4 RMS System Interfaces

## 1.0 Part 1 – GENERAL

### 1.1 Introduction

The Los Angeles County (County) Sheriff's Department (Department) is seeking to acquire, and implement throughout the Department, a Solution that can provide an operationally proven web-based, commercial off-the-shelf software (COTS) law enforcement application framework (Solution). It will replace, among other functions, the Department's internally developed electronic crime incident Records Management System (RMS) known as the Los Angeles Regional Crime Information System (LARCIS).

The Solution will address the following major functional areas:

- a. an incident-based crime incident RMS (including federal and California state incident-based reporting (IBR) requirements),
- b. a Detective Case Management System (DCMS), and
- c. a Field-Based Reporting System (FBRS).

The Solution is envisioned to be a coherent information system that will improve the workflow of staff engaged in these functions. The Solution must be generally capable of performing all functions specified herein, as well as interfacing with existing systems as outlined in this Statement of Work (SOW).

The County's goal is to procure and successfully implement throughout the Department a modern, integrated Solution with corresponding support and maintenance provided by Contractor. The RMS Solution must provide, at a minimum, the ability to easily customize what the Users sees, and what the User can do based on their multiple roles, profiles, and areas of jurisdiction.

### 1.2 Background

1.2.1 The Department is a law enforcement agency which serves the County, having an area totaling approximately 4,084 square miles with a population of almost 10 million people (2020 U.S. Census). It is the largest sheriff's department in the world, with approximately 18,000 employees. The Department provides general law enforcement services to 40 contract cities, 90 unincorporated communities, 216 facilities, hospitals, and clinics located throughout the County, nine community colleges, the Metropolitan Transit Authority and 47 Superior Courts. The Department also provides services such as laboratories and academy training to smaller law enforcement agencies within the County. Additionally, it is responsible for securing approximately 18,000 inmates daily, in seven custody facilities, which includes providing food and medical treatment.

1.2.2 The Department is comprised of, in part, 23 patrol stations across four patrol divisions. Each patrol station has an independent detective bureau.

Due to the large geographic nature of the Department and the breadth of services performed, most of the patrol stations have the law enforcement activities of a small police department (in some respects like a collection of 23 smaller departments). In addition, there are seven centralized detective bureaus and multiple other detective units within the Special Operations Division, Court Services Division, and Custody Division. The Department fields a total of over 5,000 patrol deputies and 1,500 detectives across the County.

- 1.2.3 The table below lists the Department’s annual data volumes by broad category. The new RMS Solution must be able to accommodate all current data, plus an estimated annual increase rate of 10%:

	2021 (Jan – Dec)	2022 (Jan – Dec)	2023 (Jan – Dec)
Part I Crimes	66,874	75,085	76,599
Part II Crimes	82,413	89,033	77,782
Non-Criminal Incidents	123,801	126,512	118,187
<b>TOTAL</b>	<b>273,088</b>	<b>290,630</b>	<b>272,568</b>
Adult Arrests	71,300	70,242	57,767
Juvenile Arrests	1,298	1,718	1,931

- 1.2.4 Currently the Department does not have a uniform centralized DCMS solution. Detective case management is currently paper-based performed by multiple standalone personal computer-based systems. The DCMS functionality of the Solution will be utilized by all detective bureaus and units within the Department.

- 1.2.5 The Department does not have an automated law enforcement FBRS. Reports are written on paper forms by hand or typed on a workstation and printed. Examples of reports include, but are not limited to: crime incident/complaints, missing person, statement of facts, traffic collision, vehicle or vessel incident (accident, stolen, lost, recovered, and impounded), drunk driving, miscellaneous, etc. The information is later hand-entered by clerical staff into the existing records management system. Following successful data entry, the hardcopy is scanned into the Sheriff’s Electronic Criminal Documents Archive (SECDA) system and stored. The FBRS functionality of the Solution will be utilized by all units across the Department which are required to write reports.

- 1.2.6 The primary RMS currently used by the Department is LARCIS, a custom developed system that has been in use since the early 2000s. The primary purpose of LARCIS is to store crime reporting data and serve as the primary database for analytics. Additionally, LARCIS provides some

minimal case management features (e.g., case assignment and disposition recording).

- 1.2.7 The Solution must include RMS, DCMS, and FBRS functionalities, and is expected to replace the Department's LARCIS system, as well as, replace and interface with other Department systems. The current data in LARCIS must migrate to the new Solution as part of the project.

## **2.0 Report Writing Overview**

- 2.1 Deputies are currently responsible for completing their own reports. Since there is no field reporting application, all reports are either handwritten or printed via a fillable PDF. These reports are then submitted to the deputy's sworn supervisor for review and approval. After necessary corrections are made, these reports are then forwarded to the station's secretarial staff, to enter the data from the report into LARCIS as well as scanning the report into SECDA. The LARCIS system has limited data validation tools and lacks business logic and master indices; as such, incomplete and/or incorrect information are sometimes transferred into the database.
- 2.2 To facilitate public access and reduce Department resources when generating non-workable property reports (e.g., petty thefts, stolen cell phones, etc.) and increase public access, the Department launched the Sheriff's Online Reporting and Tracking System (SORTS). SORTS enables the public to submit reports online, which are then routed to the appropriate unit/station for review and subsequent investigation. SORTS is a third-party product provided by LexisNexis.
- 2.3 As required by Assembly Bill 953 (AB 953), the Department also records "stop data" pertaining to racial and identity profiling. When civilian contact is made and certain criteria are met (i.e., an individual is detained, searched, or arrested), the deputy must complete a form in the Sheriff's Automated Contact Reporting (SACR) system. The form is submitted online and available on the deputy's Mobile Digital Computer (MDC) (the form is accessible with or without connectivity). This form is in addition to all other entries that may be required of that deputy. Whereas other reports are concerned with the facts of the operation, this form is concerned with the perception of facts upon making contact. This data, also known as stop data, is ultimately submitted to the State on a semi-annual basis (this submission may change to monthly in the future).
- 2.4 When an incident results in an arrest and booking, deputies utilize the Automated Booking System (ABS). This is a web-based application created by DataWorks Plus that digitized the booking form in an effort to reduce the workload of the station jailer. A deputy can log into the ABS application and submit the booking form to the Department's Criminal Booking System (CBS). At the CBS workstation, the station jailer can retrieve the pre-booking data and import it into the CBS application.

### **3.0 Case Management Overview**

- 3.1 Case assignments are recorded and updated in LARCIS; however, actual management of cases is not uniform across the Department.
- 3.2 As a supplement to LARCIS, the majority of detectives utilize the Case Level Evaluation, Assignment, and Tracking System (CLEATS) to manage cases. Each station has a version of CLEATS on their local server and detective units run generally independently (e.g., each station can determine how cases are assigned to their detectives). When a case is created in CLEATS, the supervisor will document an assignment level, which provides a score for how long the supervisor believes the case will take to complete. For example, a score of 1 roughly means the supervisor believes it will take less than 1 week to complete; a score of 5 indicates the case could take more than 90 days to complete (note: timeframes are not exact). These ratings are later used in the system to estimate an individuals' case workload for case assignments. The detective will use CLEATS to document actions taken in the digital case journal. When the detective completes their investigation, the system allows the journal to be auto-populated as a supplemental report; allowing supervisors to review the report within the application. Additionally, CLEATS provides a digital feedback form for supervisors. Since CLEATS is not linked to LARCIS, updates to the case (e.g., assignment, disposition, etc.) must be made in both applications, resulting in duplicate data entry.

### **4.0 Systems to be Interfaced**

Detailed information about the Department's requirement for the RMS Solution's interface to be interfaced are described in Attachment A.4 (RMS System Interfaces) to Exhibit A [Statement of Work (SOW) General].

### **5.0 RMS Functions / Features**

- 5.1 Detailed information about the Department's requirement for the RMS Solution's functions and features are described in Exhibit B (Solution Requirements Response Matrix).

### **6.0 Project Governance**

- 6.1 This project will be overseen and monitored by the Sheriff Executive Steering Committee, County Project Director and County Project Manager, all of whom will monitor Contractor activities, personnel and progress on this project pursuant to the Contract.

### **7.0 Project Review**

- 7.1 At critical junctures in the project, and at any other time deemed necessary by the County, a formal project review will be conducted. Each project review may result in: (a) an assessment of the project's progress to date and the likelihood of future

project success, (b) an assessment of accountability for schedule slippage, quality lapses, and/or other issues, (c) recommended remedial actions for continued Work, (d) a reset of the project schedule, or (e) termination of the Contract, in whole or in part.

- 7.2 It is expected that project review meetings will be attended by executive members of both the County and Contractor, in addition to the project managers and other County stakeholders.

## **8.0 Assumptions, General**

This project is being undertaken with the following assumptions:

### **8.1 Contractor**

- 8.1.1 Contractor must utilize only key staff fully trained, experienced, licensed, or certified to engage in the Work activities under this Contractor. The County will have the right to approve or disapprove of Contractor's key staff prior to and during the performance of any Work hereunder, as further specified in Paragraph 9.3 (Approval of Contractor's Staff) of the Contract.
- 8.1.2 Key members of Contractor's project team must possess sufficient business and technical experience in RMS to facilitate discussions with the County's subject-matter experts (SME).
- 8.1.3 Contractor must perform Work on-site at County facilities (as applicable) during normal business hours, from 8:00 a.m. to 5:00 p.m. (Pacific Time), Monday through Friday (except County-designated holidays) throughout the entire Term of the Contract, unless otherwise approved by County Project Manager.
- 8.1.4 There may be time gaps where Contractor will have completed one Task or set of Tasks and will have to wait for the County to complete its Tasks or approve Contractor's Deliverables [refer to Attachment A.1 (Tasks and Deliverables – Instructions for Proposers) to this SOW].
- 8.1.5 Contractor must deliver all Documentation to the County in the form of one hard copy and one electronic copy (in Microsoft Office 2007 or higher: Access, PowerPoint, Publisher, InfoPath, OneNote, Word, Excel, Visio and Project) pursuant to Attachment A.2 (Deliverable Acceptance Process) to this SOW, or in a form and format as otherwise agreed-to by the parties.
- 8.1.6 Contractor must review proposed formats and contents of Deliverables with County Project Manager to validate the agreed-upon expectations. Deliverables will be subject to the County's review and written approval, as set forth in Attachment A.2 (Deliverable Acceptance Process) to this SOW.



- 8.1.7 Contractor's Project Manager must attend meetings with all levels of Department personnel or designees, as required by the County, including but not limited to:
- a. Executive Management,
  - b. SMEs,
  - c. End Users, and
  - d. Technical support staff and programmers.

## **8.2 County**

- 8.2.1 Existing system's documentation and program codes will be made available to Contractor. County Project Manager will coordinate all activities of, information from, and decisions made by County personnel.
- 8.2.2 County Project Manager will coordinate obtaining SMEs.
- 8.2.3 County Project Manager will provide clarification on any business or technical requirements.
- 8.2.4 County Project Manager will provide project oversight and management.
- 8.2.5 The County will provide Executive sponsorship and User "buy-in."
- 8.2.6 The County will provide the infrastructure, servers, shared network space, and User workstations required for Contractor's on-site Work, as applicable. Prior to the start of implementation, Contractor will be required to provide the County with Contractor's on-site Work requirements, which must be approved by County Project Manager.
- 8.2.7 The County will provide office space and network connectivity for Contractor to work on-site at County facilities.
- 8.2.8 The County will provide adequate facilities to hold monthly, weekly, and any additional meetings required for this project.
- 8.2.9 The County will provide equipment to be used at meetings (e.g., projector and laptop) to the extent necessary.
- 8.2.10 The County will review Contractor-provided Deliverables, as specified in Attachment A.2 (Deliverable Acceptance Process) to this SOW.

## **9.0 Responsibilities**

### **9.1 Contractor**

- 9.1.1 Contractor must manage all project activities and Contractor personnel.

- 9.1.2 Contractor must procure all Solution Hardware and Software, as applicable, including all Third-Party Software licenses, as applicable.
- 9.1.3 Contractor must provide all project Documentation in accordance with Attachment A.2 (Deliverable Acceptance Process) to this SOW, or in a form and format as directed by County Project Manager.
- 9.1.4 Contractor must maintain all project Documentation.
- 9.1.5 Contractor must provide ongoing post-implementation Hardware and Software maintenance and operational support for the Solution throughout the Term of the Contract.
- 9.1.6 Contractor must attend meetings with all levels of County personnel. While the number of meetings is not quantified, Contractor is expected to attend meetings as directed by County Project Manager throughout the entire Term of the Contract. County Project Manager will also inform Contractor, in advance, of any Documentation required for said meetings, such as status reports, demonstrations, and/or documents.
- 9.1.7 Contractor personnel is responsible for taking thorough notes and minutes for all meetings.
- 9.1.8 Contractor must ensure all Contractor employees have County-authorized identification badges that are clearly displayed while at any County facility.
- 9.1.9 Contractor must ensure all material and equipment required to provide the Services described throughout the Contract are provided to all Contractor staff. Contractor assumes all liability for the loss and safe operating condition of all Contractor-owned materials and equipment.

## **9.2 County**

- 9.2.1 County Project Manager will coordinate all activities of, information from, and decisions made by County personnel.
- 9.2.2 The County will provide to Contractor, information needed to design the Interfaces, as well as coordinate communication between third parties.

**ATTACHMENT A.1**

**TASKS AND DELIVERABLES –  
INSTRUCTIONS FOR PROPOSERS**

**RECORDS MANAGEMENT SYSTEM (RMS)**

## **Proposer's Instructions and the County's Expectations for Task and Deliverable Submission**

As part of its Business Proposal, Proposer must provide a detailed list of all Statement of Work Tasks and Deliverables. In its response, Proposer must detail all Work to be performed as part of its proposed Solution implementation approach.

The County is relying heavily on the awarded Contractor's expertise, but expects the Statement of Work Tasks and Deliverables to include, at a minimum, the following Tasks as well as incorporate Project Management Institute (PMI) tools and best practices:

- Project Kickoff,
- Hardware Ordering, Installation, and Configuration,
- Application Deployment and Installation,
- Vendor-Led System Configuration Workshops,
- Business Process Re-Engineering,
- Data Conversion,
- Interface Development, Configuration, and Testing,
- Configuration Documentation,
- System Testing (Functional, Reliability, Performance, and Integration),
- User Training, and
- Go-Live Assistance.

The above is not meant to be an exhaustive list. Proposer's detailed Task and Deliverables must demonstrate its understanding and capabilities to successfully implement a project of this magnitude.

When submitting the Statement of Work, the following components must be provided for each Task:

- Task name,
- Narrative description of Task,
- Contractor responsibilities,
- County responsibilities,
- Deliverables
- Deliverable pay points, as applicable,
- Success criteria,
- Duration of Task, and
- Assumptions.

In addition to the Statement of Work, Proposer must draft and provide a detailed Work Plan with a corresponding preliminary project schedule and Work Breakdown Structure.

It is the County's expectations that proposed Statement of Work will ultimately be refined during contract negotiations with the awarded Contractor. However, the Statement of Work should demonstrate the Proposer's expertise and strategy for implementing the Solution.

**ATTACHMENT A.2**

**DELIVERABLE ACCEPTANCE PROCESS**

**RECORDS MANAGEMENT SYSTEM (RMS)**

1. **Notifying County of an Expected Delivery** - At least one week prior to the time that a Deliverable is to be delivered to the County, in accordance with the PCD project schedule, Contractor must notify the County via email of the planned delivery. The notice should indicate the name of the Deliverable, the Deliverable number as listed in the Statement of Work (which is also identified for invoicing), the item number as listed in the work breakdown structure in the PCD, the version number, and the expected date of delivery. Contractor may include or attach a list of recommended criteria for the County to use in reviewing the Deliverable, although the County reserves the right to use different criteria as it deems appropriate within the agreed-upon scope of this project. Contractor may skip this step for Deliverables that are maintained on an ongoing basis or regularly submitted on a monthly or more frequent basis, such as status reports and schedule updates.
  
2. **Preparing the Deliverables**
  - a. Document Deliverables - Contractor must prepare the document as an electronic MS Word file (unless otherwise stated in the subject Task), with the file name as follows: XXX System Deliverable [name of deliverable] version [version number] Contractor must also deliver five paper copies of any charts or tables that exceed 8 ½ x 14 inches.
  - b. Desktop-software Deliverables - such as large data tables, Microsoft Project or Excel files, System mock-ups, etc., where the Deliverable cannot be fully reviewed as a PDF file but can be opened or executed on a Department desktop computer, Contractor must prepare a file using the same file-naming convention as for document Deliverables.
  - c. Software or data Deliverables to be installed into the System - Contractor must prepare the file(s) in accordance with a naming convention and change-control procedure to be determined.
  - d. Continuous Deliverables - Contractor must prepare a written description of the Deliverable when the initial version of the Deliverable is ready for review (such as ongoing logs, etc.).
  
3. **Transmitting the Deliverable**
  - a. Document and Desktop-software Deliverables - Contractor must email the Deliverable to the County. The email must have the Deliverable's name and version number in the email's subject line, and the body of the email must serve as a cover letter indicating that this is a formal delivery. If a file is too large to send via email attachment, Contractor must place the file on the project's SharePoint site (or similar arrangement) and insert the link to that specific file into the body of the email.
  - b. Software or data Deliverables to be installed into the System - Contractor must electronically load and install the files into the test environment through a formal change-control process. Contractor must notify the County by email as soon as the software has been delivered, with the Deliverable's name and version number in the email's subject line. When the Deliverable is transmitted, Contractor must also submit a Task/Deliverable Acceptance Certificate in accordance with Paragraph 3.8 (Approval of Work) of the Contract. County Project Manager and

County Project Director will sign this form when the Deliverable is accepted (at Step 6 below).

4. **Reviewing the Deliverable** - A Deliverable is considered “out of sequence” when preceding Deliverables (based on the sequence shown in the PCD’s project schedule) have not yet been delivered and accepted. The County may, at its discretion, postpone its review of an out-of-sequence Deliverable until all preceding Deliverables have been accepted.
  - a. Document Deliverables - All delivered documents are considered DRAFT submissions, subject to review and approval by County Project Manager. The County will distribute copies of the Deliverable to designated reviewers, who will identify any deficiencies and needs for improvement.
  - b. Software or data Deliverables to be installed into the System – The County will, with Contractor assistance, exercise or test the System with the delivered software installed, and make detailed notes of any deficiencies, anomalies, and needs for improvement.
  - c. Other Deliverables – The County may require Contractor to conduct a demonstration or walkthrough of the Deliverable as part of its review.
  
5. **Preparing the Deliverable Response** – The County will consolidate and integrate reviewer notes into a well-organized written Deliverable Response that clearly explains what is deficient, questionable, or needs improvement, and if relevant, reference any specific requirements or criteria. The Deliverable Response must indicate either that (a) the Deliverable is accepted, or (b) the Deliverable needs to be revised and go through another review cycle.
  - a. Transmitting the Deliverable Response – The County will email the Deliverable Response to Contractor, and/or hold a conference to present and discuss the Deliverable Response.
  - b. Discussing the Deliverable Response – Contractor may request to discuss the Deliverable Response with the County, and the Deliverable Response may be revised at the County’s sole discretion.
  - c. Revising and Resubmitting the Deliverable - If the Deliverable Response indicated that the Deliverable needs to go through another review cycle, Contractor must revise the Deliverable based on the County’s feedback in the Deliverable Response. Contractor must submit the revised Deliverable using sequential version numbers (or release number) to identify each revision submitted, along with the revised Deliverable. The County reserves the right to ignore or make retroactive changes to any item where a change has not been clearly and completely called out. Each time a revised version of the Deliverable is submitted, it must again go through all the steps in this Process.
    - i. Contractor must submit a **Response Tracking Sheet** which indicates how each item on the Deliverable Response was addressed in revising the Deliverable.
    - ii. Contractor must maintain a **Deliverable Change Log** which clearly points out (a) what has changed since the previous version of the Deliverable, and (b) all cumulative changes from the initial version that was submitted.



6. **Accepting the Deliverable** - When the Deliverable Response indicates that the Deliverable is accepted, County Project Manager and County Project Director will sign the Task/Deliverable Acceptance Certificate and the Process ends. A copy of the signed Task/Deliverable Acceptance Certificate will be provided to Contractor. For **document deliverables**, the word “final” is added to the electronic file name and saved as a PDF.
  
7. **Maintaining the Deliverable**
  - a. For one-time Deliverables - after a Deliverable has been accepted, any further changes must be made in accordance with the Change Notice process (Paragraph 10.2 of the Contract). The County will own the Deliverable and may incorporate its contents, or portions thereof, into any subsequent work products as the County deems fit. Contractor must keep a copy of the final Deliverable, and any amendments, in its project records.
  - b. For continuous Deliverables – Ongoing Project Management (Task X): Contractor must maintain, administer, and update the Deliverable(s) in accordance with applicable specifications and purposes. The County may from time to time review the status of the Deliverable(s) and will indicate to Contractor any deficiencies that require re-working.

**ATTACHMENT A.3**

**PROJECT CONTROL DOCUMENT  
(TO BE DETERMINED)**

**RECORDS MANAGEMENT SYSTEM (RMS)**

**ATTACHMENT A.4**

**RMS SYSTEM INTERFACES**

**RECORDS MANAGEMENT SYSTEM (RMS)**

## TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
1.0 RMS Interfaced Systems.....	1
2.0 JDIC/NCIS/CLETS/Countywide Databases.....	1
2.1 System Overview .....	1
2.2 Anticipated Workflow .....	1
3.0 Automated Booking System.....	2
3.1 System Overview .....	2
3.2 Anticipated Workflow .....	2
4.0 CAPSS (California Pawn & Secondhand Dealer System).....	3
4.1 System Overview .....	3
4.2 Anticipated Workflow .....	3
5.0 MFIR (Mobile Field Interview Report).....	3
5.1 System Overview .....	3
5.2 Anticipated Workflow .....	4
6.0 PRELIMS (Property, Evidence & Laboratory Information Management System) ...	4
6.1 System Overview .....	4
6.2 Desired Workflow .....	4
7.0 SECDA (Sherrif’s Electronic Criminal Documents Archive System).....	5
7.1 System Overview .....	5
7.2 Anticipated Workflow .....	5
8.0 Incident Data Export Applications .....	5
8.1 System Overview .....	5
8.2 Anticipated Workflow .....	6
9.0 Sheriff’s HR System .....	6
9.1 System Overview .....	6
9.2 Anticipated Workflow .....	6
10.0 Automated Justice Information System (AJIS).....	6
10.1 System Overview .....	6
10.2 Anticipated Workflow .....	6
11.0 Countywide Warrant System (CWS).....	7
11.1 System Overview .....	7
11.2 Anticipated Workflow .....	7

## 1.0 RMS INTERFACED SYSTEMS

The Department anticipates the following systems being interfaced (share data) to the future records management system (RMS) solution (LARCIS crime incident RMS replacement).

- JDIC/NCIC/CLETS/ County Databases (CWS/AJIS/LARCIS/JAI/eSCARs)
- Automated Booking System
- CAPSS
- MFIR
- PRELIMS
- SECDA
- Incident Data Export Applications
- Sheriff's HR System

## 2.0 JDIC/NCIC/CLETS/COUNTYWIDE DATABASES

### 2.1 System Overview

The Justice Data Interface Controller (JDIC) is a regional law enforcement data communications system networked throughout the County. JDIC serves the Department as well as other police agencies within Los Angeles County and provides service to the Los Angeles County District Attorney, the Probation Department, the municipal and superior courts and numerous other local, state, and federal criminal justice agencies. The primary function of JDIC is to provide County law enforcement agencies instant access to local, state, and federal data files and communication throughout the County, state, and nation. The Countywide Databases refers to a number of local databases, including CWS, AJIS, JAI, and eSCARS. A single query should search all applicable databases. JDIC either acts as a front-end portal to these various databases or as a relay communication system between them (including RMS).

### 2.2 Anticipated Workflow

2.2.1 The interface would allow for Users to query databases associated with JDIC, CLETS/NCIC, and Countywide databases. The expectation is that any databases linked to those applications would be eligible for the query, dependent on the specific query/query mask. Returns from the query would then be made available to attach to records and made eligible to import into reports. From the RMS application, a User would enter information in the

appropriate module, and the appropriate database would be queried. In addition, the Department is seeking the ability to capture a snapshot of the return at the time the query was made. This would allow the User to see the results at the time of the query (as opposed to making a new query at that time when returns may be different). When entering stolen property information, the Solution would query the Automated Property System (APS) via NCIC/CLETS for potential matches. Furthermore, the Department seeks to explore the capability to access certain databases from the RMS Solution.

- a. An example of query access from JDIC to RMS would be a person search in JDIC querying RMS, Jail system, State CLETS and returns data from each system to JDIC. Queries will have to be revised in JDIC to point to RMS and RMS will have to accept queries and return data to JDIC.
- b. An example of query access from RMS to JDIC would be an RMS screen (e.g., extra button on similar existing screen) that allows query of CLETS name and address information, viewing return data, and possible selection of a returned name or address to reduce additional data entry.

### **3.0 AUTOMATED BOOKING SYSTEM**

#### **3.1 System Overview**

The Automated Booking System (ABS) is the current system used by the Department for booking, including an interface with the Livescan system. Users complete a pre-booking form within ABS (web-based application), where the booking is completed.

#### **3.2 Anticipated Workflow**

3.2.1 User creates a booking in the field. As part of creating a new booking, the User would pull a booking number from ABS. Currently, the User gets the booking number via an interface through their Mobile. The pulling of that number should be performed in the background and not require a User to log into another system.

3.2.2 The User completes the booking package. This booking package consists of information required for Livescan, as well as information required for the ePCD. After completing the booking package, the package should undergo

a digital approval process (Users must also have the ability to bypass an approval process, as needed). Once approved by the Watch Sergeant, the information should be made eligible for transfer into Livescan and create a booking record within RMS, as well as the additional information required for the ePCD. From the Livescan terminal, the jailer would complete the booking process. Once complete, the updated information related to the arrestee (e.g., SID No., DCN, etc.) would then be sent back to the RMS where it would update the booking record.

3.2.3 Once updated information is returned from the Livescan, the booking record, as well as the additional ePCD-required information would be transferred from RMS to the ePCD application. Or, while entering a person in RMS with a booking number, entering the booking number will query ABS and pull to pre-populate fields in RMS that are already known in ABS (e.g., name, address, etc.) to prevent double data entry into a second system (RMS).

#### **4.0 CAPSS (California Pawn and Secondhand Dealer System)**

##### **4.1 System Overview**

Pawn shop and secondhand dealer owners are required by the State of California to enter pawn information into the California Pawn and Secondhand Dealer System (CAPSS), a web-based application. The Department does not enter pawn data into this system; the database is used for investigation purposes only.

##### **4.2 Anticipated Workflow**

An RMS Interface to CAPSS would be a query only interface from the RMS to the CAPSS application. When a User queries or enters stolen property information into the local RMS, the system would conduct an automated query into CAPSS. No information is locally stored.

#### **5.0 MFIR (Mobile Field Interview Report)**

##### **5.1 System Overview**

The MFIR application is used to document field interviews.

## 5.2 Anticipated Workflow

On a scheduled basis, a subset of data collected as part of each field interview would be eligible for import into RMS. The data transferred would only be done after MFIR goes through its own local approval process. It is expected that any gang-related data would not be imported into RMS; it would strictly be the Department's decision as to which data would be transferred.

## 6.0 **PRELIMS (Property, Evidence and Laboratory Information Management System)**

### 6.1 System Overview

PRELIMS is the Department's property, evidence and laboratory information management system, which was developed by Porter Lee Corporation. It is used to record the entry and movement of all tangible property and evidence for the Department. The Department seeks to have the RMS Solution interface with PRELIMS application.

### 6.2 Anticipated Workflow

The Department envisions two potential options to share data between PRELIMS and the RMS:

- a. A data transfer from the field reporting application where a User could create their report and submit the data to PRELIMS. From there, a User would open the PRELIMS application and, using the incident number as the unique identifier, import data from the field reporting application.
- b. Alternatively, the Department envisions the potential for the User to have a direct connection to PRELIMS, in which they can enter all data into PRELIMS (eliminating any evidence report). A User would generate an incident number in RMS and then log into PRELIMS; from there, a User would enter the property information in PRELIMS and create a PDF at the time of completion. This information would then be attached to the incident report.

Regardless of which option is chosen, PRELIMS will remain the custodian of record for evidence. As updates are made to the evidence, the data from PRELIMS will automatically update the information in RMS. A User would then only need to log into RMS to see all updates related to the evidence that is stored in PRELIMS. To ensure data integrity, the evidence-related data in RMS should be read-only and not be modifiable from within RMS.



In addition, the case assignment and case disposition from RMS will be transferred to the PRELIMS application.

## **7.0 SECDA (Sheriff's Electronic Criminal Documents Archive System)**

### **7.1 System Overview**

SECDA is the Department's document archival system for criminal records. After written reports are entered into LARCIS, they are optically scanned into SECDA and are made available for queries linked to LARCIS.

### **7.2 Anticipated Workflow**

Electronic reports that originate in RMS should be sent as a .TIF file to SECDA, keyed on the incident number identifier. Any hardcopy reports will continue to be scanned into the SECDA application, linked by an incident number originating in RMS. When a User queries RMS, the system will also query SECDA and display any linked report (via the incident number). The interface should allow for hyperlinks into SECDA so that a User can view the report without exiting the application or running a new query within SECDA.

Furthermore, upon approval of any report, a TIFF file of the report will be created and sent to SECDA for storage purposes.

## **8.0 INCIDENT DATA EXPORT APPLICATIONS**

### **8.1 System Overview**

The Department uses a number of third-party tools to analyze criminal activity. These applications provide statistical and spatial analysis tools, as well as provide data to other law enforcement agencies. Applications currently utilized by the Department and interfaced to LARCIS include:

- CentralSquare Applications (CrimeMapping.com, Crime Without Borders),
- COPLINK,
- Palantir,
- Socrata (includes Data.LACounty.gov), and
- FCI.

## 8.2 Anticipated Workflow

On a scheduled basis, data from the RMS Solution will populate a data warehouse that these applications will have access to. There is no manual transfer of data. In addition to these interfaces, requirements have been developed specific to crime analysis needs.

## 9.0 **SHERIFF'S HR SYSTEM**

### 9.1 System Overview

The Department has an employee information system to track employee information (e.g., name, rank, assigned unit). This interface is currently used to validate User information for new Users as well as retired or terminated employees. In addition to role or group access to certain functions within the RMS. This information may be obtained via an interface with Microsoft Active Directory in the RMS Solution.

### 9.2 Anticipated Workflow

In addition to name, rank validation, information on unit assignments, which are used for role and access permissions in RMS (who can see / edit records at certain stations) as well as assisting (offering default choice(s)) in creating detective team assignments.

## 10.0 **AUTOMATED JUSTICE INFORMATION SYSTEM (AJIS)**

### 10.1 System Overview

The Automated Justice Information System (AJIS) is the booking/arrest and jail management system for the County. The system is comprehensive with respect to arrest, inmate movement, trial court activity, inmate housing, inmate security, inmate classification and inmate releases. The Current AJIS system is a legacy IBM Mainframe application that is scheduled for replacement and decommission by 2027. AJIS interfaces with many local, state, and federal justice agencies.

### 10.2 Anticipated Workflow

The Department seeks a one directional interface from AJIS to RMS. Once a Booking Number is entered in RMS, a trigger will initiate a web services call to

retrieve arrest/inmate data. RMS will need to subscribe to a message switching service (Cloverleaf) to receive any subsequent update of AJIS data.

## **11.0 COUNTYWIDE WARRANT SYSTEM (CWS)**

### **11.1 System Overview**

The Countywide Warrant System is a public safety application used for managing the bench warrants issued from the Los Angeles County Superior Court. The application supports all law enforcement agencies in the County. The current CWS system is a legacy IBM Mainframe application that is scheduled for replacement and decommission by 2028. CWS interfaces with many local, state, and federal justice agencies. Primary features of the CWS system is to provide inquiry, recall and closing of a bench warrant.

### **11.2 Anticipated Workflow**

The Department seeks a one directional interface from CWS to RMS. RMS could inquiry for any outstanding warrants based upon a subject's identifiers (e.g., name, DOB, address, drive license). Once the subject information is entered in RMS, a query is sent to the CWS web service and checks for warrants.