

Records Management System for the Los Angeles County Sheriff's Department Response Instructions, Assumptions and Definitions

Detailed functional requirements for the systems desired by the Los Angeles County Sheriff's Department (Department) are provided in this matrix. These requirements are based on the needs and requirements of the Department as well as industry standard guidelines for public safety systems design, implementation and operation. The following codes must be used to indicate the ability of the proposed system to meet the needs of the Department. Each section refers to the application with which the functionality is being requested. Proposers must complete the matrix for all applications proposed.

Code	Response
C	Proposed system complies with requirement.
N	Proposed system does not comply with requirement.
A	Proposer recommends an alternative no-cost way to meet requirement. Proposer must provide explanation in the "Comments" column.
M	Proposed system requires a custom software modification to comply with requirement, but does not require third party software. Proposer must provide an explanation in the Comments column and list additional costs, cross-referencing the requirement, in the Cost Proposal. In the event a cost is not identified or referenced in the cost proposal, the County assumes that it is no-cost modification.
T	Proposed system requires third-party software to comply with requirement. Proposer must provide an explanation in the Comments column and list additional costs, cross-referencing the requirement, in the Cost Proposal. Within the Cost Proposal, the third party should be listed under the applicable section. The third-party software must be provided by Contractor.

Where applicable and where requested, provide additional information that describes the way in which the proposed system fulfills the given requirement or how an alternative to the requirement will meet the Department's needs. Do not insert rows into any portion of the document or modify the functional requirements numbering or description.

Please respond to each requirement. Omitted responses will be evaluated as response codes of "N" (proposed system does not comply with requirement).

AAS	Automated Archive System
AB 953	Assembly Bill 953 / Racial and Identity Profiling Act (RIPA)
AKA	Also Known As (e.g. alias)
ANI/ALI	Automatic Number Identification / Automatic Location Identification
ASAP	Advanced Surveillance and Protection
ASCII	American Standard Code for Information Interchange
AVL	Automatic Vehicle Location
BOLO	Be On the Look Out
BOP	Bureau of Prisons
CAD	Computer Aided Dispatch
CAL	California
CalDOJ	California Department of Justice
CAPSS	California Pawn and Secondhand Dealer System
CDCR	California Department of Corrections & Rehab
CFS	Call-For-Service
CHP	California Highway Patrol
CIBRS	California Incident Based Reporting System (CA version of NIBRS)
CII	Criminal Identification and Identification (California State ID number)
CJIS	Criminal Justice Information Services
CLERY	refers to federal Clery Act, college crime statistics
CLETS	California Law Enforcement Telecommunications System
CODE 3	Lights and Sirens
CST	Court Services Transportation
CSV	Comma-separated values
CW	County Wide
CWS	County Warrant System
DA	District Attorney
DBA	Data Base Administrator
DDWS	Deputy Daily Worksheet
DL	Drivers License
DOB	Date of Birth
DOJ	Federal Department of Justice
DR	Document Record
E9-1-1	Enhanced 911
EOB	Emergency Operations Bureau
FBI	Federal Bureau of Investigation
GIS	Geographic Information System
GPS	Global Positioning System
FIPS	Federal Information Processing Standards
HP-UX	Hewlett Packard Unix
HTML	Hyper Text Markup Language
IAD	Informatant Advised Delay
IBRS	Incident Based Reporting System (ref. CIBRS, NIBRS)
ID	Identification
IT	Information Technology
JDIC	Justice Data Interface Controller
LARICS	Los Angeles Regional Interoperable Communication System
LASD	Los Angeles County Sheriff's Department
LEOKA	Law Enforcement Killed or Assaulted
MAN	Master Activity Number (type of incident identifier that resembles the URN)
MAPI	Messaging Application Programming Interface
MDC	Mobile Digital Computer
MDM	MS Intune mobile device management
MNI	Master Name Index
MS	Microsoft (e.g. MS Word)

MS SQL	Microsoft Standard Query Language
MVI	Master Vehicle Index
MySQL	Open source relational database management system - Structured Query Language
NCIC	National Crime Information Center
NCIC-III	National Crime Information Center - Interstate Identification Index
NIBRS	National Incident Based Reporting System
NIEM	National Information Exchange Model
NG9-1-1	Next Generation 911
OBS	Observation
OHV	Off Highway Vehicle
ORI Number	Originating Agency Identification Number
PDF	Portable Document Format
PRD	Public Response Dispatch
PRD II	Public Response Dispatch II
PRELIMS	Property and Evidence Laboratory Information Management System (Porter Lee "Beast" / CrimeFighter)
PSAP	Public Safety Answering Points
RD	Reporting District
RMS	Records Management System
SCC	Sheriff's Communication Center
SD	Station Dispatcher
SID	State ID Number
SMS	Scheduling Management System
SMTP	Simple Mail Transfer Protocol
SSN	Social Security Number
STAT	Statistical Code
TST	Technical Services Transportation Bureau - Inmate Transportation
UCR	Uniform Crime Reports
UI	User Interface
URN	Uniform Reporting Number (LASD's current incident identifier)
VIN	Vehicle Identification Number
XML	Extensible Markup Language

System Technical Requirements

- [Multiple Environments](#)
- [Application Accessibility](#)
- [Database](#)
- [Operating System](#)
- [System Configuration](#)
- [System Reliability](#)
- [Error Levels Response and Resolution Times](#)
- [Disaster Recovery](#)
- [Product Support and Maintenance](#)
- [Data Retention](#)
- [Data Backup](#)
- [Antivirus](#)

SLA not here
 SLA not here
 may also have discussion re DR in SLA
 SLA not here

Item #	System Technical Requirements	Response Code	Comments
	Multiple Environments		
1	The Solution has the ability to support multiple environments, including the following:		
1a	Production		
1b	Test		
1c	Training		
1d	Disaster Recovery		
2	The Solution performs complex queries, involving multiple parameters, without adversely impacting performance in the production environment.		
3	The Solution performs historical system queries without adversely impacting performance in the production environment.		
4	The Solution can be modified in the test environment and pushed/uploaded to the production environment.		
5	The Solution supports the following architectures for all environments (e.g., production on-premise, replication in cloud): *Proposer must indicate in "Comments" field, the on-premise vs. cloud portions.		
5a	A cloud computing architecture.		
5b	An on-premise architecture.		
5c	A hybrid of cloud computing and on-premise architecture for all environments.		
6	The Solution replicates data from production to replication environment synchronously or asynchronously (with a Department-defined lag) as needed.		
7	The Solution allows the system administrator to determine the lag time between production and replication environments.		
8	The Solution supports a clustered architecture environment.		
9	The Solution supports a virtualized server environment. *Proposer must indicate in "Comments" field, the virtualization software it proposed to utilize.		
	Application Accessibility		
10	The Solution can be accessed from the following devices:		
10a	Desktop		
10b	Mobile Computer		
10c	Smart phone		
10d	Tablet		
	Database		

Item #	System Technical Requirements	Response Code	Comments
11	The Solution provides a relational database management system.		
12	The Solution supports the following database(s):		
12a	Oracle database		
12b	MS SQL database		
13	The Solution provides a common error table across applications for system monitoring.		
14	The Solution supports transparent data encryption for database files.		
15	The Solution supports compression within the database without additional latency. *Proposer must indicate in "Comments" field the tools to be used for compression with an explanation of how this will be accomplished.		
16	The Solution enables sub-partitioning of the tables within the database.		
17	The Solution masks/encrypts production data in non-production environments. *Proposer must indicate in "Comments" field how this will be accomplished.		
Operating System			
18	The Solution supports the following operating systems:		
18a	Windows		
18b	Red Hat Linux enterprise		
18c	HP-UX		
19	The Solution operates on the latest Windows Operating System within:		
19a	Current Version		
19b	N-1		
19c	N-2		
19d	N-3		
19e	N-4		
20	The Solution supports multiple operating systems from MS Intune MDM, including, but not limited to, the following:		
20a	iOS		
20b	Android		
System Reliability			
21	The Solution supports 99.99% uptime.		
Disaster Recovery			
22	The Solution:		
22a	Automatically initiates move to the failover environment without requiring manual intervention. *Proposer must indicate in "Comments" field the time required to move to the failover environment. - OR -		
22b	Requires manual intervention by authorized system administrator prior to initiating move to failover environment.		
23	The Solution allows the system administrator to utilize test scripts for moving between the failover and production environments.		
Product Support and Maintenance			
24	The Solution provides remote system diagnostics for use by system administrators and technical support personnel.		
25	The Solution performs a debug trace (e.g., record user activity/transactions) to replay for troubleshooting purposes.		
26	The Solution allows the system administrator to schedule deployment of system updates/upgrades.		

Item #	System Technical Requirements	Response Code	Comments
27	The Solution provides tools for the system administrator to deploy system updates/upgrades remotely.		
28	The Solution provides updated system documentation to the Department after each version update/upgrade release.		
29	The Solution allows the system administrator to decline a system update or upgrade.		
30	The Solution provides a reporting tool that can identify system response times (e.g., certain CAD transactions must be ≤ 1 second; tool provides an automated report showing performance against that benchmark).		
Data Retention			
31	The Solution allows the system administrator to determine data retention periods.		
32	The Solution's data retention periods can be modified.		
33	The Solution allows the system administrator to define record retention based on multiple variables to be determined by the Department (e.g., crime type, person's age, court-hold flag, etc.).		
34	The Solution notifies appropriate personnel, when a retention period is modified. *Proposer must indicate in "Comments" field how the notifications are made.		
35	The Solution requires acknowledgment of the notification if a retention period is modified.		
36	When a record meets purge retention criteria, the Solution notifies Department-defined personnel that a record is eligible to be purged.		
37	The Solution does not automatically purge records after the retention period has lapsed.		
38	The Solution requires manual intervention to purge a record.		
Data Backup			
39	The Solution automatically backs up data to the following:		
39a	Local disk, on-premise		
39b	A cloud environment		
40	If Proposing an on-prem solution, the Solution integrates with the Department's back-up solution (failover site).		
41	The Solution allows the system administrator to define the point-in-time recovery period (e.g., one day, one week, one month, etc.)		
System Security			
42	The Solution complies with the Department's antivirus software.		

Law Enforcement Records Management System Requirements

- [General RMS Requirements](#)
- [Alerts and Flags](#)
- [Destroyed and Sealed Records](#)
- [RMS Master Indices](#)
- [Calls for Service](#)
- [Contract City Compliance](#)
- [Online Reporting](#)
- [Data Analysis](#)
- [Towed Vehicles](#)
- [Property and Evidence](#)
- [Case Management](#)
- [Booking](#)
- [Search Operations](#)
- [Traffic Collision and Citations](#)
- [Federal and California State IBR Reporting](#)
- [Report Writing](#)

Item #	RMS Functional Requirements	Response Code	Comments
	General RMS Requirements		
1	The Solution provides access to the RMS via:		
1a	Web Browser * Proposer must indicate in "Comments" field a list of supported browsers.		
1b	Installed Application (e.g., Client)		
1c	Smartphone/Tablet * Proposer must indicate in "Comments" field a list of supported operating systems.		
2	The Solution supports simultaneous access to records by multiple users.		

Item #	RMS Functional Requirements	Response Code	Comments
3	The Solution prevents multiple users from editing the same record during simultaneous system access. * Proposer must indicate in "Comments" field how this is accomplished.		
	Multi Log-On		
4	The Solution prevents a user from logging onto separate machines.		
5	The Solution notifies user upon log-on if they are actively logged on at another station.		
6	When presented with notification of separate log-on, the Solution allows the user to log onto new machine and automatically log out of other machine.		
7	When logging out, the Solution will automatically save the user's current instance prior to logging out.		
	Data Linkage		
8	The Solution utilizes a unique identifier for an Event or Incident record. The unique identifier doesn't duplicate and doesn't change over time.		
9	The Solution's records can be linked or referenced to the CAD system's CFS records.		
	Data Confidentiality		
10	The Solution allows an authorized user to flag a data element as confidential information for security purposes.		
11	The Solution prevents/restricts unauthorized users from viewing confidential information/records that exists. * Proposer must indicate in "Comments" field how Solution will accomplish this.		
12	The Solution prevents unauthorized users from seeing that confidential information exists.		
	File Attachments		
13	The Solution allows users to attach files to records.		
14	The Solution allows file attachments to be:		

Item #	RMS Functional Requirements	Response Code	Comments
14a	Searchable (e.g., PDF file is attached, the text within the PDF is searchable)		
14b	Categorized (e.g., video/picture, jail/patrol, etc)		
15	The Solution allows the system administrator to set unique permissions based on the attachment type (e.g., user would not have the ability to open the attachment if they did not have appropriate security rights).		
16	The Solution allows user to attach files to any:		
16a	Master Index		
16b	Case/Incident		
16c	Report		
17	The Solution allows the County to limit the size of a file attachment.		
18	The Solution can automatically compress files according to the Department's size limits.		
19	The Solution provides users a visual alert when a record has an attachment available. * Proposer must indicate in "Comments" field what type of alert it can provide.		
	Data Validation		
20	The Solution validates data entry to ensure:		
20a	All required fields have been completed		
20b	Only valid codes have been used		
21	Based on choices in parent category pick list, the Solution limits values available in subcategory pick lists (e.g., if user picks "Toyota" under the Make of Vehicle category, the nested "Model" subcategory will only show Toyota models).		
22	The Solution advises user of data entry errors.		
23	The Solution allows user to select a validation error in the system and be taken to the field that requires modification.		
24	The Solution validates any data field that requires master index data against master indices.		

Item #	RMS Functional Requirements	Response Code	Comments
25	The Solution auto-populates corrected data in a field (e.g., address) across all related modules.		
Code Tables and Import			
26	The Solution allows system administrator to modify all code tables.		
27	The Solution allows system administrator to import the following code tables (downloadable in .csv, xml, html or pdf formats, where available, from the appropriate agency's website):		
27a	NCIC		
27b	CalDOJ		
27c	Municipal Code		
27d	Los Angeles County Code		
27e	CJIS Table		
28	The Solution supports a third party import of Department customized code tables (e.g., user can create code table in Excel, that code table is then uploaded into the system).		
29	The Solution allows for imported data tables to be organized so that the imported table is separate from a locally modifiable subset (e.g., system imports CalDOJ Charge Table and LASD provides supplementary charges. When the CalDOJ Charge table is updated, the local charge table is not overwritten).		
30	The Solution allows system administrator to import/merge municipal code tables and maintain it as a separately modifiable subset.		
31	The Solution generates a unique identifier for every code record (e.g., code value and code display name).		
32	For IBRS submission, the Solution automatically selects appropriate NIBRS codes (based on charge code plus any mandatory IBRS data entered). Charges to NIBRS code is not a 1:1 conversion - additional data is needed.		
CLERY Reporting			

Item #	RMS Functional Requirements	Response Code	Comments
33	The Solution allows user to generate a report/run a query for any reports submitted with a CLERY flag.		
34	The Solution allows user to run a CLERY report based on any combination of the following parameters:		
34a	Charge		
34b	Time Range		
34c	Date Range		
34d	Multiple Reporting District (range or group of districts)		
34e	College Name		
35	The Solution supports dynamic queries for a CLERY query return (e.g., user can select an incident from the return and be taken straight to the report for review).		
	Alerts and Flags		
36	The Solution allows user to create a flag on:		
36a	Individual		
36b	Location		
36c	Vehicle		
36d	Organization name		
36e	Scars, marks, tattoos		
37	The Solution supports the ability to categorize types of flags (e.g., sex offender).		
38	The Solution allows user to create an alert based on records matching specified criteria.		
39	The Solution supports boolean operators when setting alerts (e.g., T-Mobile or Tmobile).		
40	The Solution supports wildcards when setting alerts.		
41	The Solution supports the following type of alerts:		
41a	Audible		
41b	Visual		
42	The Solution allows user to attach an alert to a specific record so that if that record is updated in any other context, the appropriate user who set up the alert is notified.		

Item #	RMS Functional Requirements	Response Code	Comments
43	The Solution allows user to set/update an expiration for an alert/flag/notification.		
43a	The Solution notifies the user/group that their alert/flag/notifications is going to expire.		
44	The Solution maintains a record of all alerts/flags/notifications.		
	Letter & Form Generation		
45	The Solution has a letter generator within the RMS module to generate letters that notify owners (e.g., towed/stored/recovered vehicles).		
46	The Solution allows the Department to design letter templates (e.g., letterhead, etc.) * Proposer must indicate in "Comments" field how this is done.		
47	The Solution allows for any data element captured within the applicable RMS module to be included in the letter.		
48	The Solution's letter-generator will automatically extract necessary data to complete a letter.		
49	The Solution allows for a generated letter to include a narrative template designed by the Department dependent on the subject (e.g., to indicate instructions on how to recover item). * Proposer must indicate in "Comments" field how this is done.		
50	The Solution supports the ability to email the letter to the vehicle/property owner. * Proposer must indicate in "Comments" field how this will be accomplished.		
51	The Solution allows users to print out generated letters.		
52	The Solution maintains a record of all generated letters (e.g., in association with a piece of property, towed vehicle, etc.)		
	Destroyed and Sealed Records		
53	The Solution accommodates the following types of record closings:		

Item #	RMS Functional Requirements	Response Code	Comments
53a	Sealed records		
53b	Purged records		
53c	Records destroyed by court order		
54	The Solution allows for authorized users to selectively edit and purge case information.		
55	The Solution allows for authorized users to selectively edit and seal case information, individual and/or arrest records, including but not limited to:		
55a	Single record		
55b	Single charge		
55c	Group/all records		
55d	Evidence and/or evidence results (e.g., testing results)		
55e	All except specific records		
55f	Specific information from a single record		
56	The Solution's sealing utility automatically removes appropriate entries from the MNI.		
57	The Solution allows user to delete a case without deleting an entire person.		
58	The Solution allows user to seal a case without sealing an entire person.		
59	The Solution allows a user to seal a case if there's only one person involved in the case.		
60	The Solution allows a user to seal a person within a case without sealing the entire case.		
61	The Solution allows authorized users to reverse a seal.		
62	The Solution prevents unauthorized users from seeing that a sealed record exists.		

Item #	RMS Functional Requirements	Response Code	Comments
63	The Solution maintains general statistical data for purged and/or destroyed records, without maintaining specific details on the incident. For example, if a record related to a robbery occurring in 2007 was purged from the system, user would be able to run a report on the number of robberies in 2007 that would include general statistic data related to the redacted robbery.		
64	The Solution allows authorized users to see that a sealed record exists (e.g., search for the record).		
	Purges		
65	The Solution complies with all DOJ requirements as outlined in 28 CFR Part 23 per DOJ.		
66	The Solution allows the Department to manually purge user-selected data.		
67	The Solution allows a user to purge data based on a combination of any of the following Department-defined criteria:		
67a	Date/Time (e.g., by year, month, day, time)		
67b	Statute of Limitations/Record Aging		
67c	Incident/Record Type (e.g., field interview)		
67d	Demographic Information of Involved Persons		
67e	Specific individual (e.g. a name, a unique I.D. number, grouping of identifiers, etc.)		
68	The Solution generates a confirmation dialogue box prior to purging records.		
69	The Solution's audit trail displays the following:		
69a	Purge Date		
69b	Purge Time		
69c	Purge Reason		
69d	User who purged the record		
70	Redaction		
71	The Solution provides document redaction tools.		
72	The Solution allows user to selectively redact narrative information.		

Item #	RMS Functional Requirements	Response Code	Comments
73	The Solution provides a keyword search tool for redacting purposes (e.g., Solution identifies all the keywords in the document).		
74	The Solution's keyword search incorporates:		
74a	Soundex		
74b	Exact match		
74c	Partial information		
75	The Solution saves redacted reports separately from the original report (e.g., version history).		
76	The Solution allows the Department to designate report print-out types (e.g., public report in which certain data elements are omitted).		
	RMS Master Indices		
	General Master Index Requirements		
77	The Solution maintains the following master indices:		
77a	People		
77b	Locations		
77c	Property		
77d	Vehicles		
77e	Organizations		
78	The Solution automatically queries master indices upon user entry of information in a master index category (e.g., enter name system queries MNI).		
79	When selecting information from a master index, the Solution auto-populates all related data to that master index.		
80	The Solution allows user to modify any information imported from a master record.		
81	The Solution allows the Department to optionally require a reason (i.e., provide narrative field or code table) if a user updates any data within the master index (e.g., deputy modifies individual's home address; after modifying home address, they must record reason for editing home address).		
82	The Solution maintains historical entries and an audit trail of all information entered and updated into a master record.		

Item #	RMS Functional Requirements	Response Code	Comments
83	The Solution updates master indices upon new entry of information into the RMS (e.g., data transfer from a field report).		
84	The Solution allows information to be linked to an existing master index record or add a new record.		
85	The Solution requires user to verify that a master record does not already exist prior to creating a new entry.		
86	The Solution supports linkages among any information across records within an index (e.g. Name index has multiple individuals living at same address; share same phone number; etc).		
87	The Solution provides a report/query to identify potential duplicate master records.		
88	The Solution allows user to merge master records.		
89	The Solution allows user to unmerge master records.		
90	The Solution allows user to search RMS by any data element in a master index.		
91	The Solution allows the Department to optionally require verification before a master record is merged.		
92	The Solution provides a tool for users to flag potential duplicate master records.		
93	The Solution allows users to link across master indices (e.g., link MNI to MVI).		
94	The Solution produces a synopsis of all Master Index records and allows user to "drill down" into specific reports and records.		
	Master Name Index		
95	The Solution captures, at a minimum, the following information in the master name index:		
95a	Person's Name		
95a(i)	First		
95a(ii)	Middle		
95a(iii)	Last		
95a(iv)	Suffix		
95b	Organization (aka DBA - Doing Business As)		
95c	Physical characteristics, including, but not limited to:		

Item #	RMS Functional Requirements	Response Code	Comments
95c(i)	Height		
95c(ii)	Weight		
95c(iii)	Sex		
95c(iv)	Race		
95c(v)	Eye color		
95c(vi)	Hair color		
95c(vii)	Hair length		
95c(viii)	Hair style		
95c(ix)	Facial hair		
95c(x)	Skin type		
95c(xi)	Scars [e.g., scars, marks, tattoos (SMT)]		
95c(xii)	Build		
95c(xiii)	Handedness		
95c(xiv)	Glasses (Y/N)		
95c(xv)	Special features [e.g., piercings, unique physical features]		
95c(xvi)	Date of birth		
95c(xvii)	Place of Birth		
95c(xviii)	Age		
95c(xix)	Age Range		
95c(xx)	Ethnicity		
95c(xxi)	Alias(es)		
95c(xxii)	Moniker		
95c(xxiii)	Address		
95d	Telephone numbers (multiple)		
95e	Email addresses (multiple)		
95f	Social media accounts (multiple)		
95g	Associates (multiple)		
95h	Language(s) spoken		
95i	Special Identifier(s) (e.g., registered sex offender, veterans, mental health status)		
95j	Identification numbers:		
95j(i)	Social Security Number		
95j(ii)	State Driver's license or State ID number		

Item #	RMS Functional Requirements	Response Code	Comments
95j(iii)	SID number (CII)		
95j(iv)	Main number (via LiveScan)		
95j(v)	CDCR (California Department of Corrections & Rehab number for state prisons)		
95j(vi)	BOP number (Bureau of Prisons registration number)		
95j(vii)	Probation number (starts with an X-followed by numbers)		
95j(viii)	FBI number		
95j(ix)	Booking number(s)		
95j(x)	Other identification numbers (e.g., passport, etc.)		
95k	Employment data:		
95k(i)	Occupation		
95k(ii)	Employer		
95k(iii)	Employer address		
95l	Education data:		
95l(i)	School name		
95l(ii)	School address		
95l(iii)	School phone number		
95l(iv)	Education level		
96	The Solution tracks physical descriptors of an individual which are subject to change over time (e.g., weight, hairstyle).		
97	The Solution supports an unrestricted number of alias names to a master name record.		
98	The Solution supports an unrestricted number of associates to a master name record.		
99	When entering a name, the Solution provides user with a list of potential existing master name records based on a variety of criteria, including, but not limited to:		
99a	Exact spelling		
99b	Partial name		
99c	Sound-alike searching		
99d	Phonetic replacement		
99e	Diminutive first names		
99f	Identification information (e.g., SSN, DL)		

Item #	RMS Functional Requirements	Response Code	Comments
100	The Solution allows system administrator to prevent unauthorized users from performing restricted master name index searches (e.g., juveniles).		
101	The Solution supports a biometric device that would allow a user to utilize a person's thumbprint (via BlueCheck Device) and retrieve an individual's master name record. * Proposer must indicate in "Comments" field how Solution will accomplish this.		
Master Vehicle/Vessel/Off Highway Vehicle (OHV) Index			
102	The Solution creates a master vehicle record for every vehicle/vessel/OHV associated with an event.		
103	The Solution links a new event to an existing master vehicle/vessel/OHV record, if available.		
104	The Solution captures, at a minimum, the following information in the master vehicle/vessel/OHV index:		
104a	Vehicle/vessel/OHV identification number		
104b	Vehicle/Vessel/OHV registration address		
104c	Vehicle/Vessel/OHV - date/range		
104d	License plate number		
104e	License plate state		
104f	License plate month and year		
104g	Associated driver		
104h	Vehicle description, including:		
104h(i)	Make		
104h(ii)	Model		
104h(iii)	Year		
104h(iv)	Color		
104h(v)	Style		
104i	Owner Information		
105	The Solution allows for multiple individuals to be associated with one vehicle/vessel/OHV.		

Item #	RMS Functional Requirements	Response Code	Comments
106	The Solution tracks temporary license plate(s) and associates with the VIN.		
107	The Solution tracks vehicle/vessel/OHV owner(s) history.		
108	The Solution allows user to view all RMS records associated with a vehicle/vessel/OHV.		
109	The Solution allows user to view all related records when querying an individual MVI record.		
110	When entering a vehicle/vessel/OHV, the Solution provides user with a list of potential existing master vehicle records based on a variety of criteria, including:		
110a	License plate number		
110b	Partial license plate number		
110c	Vehicle identification number		
110d	Partial vehicle identification number		
110e	Temporary license plate number		
	Master Property Index		
111	The Solution generates a master property record for all property with a serial number that is associated to an event.		
112	The Solution links a new event to an existing master property record if the property is involved in the new event.		
113	The Solution allows the Department to define which data elements are captured as part of the master property index.		
114	The Solution's property fields incorporate conditional logic, allowing subsequent fields to be determined by a previous entry.		
115	The Solution allows user to query the property index with any identifying information (e.g., serial number).		
116	The Solution allows user to add property records with serial number directly into the Master Property Index without any other associated record.		
	Master Location Index		
117	The Solution aggregates information throughout the RMS based on any of the following (e.g. query, lists, reports):		
117a	Address		

Item #	RMS Functional Requirements	Response Code	Comments
117b	Address Range		
117c	Organization Name (e.g., business)		
117d	Reporting District		
117e	Intersection		
117f	City		
117g	Zip Code		
117h	X/Y coordinates (e.g., latitude/longitude, State Plane 5)		
117i	ORI		
117j	Supervisory District		
117k	Sub-Address (e.g., in the event an incident occurs in a custody facility, rather than solely specifying custody facility address, could specify specific dorm, cell, etc.)		
118	The Solution generates a master location record to every new, unique location associated to an event.		
119	The Solution links a new event to an existing master location record if the location is involved in the new event.		
120	The Solution validates any location information entered (e.g., partial address) into the RMS using geocodes.		
121	The Solution parses address data into the following elements:		
121a	Street Number		
121b	Street Name		
121c	Street Prefix (NW, SW, NE, SE)		
121d	Street Suffix (NW, SW, NE, SE)		
121e	Street Type (Ave, Ln, Blvd, "None")		
121f	Unit/Apartment Number		
121g	Subdivisions/Communities/Shopping Centers		
121h	Street Alias(es)		
121i	City		
121j	Zip Code		
	Master Organization Index		
122	The Solution allows for the Department to define organization categories (e.g., businesses, schools, shopping centers).		

Item #	RMS Functional Requirements	Response Code	Comments
123	The Solution generates a master organization record to every organization associated to an event.		
124	The Solution links a new event to an existing master organization record if the organization is involved in the new event.		
	Calls for Service		
	General Calls for Service Requirements		
125	The Solution allows for the receipt of CAD (CFS) data, including, but not limited to the following:		
125a	CFS Incident number (Tag number)		
125b	Call times (start through completion)		
125c	Employee(s) number(s)		
125d	Units dispatched		
125e	CFS activity time stamps		
125f	Call type (Radio Codes)		
125g	Clearance code		
125h	Call comments/narrative		
125i	RD		
125j	Station responsible		
125k	Location		
125l	Reporting party		
125m	Reporting party phone number		
126	The Solution links CFS data to:		
126a	Master indices		
126b	Records/reports		
127	The Solution's CFS record indicates the deputy responsible for completing a report (e.g., primary unit).		
	Standard Calls for Service Outputs		
128	The Solution allows user to generate CFS reports using any combination of the following:		
128a	Involved unit(s)		
128b	Employee(s) number(s)		
128c	Incident number (Tag number)		
128d	Call type (radio codes and clearance codes)		

Item #	RMS Functional Requirements	Response Code	Comments
128e	Location		
128f	Station responsible		
128g	Date/time range		
128h	Clearance code		
128i	Reporting district		
128j	Reporting party		
128k	Reporting party phone number		
129	The Solution allows user to search for multiple variables as listed above (e.g., both time and station responsibility).		
130	The Solution allows user to search for multiple variables within a single category (e.g., run a query on multiple clearance codes).		
131	The Solution allows for call comments/narrative to be searchable.		
Contract City Compliance			
132	The Solution supports the ability to document a DDWS and activities.		
133	The Solution records the following information related to a deputy's daily activity as it pertains to services rendered:		
133a	Date		
133b	Shift		
133c	Minutes served		
133d	RD (multiple) (Note: user should be able to enter 90 minutes for RD 1, 240 minutes for RD 2, etc.)		
134	The Solution calculates a deputy's total shift length and total minutes served.		
135	The Solution allows for imported information to be aggregated and viewable by:		
135a	Individual deputy (e.g., tallies up all figures associated with their activity for a period of time).		
135b	RD (e.g., tallies up all the activity from all deputies pertaining to a specific RD).		

Item #	RMS Functional Requirements	Response Code	Comments
136	The Solution allows authorized users (i.e., users with separate security rights) to modify information in another user's DDWS.		
137	The Solution allows the Department to define the time period in which a DDWS may be modified (e.g., only allow data fields to be modified within 10 days of submission).		
138	The Solution maintains an audit trail of all edits to a DDWS.		
	Monthly Compliance		
139	The Solution allows a user to run reports based upon the information recorded as part of the DDWS.		
140	The Solution allows a user to set unique parameters based upon any data fields (multiple) within the DDWS.		
141	The Solution automatically generates a monthly report of all activity (in minutes) pertaining to a specific reporting district.		
142	The Solution allows the Department to set a target goal of minutes to be served per a specific RD.		
143	The Solution automatically creates a report that identifies the target minutes and the actual time served for all deputies assigned to an RD for a specified time period.		
144	The Solution's automatic report, referenced above, includes:		
144a	Specific RD (e.g., only shows 1 contract city and the ability to meet the target minutes).		
144b	All RDs (e.g., shows all contract cities and the ability to meet the target minutes for the specified time period).		
144c	Multiple RDs (e.g., RD 1 + 2).		
	Online Reporting		
	Report Generation and Workflow Requirements		
145	The Solution provides a web portal for the public to submit reports.		
146	The Solution's public-facing web portal has an interface compatible with mobile input (e.g., when a user accesses it via their mobile device, the display is appropriate).		
147	The Solution allows the Department to define which reports may be submitted through the online reporting module.		

Item #	RMS Functional Requirements	Response Code	Comments
148	The Solution allows the Department to define mandatory fields within the online template.		
149	The Solution allows system administrator to edit mandatory fields as needed.		
150	The Solution prevents the submission of reports with incomplete mandatory fields.		
151	The Solution validates addresses entered.		
152	The Solution ensures all address information has corresponding x/y coordinates logged in the Solution.		
153	The Solution automatically identifies appropriate RD based upon address entered.		
154	The Solution allows user to override a report's Solution-assigned RD and reroute it to the appropriate RD/unit for handling.		
155	The Solution determines which patrol station/unit to automatically route a report to based on address or "common place" location.		
156	The Solution automatically routes submitted reports to appropriate user based on Department-defined parameters.		
157	The Solution provides an audit trail that begins at the successful submission of an online report by the public.		
158	The Solution notifies the Department and routes the report(s) to the appropriate station based on RD for assignment.		
159	The Solution archives and stores all reports submitted through the public web portal.		
160	The Solution records all action taken with a report (e.g., further investigation, rejected, etc.).		
161	The Solution provides a narrative which describes the action(s) taken during the handling of each public-submitted report (e.g., it was rejected, have an accompanying narrative for explanation).		
162	The Solution tracks the user reviewing the public-submitted report.		
	Data Analysis		
	General Data Analysis Requirements		
163	The Solution allows user to create general and customizable query reports.		

Item #	RMS Functional Requirements	Response Code	Comments
164	The Solution allows user to schedule specific reports to be automatically generated and distributed to specific users.		
165	The Solution allows user to sort report columns by any heading.		
166	The Solution allows users to analyze activity using analysis options, including, but not limited to:		
166a	Trend analyses		
166b	Frequency analyses (e.g., analyses with only one variable)		
166c	Spatial analysis (e.g., analyses by user-defined geographical area)		
166d	Time analysis (e.g., by time, date, date range)		
166e	Link analysis (e.g., relationship between non-key related fields)		
166f	Change over time analysis (e.g., comparative analysis)		
166g	Simple relational analysis (e.g., seeking relationships between two data fields)		
166h	Complex relational analysis (e.g., seeking relationships among three or more data fields)		
166i	Population density, housing type, zoning map layers (e.g., to determine number of burglaries in residential areas compared to industrial areas, etc.)		
167	The Solution allows users to drill-down into the analysis reports.		
168	The Solution allows users to search in narrative fields.		
169	The Solution allows users to search multiple instances of the same variable (e.g., when running queries related to a STAT or NIBRS code, user is able to select multiple STAT or NIBRS codes).		
170	The Solution supports the export of data into the following standard formats:		
170a	Access		
170b	Excel		
170c	PDF		
170d	Text files		
170e	HTML		
170f	XML		
170g	CSV		
170h	ASCII		

Item #	RMS Functional Requirements	Response Code	Comments
170i	TIFF		
171	The Solution presents statistics in graphical formats, including, but not limited to:		
171a	Pin maps		
171b	Bar graphs		
171c	Pie charts		
171d	Density maps		
171e	Line graphs		
171f	Time lines		
	Activity Analysis		
172	The Solution allows users to analyze crime activity using the following parameters:		
172a	Geographic Area		
172b	Reporting District(s)		
172c	Station		
172d	Address		
172d(i)	Address Range		
172e	Intersection		
172f	Organizations (e.g., businesses)		
172g	Property types (e.g., types of property stolen)		
172h	Date/Time Range		
172i	Clearance Code		
172j	Charge Code		
172k	NIBRS Code		
172l	CIBRS Code		
172m	Victim characteristics (e.g., physical identifiers)		
172n	Suspect characteristics (e.g., physical identifiers)		
172o	Persons		
172p	Vehicles		
172q	Modus Operandi		
172r	Weapons		
172s	Any combination of above elements		

Item #	RMS Functional Requirements	Response Code	Comments
173	The Solution supports Threshold Alerting, when crime activity exceeds a defined level for a given:		
173a	Clearance Code		
173b	NIBRS Code		
173c	CIBRS Code		
173d	Reporting District		
173e	Station		
173f	Incident/Citation Type		
173g	Time Period		
174	The Solution allows user to be automatically notified when a threshold is met.		
	Data Aggregation		
175	The Solution aggregates data, using any combination of the following:		
175a	Date range		
175b	Day of week		
175c	Time of day		
175d	Geographic Area		
175e	Reporting District		
175f	Station		
175g	Clearance Code		
175h	NIBRS Code		
175i	CIBRS Code		
175j	Incident		
175k	Shift		
175l	Deputy		
175m	Violator Name (Traffic)		
175n	Model of car involved (Traffic)		
175o	Vehicle Color (Traffic)		
175p	License Plate Number (Traffic)		
175q	Department-defined parameters		
176	The Solution aggregates data contained in records to create summary reports, displaying:		
176a	Totals		

Item #	RMS Functional Requirements	Response Code	Comments
176b	Averages		
176c	Frequency		
176d	Percentages		
	Map Analysis		
177	The Solution plots incident data on a map of the service area.		
178	The Solution provides "hot spot" capabilities on a map, based on user-defined criteria.		
179	The Solution allows user to open any incident plotted on the map to view incident details.		
180	The Solution allows user to conduct a radius search on a map.		
181	The Solution allows user to conduct a polygon search on a map.		
182	The Solution allows user to export map analysis to an external mapping program.		
183	The Solution uses different icons to display different data types.		
184	The Solution allows the Department to define map icons or symbology.		
185	The Solution automatically displays standard map elements (e.g., scale bar, north arrow, legend, title, date, time, creator, disclaimers, etc.).		
186	The Solution allows user to configure the format (e.g., colors, size, etc.) of map/report display.		
187	The Solution allows users to search for incidents by location using an updated location name (e.g., if a street name has changed, searches all historical information of incidents that occurred for both current and past street names).		
	Link Analysis		
188	The Solution supports industry standard link analysis.		
189	The Solution allows users to display and print linkages in either text or graphic format (e.g., link chart).		
190	The Solution displays the nature of the link (e.g., telephone number, vehicle, incident).		
191	The Solution allows user to open specific records within relationship diagrams.		

Item #	RMS Functional Requirements	Response Code	Comments
192	The Solution supports the ability to display relationships between stolen and recovered locations for the following:		
192a	Vehicles		
192b	Property		
	Dashboards		
193	The Solution allows users to create unique dashboards to identify crime activity.		
194	The Solution allows for dashboards to be associated with log-on.		
195	The Solution supports drill down functionality from the dashboard.		
196	The Solution allows each user to identify what type of incidents/variables are part of their dashboard.		
197	The Solution's dashboards incorporate the following features:		
197a	Bar Graphs		
197b	Mapping		
197c	Summary Totals		
197d	Comparative analysis (e.g., changes over time)		
197e	When using Comparative analysis, each analysis parameter is displayed using different colors.		
198	The Solution's dashboards update in real-time.		
199	The Solution's dashboard include, but are not limited to:		
199a	CAD Calls for Service (e.g., nature codes)		
199b	Incident Reports (e.g., dispositions)		
199c	Arrests		
200	The Solution's dashboards provide forecasting/trends/threshold analysis.		
201	The Solution prevents unauthorized users from viewing operational dashboards.		
202	The Solution allows user to share a single or collection of graphical dashboards with authorized users.		
203	The Solution allows user to modify an existing graphical dashboard and share the changes with authorized users.		
	Towed Vehicles		

Item #	RMS Functional Requirements	Response Code	Comments
204	The Solution provides dedicated fields to document towed vehicles, including, but not limited to:		
204a	Report/Case number		
204b	Frequency		
204c	Owner information		
204d	Driver information		
204e	Vehicle information		
204f	Tow date and time		
204g	Reason towed (e.g., abandoned, arrest, etc.)		
204h	Tow company information		
204i	Narrative field		
205	The Solution links tow record to an incident report.		
	Vehicle Release		
206	The Solution can record the release of a towed vehicle.		
207	The Solution records the following information for the person who picked up the towed vehicle:		
207a	Name		
207b	Address		
207c	Phone number		
207d	ID number (e.g., Driver License, State ID, etc.)		
208	The Solution records the user ID of Department member who authorized the release of a vehicle.		
	Standard Towed Vehicle Module Outputs		
209	The Solution provides an automatic letter generator for the purposes of notifying vehicle owners of towed vehicles.		
210	The Solution generates a Department-defined standardized letter to towed vehicle owners, including defining which data elements are included in the letter.		
211	The Solution's letter generator automatically extracts necessary report data to complete letter.		

Item #	RMS Functional Requirements	Response Code	Comments
212	The Solution's generated letter includes a Department-designed narrative template dependent on the subject (e.g., to indicate instructions on how to recover item).		
	Property and Evidence		
	Stolen Property		
213	The Solution imports stolen property information from the stolen property report in the field reporting application.		
214	The Solution allows for a user to directly enter stolen property information into the RMS.		
215	The Solution incorporates NCIC codes where applicable.		
216	The Solution allows the Department to modify the code tables used throughout the Property and Evidence module.		
217	The Solution incorporates business logic when entering data so that subsequent fields/availability are determined by previously inputted data (e.g., dependent on property type, indicates what are the required fields).		
218	When entering stolen property, the Solution automatically queries JDIC.		
219	The Solution notifies user if there are any returns for external systems.		
220	The Solution associates stolen property records to:		
220a	MNI		
220b	Master Property Index		
221	The Solution provides a multi-variable query and reporting function that allows user to search upon any data element captured as part of the stolen property entry.		
	Pawn		
	General Pawn Requirements		
222	The Solution imports pawn data (all eligible data elements) from the State of California CAPPs program at a Department-defined frequency.		

Item #	RMS Functional Requirements	Response Code	Comments
223	The Solution allows user to generate custom reports based on variables captured/imported as part of pawned property.		
224	The Solution automatically queries the pawn database to identify potential matches when entering stolen property.		
Case Management			
General Case Management Requirements			
225	The Solution assigns a unique case number to each investigation.		
226	The Solution allows the Department to define the elements of the unique case number (e.g., date, report number, etc.)		
227	The Solution links all associated reports (e.g., incident report, supplemental reports, investigation reports).		
228	The Solution supports an internal case management communications/messaging system.		
229	The Solution's internal messaging system is not associated with any specific case.		
230	The Solution allows the Department to define the age of a case (e.g., case age starts at assignment, pauses when submitted to DA's office, restarts after disposition is received from DA).		
Investigation Teams			
231	The Solution allows users to assign investigators to a unit or station.		
232	The Solution allows users to assign supervisors to an investigation team.		
Investigation Assignment			
233	For reports requiring further investigation, the Solution provides an electronic routing process to the appropriate investigations unit.		
234	The Solution's electronic routing process is based on the following:		
234a	RD of Incident		
234b	Incident Type		
235	The Solution provides an investigation queue specific to:		
235a	Investigator		
235b	Investigation supervisor (specific user)		
235c	Investigation Role (e.g., users can view all assigned investigators)		

Item #	RMS Functional Requirements	Response Code	Comments
236	The Solution allows for investigation supervisor to dynamically review a case (e.g., case is a hyperlink, user can review directly without requiring a separate query).		
237	The Solution allows user to do the following when reviewing a case:		
237a	No further investigation required (entered as case disposition and case is closed).		
237b	Assign a specific investigator to investigate.		
237c	Transfer case to a different investigations queue (e.g., specialty unit or different station).		
238	When assigning a case, the Solution allows user to assign a case rating (e.g., 1 = likely to handle less than 1 week, 5 = likely to take 1 month).		
239	The Solution allows the Department to define the case rating system.		
240	The Solution allows investigator supervisors to reassign cases to different:		
240a	Investigators		
240b	Units.		
241	The Solution notifies investigator when they have been assigned a case. * Proposer must indicate, in "Comments" section, the method of notification (e.g., email, text, etc.)		
242	The Solution notifies the responsible investigator when an additional report has been created related to the original case. * Proposer must indicate, in "Comments" section, the method of notification (e.g., email, text, etc.)		
243	The Solution tracks time starting from report receipt to incident assignment.		
244	If a report is not assigned within a Department-defined time period (i.e., delayed assignment), the Solution requires a corresponding explanation.		

Item #	RMS Functional Requirements	Response Code	Comments
245	The Solution allows for delayed assignment explanations to be forwarded to Department-defined personnel.		
	Investigation Timers		
246	The Solution allows user to set a timer for an investigation (e.g., user may set a 30-60-90 day timer related to statute).		
247	The Solution alerts appropriate user upon expiration of timer.		
248	The Solution requires user to enter any actions taken following timer expiration.		
249	The Solution's case management module allows user to set an alert associated with a date (e.g., set an alert for user on December 1st to notify certain personnel that timer is expiring).		
250	Upon notification of an alert, the Solution prompts user to report actions taken (e.g., user is alerted on December 1, user now must note actions taken prior to timer expiring).		
	Case Monitoring		
251	The Solution provides a case monitoring queue/dashboard so that a supervisor can review an individual's case load.		
252	The Solution's case monitoring queue/dashboard displays the following information for a specific investigator:		
252a	Case/Incident number		
252b	Date assigned		
252c	Case age (in days)		
252d	Status		
252e	Case rating		
253	The Solution provides a dynamic operating system that "scores" an investigator based on their workload.		
254	The Solution provides an investigations queue/dashboard that displays the following information for all assigned cases:		
254a	Investigator		
254b	Case/Incident number		
254c	Date assigned		
254d	Case age (in days)		
254e	Status		

Item #	RMS Functional Requirements	Response Code	Comments
254f	Case Rating		
255	The Solution allows user to drill down below summary level for additional detail information.		
256	The Solution visually distinguishes varying statuses within each queue/dashboard (e.g., by color, font, etc.)		
257	The Solution provides summary statistics for investigations (e.g., 3 cases closed, 3 open, etc.) using the following:		
257a	Unit		
257b	Station		
257c	Investigator		
258	The Solution can be set to notify the assigned supervisor when a case exceeds a Department-defined time threshold (e.g., investigation is ongoing for 30 days, the assigned supervisor is notified).		
259	The Solution provides the ability to support user-defined notifications (e.g., want expirations, 30-days since submission to DA, etc.)		
	Investigations Management		
260	The Solution automatically transfers the case to the appropriate investigator upon case assignment.		
261	The Solution allows investigator to dynamically drill down into the case.		
262	The Solution allows the investigator's queue to display the following:		
262a	Case number		
262b	Date of assignment		
262c	Case age (in days)		
262d	Current status		
	Case Journals		
263	The Solution allows user to document Department-defined case activity (e.g., complainant contact).		
264	The Solution provides user with a corresponding narrative field when recording a defined activity.		
265	The Solution allows the Department to define case activities by:		
265a	Department wide		

Item #	RMS Functional Requirements	Response Code	Comments
265b	Division		
265c	Unit (Station / Bureau)		
266	The Solution records user and all entries into the system for all case management activities.		
267	The Solution allows user to generate a supplement report based on all case journal activities (e.g., user selects "create supplement" and a report which auto-populates and lists case activities is generated).		
268	The Solution's case journal supplement report includes:		
268a	All case journal activities (activity and corresponding narrative)		
268b	Date/Time of all activities		
268c	Department-defined headers and footers		
269	The Solution allows user to generate a 10-day notification letter (e.g., inability to contact victim) based on a template saved within the case journal.		
	Data Analyst Review		
270	The Solution allows user to enter accompanying notes ("data analyst notes") to an incident report and such notes do not become part of the official report (e.g., a data analyst reviews a report and would like to make notes that are associated with the case for internal use only).		
271	The Solution associates all data analyst notes with its author.		
272	The Solution "locks" data analyst notes so that they are viewable only by its author.		
273	The Solution allows users to view other user's unlocked data analyst notes.		
274	The Solution allows users to search data analyst notes individually.		
275	The Solution has the ability to perform a mass search of all data analyst notes (e.g., user searches one keyword, search includes all data analyst notes and not strictly notes for an individual data analyst).		
	Case Disposition		
276	The Solution allows user to record a disposition.		
277	The Solution allows for the Department to define disposition codes.		

Item #	RMS Functional Requirements	Response Code	Comments
278	The Solution allows user to record investigation updates (e.g., sent to prosecutor).		
279	The Solution allows user to record a court case disposition, if sent to courts (e.g., suspect charged).		
280	The Solution allows user to record charges filed by a court.		
281	The Solution allows user to record a DA case number.		
282	The Solution incorporates a Department-defined decision tree (e.g., close out checkboxes) prior to entering a disposition.		
283	The Solution utilizes multiple decision trees/close out checkboxes which are unique to the following:		
283a	Crime type		
283b	Station		
283c	Unit		
284	The Solution prevents user from entering a disposition until all applicable decisions/check-boxes have been answered.		
285	The Solution provides a narrative field for each associated checkbox.		
286	The Solution provides a tool which allow users to indicate if the incident report is available for public release.		
287	When entering a disposition, if the case has been flagged as confidential the Solution prompts a user to keep or delete the confidential flag.		
288	Upon closing a case, the Solution reminds investigators to enter dispositions of evidence in the Department's PRELIMS.		
	Investigations Supervisor Review		
289	Upon submitting a case disposition, the Solution automatically assigns the case to an investigations supervisor for review.		
290	The Solution allows investigations supervisor to provide feedback to users.		
291	The Solution generates a memo based upon feedback provided by the investigations supervisor.		

Item #	RMS Functional Requirements	Response Code	Comments
292	The Solution allows investigations supervisor memo to be stored separately from the case journal.		
293	The Solution automatically records the date and time the Investigations supervisor completed a memo.		
	Case Security		
294	The Solution limits access to case information based on a user's security profile at the following levels:		
294a	Case/Record		
294b	Field		
295	The Solution allows system administrator to limits a user's rights to complete the following modifications:		
295a	View		
295b	Edit		
295c	Print		
295d	Delete		
296	The Solution provides an audit trail of all users who have accessed a case file.		
	Standard Case Management Module Outputs		
297	The Solution can produce the following standard reports:		
297a	Case aging report		
297b	Assigned cases and status		
297c	Cases pending assignment		
297d	Activity follow-up		
297e	Disposition		
297f	Time/date range		
297g	Cases by due date		
297h	Clearance rate:		
297h(i)	By Investigator		
297h(ii)	By Unit		
297h(iii)	By Station		
297h(iv)	By Crime type		
297i	Investigator Activity/Workload:		
297i(i)	Clears (including type of clears)		

Item #	RMS Functional Requirements	Response Code	Comments
297i(ii)	Closed		
297i(iii)	Arrests		
297i(iv)	Cases assigned		
297i(v)	Active		
297i(vi)	Any combination of the above criteria		
	Booking		
298	The Solution imports booking information from the Department's Criminal Booking System (vendor: DataWorks Plus).		
299	The Solution allows for booking information to be uploaded into the RMS prior to the arrest report being approved.		
300	The Solution maintains a history of booking records.		
301	The Solution maintains an audit trail of all edits to a booking record.		
302	The Solution imports booking photos from the Department's booking application.		
303	The Solution allows user to create photo lineups from the booking module.		
	Search Operations		
304	The Solution allows user to capture information related to searches, in regard to both planning and documentation of outcomes.		
305	The Solution generates a reference number for each search operation. * Proposer must indicate, in "Comments" section, if this would be identical to the incident numbering format or it's own unique numbering set.		
306	The Solution allows user to recall a search operation via the search operation number.		
307	The Solution links master indices to search operations (e.g., when entering involved parties, the Solution automatically queries the MNI databases).		
308	The Solution allows user to link a search operation to other incidents.		
309	Search Planning		

Item #	RMS Functional Requirements	Response Code	Comments
310	The Solution captures the following data as it pertains to each search operation planning:		
310a	Date served		
310b	Time served		
310c	RD		
310d	Search Report Number (generated from application upon user request)		
310e	Address of search operation		
310f	Phone number at location		
310g	Multiple individuals present at location (e.g., checkboxes to allow more than one selection of elderly, children, dogs, etc.)		
	Search Service		
311	The Solution allows user to record the service history of a search operation (e.g., user clicks yes to confirm that search operation was served).		
312	The Solution records the following for each search service:		
312a	Unit authorizing search (via local code table)		
312b	Unit serving search (via local code table)		
312c	Employee authoring search (via local code table of employees)		
312d	Risk Level (Low, Moderate, High, Highest)		
312e	Involved Parties at location:		
312e(i)	Name		
312e(ii)	DOB		
312e(iii)	Sex		
312e(iv)	Phone Numbers		
312e(v)	Behavior		
312e(vi)	AKA		
312e(vii)	Narrative field		
	Search Finalization and Querying		
313	The Solution only allows the report author to modify data from a search operation.		
314	The Solution provides an audit trail of all modifications to a search operation file.		

Item #	RMS Functional Requirements	Response Code	Comments
315	The Solution allows user to query search operations by any combination of the following:		
315a	Date created		
315b	Date range		
315c	Authoring unit		
315d	Authoring employee		
315e	Serving unit		
315f	Search Operation Number		
315g	Linked Incident Report Number		
315h	Location		
315i	RD		
315j	Name of involved parties (including AKA)		
	Traffic Collision and Citations		
	General Traffic Collision and Citation Requirements		
316	The Solution provides an electronic citation system.		
317	The Solution allows user to enter an unlimited number of violations for a single incident.		
318	The Solution geovalidates all locations entered as part of a citation.		
319	The Solution utilizes a master vehicle index when entering vehicle information.		
320	The Solution associates statutes to citations.		
321	The Solution provides a form generator tool for authorized users to develop and/or modify traffic collision report forms and citations (e.g., CHP 555, TR-130, etc.).		
322	The Solution includes incident information collection screens and forms for traffic collisions (e.g., standard, custom, electronic, and paper).		
323	The Solution allows the Department system administrator to modify forms and citations.		
	Mobile Completion		
324	The Solution supports handheld citation hardware.		
325	The Solution automatically captures the location where a citation or traffic collision report form is completed.		

Item #	RMS Functional Requirements	Response Code	Comments
326	The Solution allows user to complete citations from a mobile device (e.g. tablet or smartphone).		
327	The Solution supports mobile printers (e.g., handheld device, in car printers, etc.).		
	Citations		
328	The Solution provides the following types of citations:		
328a	County parking citations / Contract city parking citations		
328b	Vehicle citation/Notice to appear (see attached Judicial Council of California Form TR-130)		
328c	Metrolink Notice to Appear (see attached Metrolink Judicial Council of California Form TR-130)		
329	The Solution captures all vehicle citation data required on TR-130 Forms.		
330	The Solution allows user to note multiple violations on a single citation.		
331	The Solution allows authorized users to void citations.		
332	The Solution maintains voided citation numbers for record purposes (not re-used).		
333	The Solution requires authorized user to enter a reason for voiding a citation.		
334	The Solution captures and stores a digital signature associated with any citation.		
335	The Solution captures and stores fingerprints and finger location associated with any citation.		
	Citation Numbering		
336	The Solution provides a citation numbering sequence that prevents duplicate records.		
337	The Solution's citation information schema identifies:		
337a	Date		
337b	Citation number		
338	The Solution allows user to link a citation number to an incident.		
	Traffic Collisions		

Item #	RMS Functional Requirements	Response Code	Comments
339	The Solution captures all data required for a Traffic Collision report (e.g., Form CHP 555).		
340	The Solution provides an accident diagramming tool.		
341	The Solution's accident diagramming tool is available on:		
341a	Desktop		
341b	Mobile		
342	The Solution allows user to incorporate diagrams into the Traffic Collision Report Form.		
343	The Solution's diagramming tool uses templates and symbols to assist with drawing diagrams.		
344	The Solution supports a database of intersection diagrams, templates, etc.		
345	Once the Traffic Collision Report Form has been saved, the Solution allows user to modify an accident diagram.		
346	The Solution allows user to enter an unlimited number of persons of any type (e.g., pedestrian, driver, passenger, witnesses) into the Traffic Collision Report Form.		
347	The Solution allows user to enter personal information for an unlimited number of persons under owner of damaged property.		
348	The Solution allows user to enter an unlimited number of vehicles into the Traffic Collision Report Form.		
349	The Solution allows user to enter an unlimited number of citations into the Traffic Collision Report Form.		
350	The Solution allows user to print a victim report memo (to give parties for reference, e.g. incident number, citation number, Deputy ID, etc.).		
351	The Solution allows user to print victim report memo from a vehicle printer.		
352	The Solution allows user to link photographic evidence to a Traffic Collision Report Form.		
Federal and California State IBR Reporting			
353	The Solution creates a NIBRS or UCR report/export file in the format prescribed by DOJ.		
354	The Solution supports the following NIBRS reporting standards:		

Item #	RMS Functional Requirements	Response Code	Comments
354a	Reporting multiple offenses in a single incident		
354b	Relationship between victim and suspect		
354c	Additional changes to reporting procedures related to Law Enforcement Killed or Assaulted (LEOKA) and/or Hate Crime		
354d	Collection of as-needed additional data elements and values		
355	The Solution maintains/stores NIBRS submission data elements in various segments as required by DOJ.		
356	The Solution allows user to create Group A Incident Report Segments required by DOJ out of the NIBRS Submission data to the following:		
356a	Level 1: Administrative Segment		
356b	Level 2: Offense Segment		
356c	Level 3: Property Segment		
356d	Level 4: Victim Segment		
356e	Level 5: Offender Segment		
356f	Level 6: Arrestee Segment		
357	The Solution allows user to create Group B Arrestee Report Segment required by DOJ out of the NIBRS Submission data which consist of Level 7: Arrest Report Segment.		
358	The Solution allows user to create Level 0: Zero Report Segment required by DOJ when there is no criminal activity that occurred in LASD jurisdiction for the reporting month out of the NIBRS Submission data.		
359	When data corrections are made in the source RMS database, the Solution allows user to update the corresponding segment for the case in the NIBRS Submission data.		
360	The Solution allows user to send various NIBRS Submission data segments to DOJ using DOJ-specified protocol.		
361	The Solution tracks successful and unsuccessful segments sent to the CAL DOJ CIBRS application.		
362	The Solution allows user to obtain a full accounting of all segments sent to CAL DOJ CIBRS, at any time.		
363	The Solution downloads the data exception messages provided by CAL DOJ from their CIBRS application environment.		

Item #	RMS Functional Requirements	Response Code	Comments
364	The Solution stores the data exception report messages provided by CIBRS in the NIBRS Submission data.		
365	The Solution allows user to correct information on an original incident data, based on the exception report received from CIBRS application.		
366	The Solution allows user to send corrected segments to CAL DOJ using DOJ specified protocol.		
367	The Solution tracks all corrected segments that have been sent to CAL DOJ.		
368	The Solution integrates NIBRS-specific training materials provided by DOJ with RMS training materials/documents for sworn personnel.		
369	The Solution allows user to produce summary reports for internal use.		
370	The Solution creates an audit trail for any changes to segments in the NIBRS Submission data.		
371	The Solution integrates NIBRS-specific training materials for users provided by DOJ.		
372	The Solution integrates NIBRS-specific training materials for application support staff provided by DOJ the RMS training materials/documents for application support staff.		
373	The Solution complies with all CIBRS data requirements.		
374	The Solution translates charge codes into IBR codes.		
375	The Solution maintains compliance with future updates to NIBRS and CIBRS requirements throughout the lifetime of the Solution.		
376	The Solution allows user to submit IBR information to the State in compliance with reporting requirements.		
377	The Solution allows user to perform monthly IBR audits.		
378	The Solution validates entries to ensure correct codes are used.		
379	The Solution allows user to export IBR reporting information.		
380	The Solution allows user to submit corrected IBR reports.		
	Report Writing		
381	The Solution allows user to enter reports via:		
381a	Desktop		
381b	Mobile		

Item #	RMS Functional Requirements	Response Code	Comments
382	The Solution utilizes a secure website (e.g., https:) to enter reports.		
383	The Solution links incident reports to related CFS record in the system (imported from CAD).		
384	The Solution allow user to enter multiple incident reports (e.g., originals, supplemental) for each incident.		
385	The Solution links all associated reports and forms to a common incident number (e.g., citations, tow reports, arrest reports, criminal complaint).		
386	The Solution provides a day/night mode.		
387	The Solution automatically saves reports in progress at the network level. * Proposer must indicate, in "Comments" section, how often the report is auto-saved (e.g., every 5 seconds, every transaction).		
388	The Solution allows user to collect all information about all offenses in an incident.		
389	The Solution assigns a detailed offense code to each offense in an incident.		
390	The Solution stores demographic information for each victim involved in an incident.		
391	The Solution allows user to record the severity of injury for each victim in an incident.		
392	The Solution allows user to store demographic information for each known offender in an incident.		
393	The Solution stores the relationship between each victim and offender for all offenses in an incident.		
394	The Solution tracks multiple clearances.		
395	The Solution tracks whether an incident was exceptionally cleared.		
396	The Solution can record and store exceptional clearance date(s).		
397	The Solution collects all NIBRS required data elements (Refer to the NIBRS user manual available at: http://www.fbi.gov/aboutus/cjis/ucr/nibrs/nibrs-user-manual which describes each data element in detail).		

Item #	RMS Functional Requirements	Response Code	Comments
398	The Solution enforces all NIBRS data edit and validation checks at the time of data entry (Refer to: https://ucr.fbi.gov/nibrs_technical_specification_version_3.1_pdf for data edits).		
399	The Solution performs NIBRS-enforced logical tests to ensure data quality and integrity (e.g., a Larceny offense can't be entered without having the corresponding stolen property). Refer to the full list of data edit checks at: https://ucr.fbi.gov/nibrs_technical_specification_version_3.1_pdf .		
Report Writing Attachments			
400	The Solution allows user to attach files to reports.		
401	The Solution allows user to embed a file into a report (e.g., paste an image in the narrative).		
402	The Solution allows the Department to set file size limits for attachments in a mobile environment.		
403	The Solution notifies user if an attached file exceeds allowable size limitations.		
Report Writing CAD/Mobile Integration			
404	The Solution imports CFS data from the CAD/Mobile application.		
405	The Solution imports query returns from the Mobile application.		
406	The Solution provides a query "clipboard" so that if there are multiple queries and returns within the Mobile application , user can select which returns to import (e.g., run DLs on multiple individuals).		
407	The Solution links query returns to a call for service.		
408	The Solution allows user to share query results with other users.		
409	The Solution allows user to view other user's queries and results.		
410	The Solution allows user to import other user's queries and results.		
Report Writing Data Entry			
411	The Solution supports data input via:		
411a	Bar code readers		
411b	Magnetic stripe readers (e.g., Driver's License)		
411c	Keyboard		

Item #	RMS Functional Requirements	Response Code	Comments
411d	Mouse		
411e	Touch screen		
411f	BlueCheck Fingerprint Scanner		
411g	Voice-to-text		
412	The Solution captures electronic signatures.		
413	The Solution accelerates routine data entry tasks (i.e., workflow functionality) using the following:		
413a	Code-driven drop-down menus		
413b	Type ahead based on dropdown menus		
413c	Shortcut keys (e.g., BR = Brown)		
413d	Default menus		
414	The Solution incorporates master indices when entering information into a report.		
415	The Solution utilizes query returns to populate reports.		
416	The Solution automatically updates master indices upon submittal of any report.		
417	The Solution provides user entering a name with a list of potential existing MNI based on a variety of criteria, including:		
417a	Alias		
417b	Diminutive first names		
417c	Exact spelling		
417d	Partial name		
417e	Phonetic replacement		
417f	Sound-alike searching		
418	The Solution validates all locations upon entry.		
419	The Solution allows for user to override any locations that fail geo-validation.		
420	The Solution automatically populates RD upon a verified location.		
421	The Solution allows user to modify any associated RD (e.g., in the event the location is not validated, user can manually input the appropriate RD).		
422	The Solution notifies user if the entered RD is incompatible with the inputted address.		
	Report Writing Mobile Connectivity		

Item #	RMS Functional Requirements	Response Code	Comments
423	The Solution allows user to enter data when offline (i.e., without connectivity).		
424	The Solution saves reports locally.		
425	The Solution automatically saves incomplete reports locally (e.g., auto-save).		
426	The Solution automatically uploads reports submitted without network connectivity upon re-establishing connectivity.		
	Report Writing Word Processing		
427	The Solution provides basic word processing capabilities (e.g., MS Word functionality) on narrative and comment fields, including, but not limited to:		
427a	Text wrap		
427b	Paragraph formatting		
427c	Use of bullets and numbering		
427d	Spell check		
427e	Grammar check		
427f	Copy and paste		
428	The Solution provides an electronic:		
428a	Dictionary		
428b	Thesaurus		
	Report Writing Data Validation		
429	The Solution performs data validation at the time of data entry.		
430	The Solution performs data validation at the time of report submittal.		
431	The Solution allows the Department to determine which fields require data validation.		
432	The Solution validates any data field that includes master index data against master indices.		
433	The Solution prevents submission of a report with data entry errors.		
434	The Solution allows user to submit a report with errors.		
435	The Solution provides a comment field (not within the incident report) for user to provide a reason for submitting a report with errors.		

Item #	RMS Functional Requirements	Response Code	Comments
436	The Solution visually prompts user as to which fields require correction.		
437	The Solution's correction prompts describe the nature of the correction required.		
438	The Solution incorporates business logic when entering data so that subsequent fields/availability are determined by previously inputted data (e.g., if a vehicle make is entered, model options are restricted).		
	Report Writing Workflow		
439	The Solution provides a report writing "wizard" that allows user to complete reports in a logical manner.		
440	The Solution's report entry process mirrors the hardcopy report.		
441	The Solution allows user to select their report entry process (e.g., mirrored handwritten form vs. a report wizard).		
	Report Writing Forms		
442	The Solution allows authorized Department users to create Department-specific reports (e.g., form generator):		
442a	During Implementation		
442b	Following Implementation, without vendor intervention		
443	The Solution allows the Department to modify vendor-provided reports (e.g., re-name data fields, add data fields, delete data fields).		
444	The Solution includes Department-defined custom reports.		
445	The Solution allows all reports (vendor standard and unique reports) to have the ability to automatically import appropriate data elements from other reports and/or master indices.		
446	The Solution ensures that information completed in one report is displayed in other report types.		
447	The Solution allows users to select which type of report to enter.		
448	The Solution identifies all required forms based on the charge.		
449	The Solution provides the following reports digitally:		
449a	Vehicle Stolen/Impounded (CHP 180)		
449b	Vehicle Recovered (CHP 180R)		
449c	Traffic Collision (CHP555)		

Item #	RMS Functional Requirements	Response Code	Comments
449d	Field Investigation Report (FIR)		
449e	Employer's Report of Occupational Injury or Illness (Form 5020)		
449f	Master File (Master)		
449g	Miscellaneous Incident (MIR)		
449h	Other/Miscellaneous (Other)		
449i	Vehicle Accident or Incident (SH-AD-665)		
449j	Labor Dispute Complaint (SH-CR-531)		
449k	Statement of Facts (SH-CR-607)		
449l	Missing Person (SH-R-12)		
449m	Drunk Driving (SH-R-221)		
449n	Vehicle/Vessel Repossessed (SH-R-256)		
449o	Alarm Incident (SH-R-377)		
449p	Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure (SH-R-426)		
449q	Incident/Complaint (SH-R-49)		
449r	Custody Crime Analysis Supplemental (SH-R-49C)		
449s	Fire (SH-R-84)		
449t	Supplemental Report (SUP)		
449u	Vessel Stolen/Impounded (SVR-5A)		
449v	Vessel Recovered (SVR-5b)		
449w	Vehicle Location (VEH-LOC)		
449x	Vessel Locate (VES_LOC)		
450	When completing an incident report, the Solution allows user to indicate if incident occurred within the following:		
450a	Jail facility		
450b	School campus		
451	The Solution incorporates an additional Department-designed form, to be completed if user indicates an incident occurred within the following:		
451a	Jail facility		
451b	School campus		
452	The Solution requires additional location fields when an incident occurs in the following areas:		

Item #	RMS Functional Requirements	Response Code	Comments
452a	Jail facility		
452b	Parks		
452c	School campus		
452d	County facilities		
452e	Other Department-defined areas		
453	The Solution provides a report that collects data as required by AB 953.		
454	The Solution imports applicable information for the AB 953 report.		
	Pre-Booking Form		
455	The Solution provides a digital pre-booking form/slip for data transfer into the County's booking system.		
456	The Solution allows the Department to define the data elements to be captured as part of the pre-booking slip.		
457	The Solution's pre-booking slip includes, but is not limited to:		
457a	Booking number(s)		
457b	Booking locatopm		
457c	Driver's license number and State		
457d	Arrestee:		
457d(i)	Name		
457d(ii)	Address		
457d(iii)	City		
457d(iv)	Sex		
457d(v)	Descent		
457d(vi)	Hair		
457d(vii)	Eyes		
457d(viii)	Height		
457d(ix)	Weight		
457d(x)	DOB		
457d(xi)	Age		
457d(xii)	Aliases		
457d(xiii)	Birthplace		
457e	Vehicle License No.		
457f	Vehicle License State		

Item #	RMS Functional Requirements	Response Code	Comments
457g	RD		
457h	File No.		
457i	Ad. Chg.		
457j	Arresting Agency or Detail Arresting		
457k	Date/Time Arrested		
457l	Time Booked		
457m	Location of Arrest		
457n	Total Bail		
457o	Charge		
457p	Warrant No.		
	Report Writing Supplementals		
458	The Solution allows user to complete supplemental reports before the original report is submitted.		
459	The Solution allows user to add new information to a case via supplemental report, after the original report has been submitted and approved.		
460	The Solution holds a supplemental report in a work-in-progress queue for supplementals that are complete prior to the original report being uploaded.		
461	The Solution allows user to create a supplemental report only for an existing incident number.		
462	The Solution allows multiple users to simultaneously create and add supplemental reports regarding the same event.		
463	The Solution requires user to submit supplemental reports through the report approval process.		
464	The Solution automatically links supplemental reports to the original incident report.		
465	The Solution allows user to unlink supplemental report.		
	Report Writing Initiation		
466	The Solution allows user to initiate an incident report without a CAD incident transfer.		
467	The Solution generates an incident report number from within the Solution (i.e., system auto generates an incident number).		

Item #	RMS Functional Requirements	Response Code	Comments
468	The Solution's incident numbering process takes into account the following criteria:		
468a	Year		
468b	Sequential number		
468c	Station/Unit/Bureau identifier		
469	When drawing an incident number, the Solution requires users to complete a Department-defined list of elements (e.g., RD, victim/suspect information).		
	Charges and Codes		
470	The Solution allows users to capture multiple charges for multiple offenses.		
471	The Solution allows users to assign multiple charges to multiple individuals within a report (e.g., two offenses go to Person A, one goes to Person B).		
	Report Writing Submission		
472	The Solution prevents user from submitting a report without a valid incident number.		
473	The Solution allows user to submit an incomplete report (or one with errors) for deferral purposes.		
474	The Solution requires users to request approval (from watch commander/sergeant) to defer a report.		
475	The Solution requires a watch sergeant or watch commander to approve the deferral of a report.		
476	The Solution automatically maintains a log of all transactions, including, but not limited to, the following information:		
476a	Date and time (e.g., submission, rejection, approval)		
476b	Report number		
476c	Terminal ID		
476d	User ID/Name		
477	The Solution allows user to generate a report/query of non-submitted reports by:		
477a	User		
477b	Station/Originating Agency/Unit of Assignment		

Item #	RMS Functional Requirements	Response Code	Comments
477c	Time range		
477d	Shift		
477e	RD		
477f	Any combination of the above		
478	The Solution notifies the responsible user when a report has not been submitted within a Department-defined length of time. * Proposer must identify, in the "Comments" section, identify the type of notification.		
479	The Solution allows deputies to submit a report to the following:		
479a	Specific supervisor		
479b	Supervisor "group" (e.g., in case a supervisor goes off-duty before approving reports).		
480	The Solution alerts supervisors that a report is ready for review via:		
480a	Email		
480b	System Log-on notification		
480c	Other * Proposer must indicate in "Comments" section.		
	Report Statuses		
481	The Solution supports the following report statuses:		
481a	Outstanding/Unwritten		
481b	In Progress		
481c	Deferred		
481d	Submitted		
481e	Rejected		
481f	Approved		
482	The Solution allows the Department to define report status types.		
	Report Review		
483	The Solution allows the Department to configure reporting system to support Department-specific processes/workflow.		
484	The Solution allows the Department to configure reporting system approval process by:		

Item #	RMS Functional Requirements	Response Code	Comments
484a	Report Type (e.g., incident reports have different processes than field interviews)		
484b	Station		
484c	Author		
485	The Solution allows reports to be reviewed and approved in any order(e.g., supplement may be approved prior to original incident approval).		
486	The Solution maintains an audit trail of supervisor approval of any supplements to an associated report.		
	Unapproved Report Modification		
487	The Solution allows authorized users to modify an unapproved report without changing the approval workflow (e.g., Authorized user can modify a report without changing their role in the approval process).		
488	The Solution allows the Department to determine which data elements may be modified by user other than report author.		
489	The Solution visually distinguishes data elements that were modified by supervisor (as opposed to originally submitted information).		
490	The Solution maintains an audit trail of data elements that were modified during the report approval process, including report status changes.		
491	The Solution allows users to access and update submitted reports prior to report approval.		
	Report Rejection		
492	The Solution provides supervisor the option of approving the report or returning the report to the user for corrections.		
493	The Solution requires supervisor to indicate reason for rejecting a report.		
494	The Solution maintains version history for all reports that have been submitted multiple times (e.g., original submission, rejected report).		
495	The Solution alerts user that a report has been rejected via:		
495a	Email		
495b	System Log-on notification		

Item #	RMS Functional Requirements	Response Code	Comments
495c	Other * Proposer must indicate in "Comments" section.		
496	The Solution tracks status of error/correction notifications by the following criteria:		
496a	Author		
496b	Case number		
496c	Charge		
496d	Reviewer/Supervisor		
496e	Date/Time		
	Report Approval		
497	The Solution allows authorized user to lock a report from further edits after final approval.		
498	The Solution allows authorized user to unlock and edit a report after approval.		
499	The Solution automatically deletes corrective messages after a report has been approved by a supervisor.		
500	The Solution automatically removes corrective messages and drafts of reports from the audit trail. The only record within the Solution should be the final approved report (i.e., no drafts, no comments).		
	Report Routing		
501	The Solution automatically routes reports to appropriate users based on Department-defined business logic (e.g., to investigators based on crime-type).		
502	The Solution allows watch commander/sergeant to identify a specific investigating team/unit to receive the report after approval.		
503	The Solution allows user to electronically route reports based on the following:		
503a	Checkboxes indicating where the report is to be distributed		
503b	Email addresses		
	Report Access		
504	The Solution allows multiple users to access the same report simultaneously.		

Item #	RMS Functional Requirements	Response Code	Comments
505	The Solution allows users access to all reports from the field.		
506	The Solution prevents unauthorized users from accessing specific reports identified as confidential based on charge codes (child abuse, rape, etc.)		
507	The Solution has the ability to restrict access to a report (e.g., internal investigators only).		
508	The Solution allows authorized users to view rejected reports.		
	Incomplete/Unfinished Reports		
509	The Solution indicates reports that have not been approved, but are available for viewing.		
510	The Solution provides user with a visual distinction when viewing an unapproved report (e.g., watermark that labels the report "draft").		
511	The Solution allows user to query information in an uncompleted or unapproved report.		
512	The Solution allows draft reports to be made searchable (e.g., deferred reports).		
	Report Workload Management		
513	The Solution provides users with a dashboard which displays the status/disposition all reports associated with that user (e.g., submitted reports, approved reports).		
514	The Solution provides users with a dashboard which displays the status/disposition of all user's reports associated with a specific supervisor (e.g., reports pending review).		
515	The Solution's dashboard displays report information in an aggregate manner based on report status (e.g., Reports in Progress: 2; Rejected Reports: 1, etc.).		
516	The Solution allows user to drill-down to review the applicable report (e.g., user selects "Report-123", user is then presented the actual report).		
517	The Solution allows supervisors to see which reports have not been completed at the end of the shift.		

Item #	RMS Functional Requirements	Response Code	Comments
518	The Solution automatically removes a report from the original author's queue/dashboard when the report is approved/verified.		