

January 31, 2018

SAUK COUNTY MANAGEMENT INFORMATION SYSTEMS

# Law Enforcement / Public Safety System

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## Request for Proposal

**Point of Contact:**

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**Proposal Submittal Address:**

Sauk County Clerk  
505 Broadway  
Baraboo, WI 53913

**Clearly Mark Proposal:**

*Law Enforcement System Proposal*

**All correspondence related to this RFP document must be directed to the point of contact listed above. Any questions regarding the specifications should be written and submitted via email.**

**Dates:**

**Responses Due by: 4:00 p.m. CST on March 16, 2018**

**Written Questions Due No Later Than: February 27, 2018**

**Proposal Opening Meeting: March 20, 2018 at 10:00 a.m.**

January 31, 2018

<b>PART ONE.....</b>	<b>3</b>
<b>INTRODUCTION AND GENERAL INFORMATION .....</b>	<b>3</b>
1. INTRODUCTION.....	3
2. ORGANIZATION.....	3
3. DEFINITIONS.....	3
4. CORRESPONDANCE WITH SAUK COUNTY.....	3
5. BACKGROUND INFORMATION .....	3
6. PROJECT DESCRIPTION.....	6
7. SCOPE OF SERVICES .....	6
8. MINIMUM QUALIFICATIONS.....	7
<b>PART TWO .....</b>	<b>8</b>
<b>SPECIFICATIONS.....</b>	<b>8</b>
1. SYSTEM REQUIRMENTS .....	8
<b>PART THREE.....</b>	<b>11</b>
<b>GENERAL REQUIREMENTS / STANDARD TERMS AND CONDITIONS .....</b>	<b>11</b>
<b>PART FOUR.....</b>	<b>16</b>
<b>PROPOSAL SUBMISSION AND EVALUATION .....</b>	<b>16</b>
1. REQUIREMENTS OF CONTRACTOR .....	16
3. EVALUATION PROCESS.....	17
4. AWARD.....	18
5. RIGHT TO REJECT.....	18
<b>PART FIVE.....</b>	<b>19</b>
<b>COST PROPOSAL / SIGNATURE PAGE .....</b>	<b>19</b>
<b>Appendix A: Functional Requirements Tables .....</b>	<b>20</b>

January 31, 2018

## PART ONE

### INTRODUCTION AND GENERAL INFORMATION

#### 1. INTRODUCTION

This document constitutes a request for competitive proposals from qualified individuals or firms to provide computer hardware and/or software and/or related services in accordance with the terms and conditions set forth herein.

#### 2. ORGANIZATION

This document, referred to as a Request for Proposal (RFP), has been divided into the following parts for the convenience of the contractor:

- 2.1. Part One - Introduction and General Information
- 2.2. Part Two - Specifications
- 2.3. Part Three - General Requirements, Terms and Conditions
- 2.4. Part Four - Proposal Submission Information
- 2.5. Part Five - Cost Proposal / Signature Page

#### 3. DEFINITIONS

For the purpose of this RFP the entity submitting the proposal will be referred to as Vendor or Contractor and Sauk County will be referred to as County.

#### 4. CORRESPONDANCE WITH SAUK COUNTY

Any request for additional information regarding this Request for Proposal must be directed to the point of contact. Vendors should not contact any other County employee or official. Questions regarding specifications should be submitted in writing by email.

#### 5. BACKGROUND INFORMATION

Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Sauk County encompasses 840 square miles including 22 towns, 13 villages, and 2 cities. The County has an estimated population of 63,642. County operations include a skilled nursing facility, a health and human services functions, a law enforcement agency, a state circuit court system, a highway department, a tax administration and collection effort, and other local government related functions.

##### 5.1. SHERIFF'S DEPARTMENT OPERATIONAL DATA

The Sauk County Sheriff's Department provides services to approximately 63,000 people living within Sauk County. The Sheriff's Department currently operates one PSAP, located at the law enforcement facility in Baraboo WI, which provides dispatch services for 6 police departments, 11 fire departments and 10 EMS agencies within the area. The table below provides operational statistics related to the Department.

January 31, 2018

**TABLE 1: BACKGROUND STATISTICS**

Description	Details
Population Served	63,642
Number of sworn officers	110
Number of non-sworn employees	37
Total number of system users	147
Total number of employees	162
Number of jail beds	463
Number of full dispatch stations	4
Total number of dispatchers	16
Number of dispatchers working a typical shift	3
Number of agencies dispatched by Sauk County	6
Number of fire agencies dispatched by Sauk County	11
Number of EMS agencies dispatched by Sauk County	10
Number of patrol units on duty per shift	20-25
Number of MDCs in use	32
Number of RMS data entry stations in use	61
Approximate number of reports per year	17,450
Approximate number of arrests / bookings per year	3,000
Approximate number of property items booked per year	15,000+
Approximate number of evidence items booked per year	1,500+
Approximate number of traffic citations issued per year	4,500

## 5.2. CURRENT TECHNOLOGY ENVIROMENT

Sauk County utilizes a Microsoft Active Directory (MSAD) environment on Microsoft Server 2012. The database environment is MS SQL 2012. It is anticipated that the replacement system will integrate into the existing environment. The table below details the current environment.

**TABLE 2: CURRENT TECHNOLOGY**

System / Component	Vendor / Provider / Version
CAD System	VisionAIR/Tritech/3.6.4
RMS System	VisionAIR/Tritech/4.3.7
JMS System	VisionAIR/Tritech/4.3.7
MDC System	VisionAIR/Tritech/3.7.7
Evidence System	VisionAIR/Tritech/3.7.7
Traffic Citations / eCitations systems	Tracs 10/BadgerTracs/16.30
Crime analysis software	n/a
CAD mapping software	n/a
Mobile Data Mapping software	n/a
Crime analysis mapping software	n/a
Field Based reporting software	n/a
Civil process software	ProcessTrek/Saul's Creek/7.0
Image capture / Mugshots	Digital Camera/Cross Match
Image Capture / In-Car videos	Arbitrator/Panasonic/2.6.1325

January 31, 2018

Incident Reporting Software	n/a
Radio Product	Motorola MCC7500 Dispatch Console System
MDC Units	Panasonic Toughbooks
e-911 Provider	Intrado
911 network provider	AT&T
911 call recording system	REVCORD
911 call handling system	Intrado
Fingerprint scanning system	Crossmatch/Live Scan/6.9.2.79
TIME System connection provider	Badgernet
Land Records / Mapping software	ESRI/Arcgis/10.5.1
Wired voice provider	Century Link
Network file system	Windows Server 2012
Wireless network provider	US Cellular
Paging system	Motorola MCC7500 Dispatch Console System
Commissary System	Stellar
Agency scheduling system	Atlas Business Systems/Visual Staff Scheduler Pro/8.0
Court Remote Video System	ViewGate
Inmate phone system	GTL
County Financial System	Munis/Tyler Technologies/10.5
County timekeeping system	Kronos
Drug investigation software	n/a
Interrogation A/V system	Bosch/Professional Security Solutions LLC/DIVR AN300
Jail Security System	Stanley Security Solutions
Closed Circuit Video System	Video Insight/Omni/6.2.18.13
Database Standard	SQL Server 2012 and above
Server OS Standard	Server 2012R2 and above

### 5.3. ESTABLISHED TECHNOLOGY STANDARDS

To ensure security and establish a consistent operating environment, Sauk County has established a number of technology standards. It is expected that the replacement system will be compatible with these standards.

**TABLE 3: TECHNOLOGY STANDARDS**

System / Component	Standard
Network Standard	Cisco
Firewall / VPN Standard	Palo Alto PA-500
Database Standard	MS SQL 2012 or Higher
Server Standard	MS Server 2012 R2 or Higher
Encryption Standard	SAN Based DARE

January 31, 2018

Virtual Environment Standard	VMWare ESXi 6.x clustered environment
Shared Storage Standard	EMC Unity SAN
eMail Standard	MS Exchange Online
Workstation OS Standard	Windows 10
Backup Standard	Veeam

## 6. PROJECT DESCRIPTION

The purpose of the project is to replace the existing TriTech VisonAIR Computer Aided Dispatch, Records Management, Jail Management and Mobile Data System in use at the Sauk County Sheriff's Department with a Commercial Off the Shelf (COTS) solution. The system should be compatible with the County's current computing environment and provide support for all operations of the Sauk County Sheriffs Department. The vendor will propose the specific system architecture. Vendor may propose multiple systems to achieve the requested functionality; however, solutions that provide the integration of requested functions into a single multifunction system with uniform user interfaces will be given preference.

## 7. SCOPE OF SERVICES

The project shall include delivery, installation, configuration, migration of existing data, testing and training for the new system, with related system documentation. The system is to provide the following functionality, in compliance with the specifications set forth in Part Two of this RFP:

- Computer Aided Dispatch (CAD)
- Law Enforcement Records Management (RMS)
- Mobile Data Computer Systems (MDCS)
- Jail Management (JMS)
- Case Management
- Evidence Management
- Fleet Management
- Personnel Scheduling
- Civil Process
- Associated Interfaces and sub-modules

### 7.1. SYSTEM INSTALLATION, CONFIGURATION AND MIGRATION

The successful vendor will be required to perform all software installation tasks, hardware configuration necessary to implement the proposed solution, and migrate existing records from the current system to the new system. Any required hardware will be provided by the County to meet the vendor's system specifications. Below is a list of typical tasks which will be required:

- Installation of system software.
- Configuration of server hardware to meet system specifications
- Configuration of appropriate backup procedures for system tables
- Configuration of workstation clients
- Configuration of interfaces to other Systems

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January 31, 2018

- Migration of all current database records from the current system

The above list is not intended to be all inclusive. It is the vendor's responsibility to identify all of the tasks necessary to produce a fully implemented system. It is expected that installation will begin no later than July 1, 2018 with full implementation of system to be completed by December 31, 2018, unless otherwise specified in the vendor's proposal.

## 7.2. TRAINING

The successful vendor will be required to provide training to all Sheriff's Department staff who will be using the system and the County's IT staff for the support and maintenance functions of the system.

## 8. MINIMUM QUALIFICATIONS

Responsive vendors must have a minimum of five (5) years of experience as a primary vendor or integrator providing the services requested in this RFP for projects of similar scope and size.

- 8.1. Based on the County's evaluation, only proposals from those vendors whose solution meets the following minimum qualifications will be considered: Fully integrated, seamless, computer based system for Public Safety operations, including Police, Fire, and EMS, which provides the capability for efficient data sharing with partner agencies, including the State of Wisconsin.
- 8.2. A proven product currently in use by other agencies of similar scope and size within the State of Wisconsin.
- 8.3. Currently certified under a Federal Incident Crime Reporting entity.
- 8.4. Fully compliant with the Wisconsin Incident Based Reporting System ("WIBRS") at time of contract.
- 8.5. Compliant with applicable security standards for data protection as set forth by the FBI's Criminal Justice Information Services Division (CJIS).

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January 31, 2018

## **PART TWO**

### **SPECIFICATIONS**

#### **1. SYSTEM REQUIREMENTS**

This section sets forth specifications for the replacement system. It is expected that any system proposed will meet or exceed any applicable standards or best practices for a computer based, municipal public safety / law enforcement system in the State of Wisconsin as established by the State of Wisconsin Department of Justice (DOJ) and the FBI's Criminal Justice Information Sharing Division (CJIS).

##### **1.1. MINIMUM REQUIREMENTS**

1.1.1 - Any qualified system must meet CJIS communications protection and information security standards, including data encryption standards per FIPS 140-2, as applicable.

1.1.2 - System must be a commercial off the shelf (COTS) computer based system for public safety operations, supporting police, fire, and EMS and providing the following operational capabilities:

- Computer Aided Dispatch (CAD)
- Law Enforcement Records Management (RMS)
- Mobile Data Computer Systems
- Jail Management (JMS)
- Case Management
- Evidence Management
- Fleet Management
- Personnel Scheduling
- Civil Process Management
- System-wide Imaging and Multimedia Capture and Storage

1.1.3 - System must function as a single integrated product suite that allows user access to any authorized module from a single workstation.

1.1.4 - System must utilize a single, shared database architecture.

1.1.5 - System should incorporate best practices for data management and validation and must provide the following functionality:

- Single entry (i.e., data is entered once and then reused by other modules as necessary)
- Automatic submission of data to external organizations as defined by the agency
- Use of authoritative standardized code tables
- Ability to enter and query narrative(s)/text fields
- Spell check and formatting capability on narrative(s)/text fields
- Ability to access multiple systems from a single RMS workstation
- Single database architecture
- Data entry validation (i.e. edit checks for all fields)



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January 31, 2018

- Inquiries to External Agencies (ie NCIC, TraCS)
  - Data import from external agency sources as defined by the agency
  - Ability to transmit data to external sources in a standardized format.
  - Data validation for key field entry with no duplicates
  - Detailed audit trail
  - Multi-level user security
- 1.1.6 - System must provide a robust custom reporting interface to allow the structured query of all system data elements or support a standard third party reporting tool such as Crystal Reports or SQL Server Reporting Services (SSRS).
- 1.1.7 - To facilitate the custom reporting function, system documentation must include a complete data dictionary to include the following elements:
- Data element descriptions
  - Table Definitions
  - Database schema
  - Relationship model for data
  - Security data model
- 1.1.8 - System must be compliant with the Wisconsin Incident Based Reporting System ("WIBRS")
- 1.1.9 - System capabilities should give consideration to existing and emerging criminal justice standards established by state and national organizations. (DOJ, the National Institute of Justice (NIJ), CIB, NIST)

## 1.2. ADDITIONAL REQUIREMENTS

In addition to the minimum requirements specified above, the County considers the following system attributes and capabilities to be desirable for a replacement system:

- Site based licensing structure
- N-DEx IEPD compliant interface
- Soundex search capabilities
- Utilization of ESRI GIS as a mapping standard
- EMD System Interface
- Personnel Scheduling
- CAD Differential Response Questionnaire
- Interface with existing Payroll and Accounting systems
- Interface with the State of Wisconsin Consolidated Court Automation Programs
- Access to RMS, JMS and CAD data via a browser based portal

January 31, 2018

### 1.3. INTERFACE REQUIREMENTS

Table 4 below provides a list of the current interfaces for the County's law enforcement system. It is anticipated that the replacement system will provide for the same interface capabilities, unless the functionality of the replacement system negates the need for the interface.

**TABLE 4 SYSTEM INTERFACES**

Interface Name	Description
Vision CAD Paging Link	Interface to iamresponding.com paging system
Cross Match Adapter	Interface for Cross Match Live Scan finger print system
WIJIS	Wisconsin Justice Information Sharing gateway interface with the State of Wisconsin
eReferral	Interface to Wisconsin DA PROTECT
TRACs to RMS	MS Server 2012 R2 or Higher
WI TRACs Importer	Interface to TRACs for WI DOT information to Mobile Data
COMPAS	Interface to the Northpointe COMPAS inmate classification system
VINE	Interface to Wisconsin Victim Information System
TIME	State driver, vehicle and criminal information search
911 Caller Data	Import of caller data into cad from Intrado 911 system

### 1.4. USER FUNCTIONAL SPECIFICATIONS

The tables in appendix A contain lists of functions for the various system operational areas. Vendors are instructed to complete each table by indicating how the proposed system supports each specification using the following codes:

F – Fully provided by software

P – Partially provided by software

C – Provided by customization or third-party application

NA – Not available

For items coded P or C, please provide a detailed description of how this requirement will be implemented.

January 31, 2018

**PART THREE**  
GENERAL REQUIREMENTS /  
STANDARD TERMS AND CONDITIONS

**1. SPECIFICATIONS**

The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are proposed, they must be identified by manufacturer, model number, and such other information necessary to establish equivalency. Sauk County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications which may result in rejection of their proposal.

**2. DELIVERY**

Deliveries shall be F.O.B. destination unless otherwise specified.

**3. METHOD OF AWARD**

Award shall be made to the lowest responsible, responsive vendor unless otherwise specified. Sauk County reserves the right to award based upon the evaluation of the proposals, which the County deems to be in its best interest.

**4. PAYMENT TERMS AND INVOICING:**

Sauk County will pay properly submitted vendor invoices within thirty (45) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

**5. TAXES:**

Sauk County and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax as described below which is excepted by State Statutes.

Sauk County, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel, and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. Sauk County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

**6. GUARANTEED DELIVERY:**

Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.

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January 31, 2018

## 7. ENTIRE AGREEMENT:

These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

Any terms or conditions that the vendor wishes to propose in a final contract must be included in the proposal, or they may not be considered upon final award. Any final contract must be acceptable to the County for legal sufficiency and compliance with the terms and conditions of the RFP.

## 8. APPLICABLE LAW:

The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin.

It is understood that requirements of s. 59.52 Wisconsin Statutes do not apply to this solicitation as the contract awarded will not involve "public work" as defined by Wisconsin law.

## 9. ARBITRATION/APEALS PROCESS:

Notice of intent to protest and protests of any award made must be made in writing and filed with Sauk County MIS Department, 510 Broadway, Rm C103, Baraboo, Wisconsin 53913, within five (5) calendar days after discussion and recommendation of award. The provisions of Chapter 68 of the Wisconsin Statutes shall apply.

Any dispute arising after award as to performance, quality and/or quantity shall be subject to arbitration as provided under Chapter 788 of the Wisconsin Statutes.

Sauk County reserves the right to have claims, disputes, or other matters in question decided by litigation. If Sauk County waives its right to litigation, then the arbitration provisions, as stated above, shall apply.

## 10. SAFETY REQUIREMENTS

All materials, equipment, and supplies provided to Sauk County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.

## 11. LICENSOR'S REPRESENTATIONS AND WARRANTIES

The representations and warranties enumerated below in no way limit any implied or express warranties.

### 11.1 SOFTWARE

11.1.1 – each item of Software media shall be new and shall be free from defects in manufacture, materials, and design, and each item of Software shall operate in conformance with

January 31, 2018

the Acceptance Criteria for a period of one (1) year from the applicable Acceptance date of such Software ("Initial Warranty Period") and thereafter so long as Client has paid the applicable Support Services fees;

11.1.2 - no portion of the Software contains, at the time of delivery, any "back door," "time bomb," "Trojan horse," "worm," "drop dead device," "virus," or other computer software routines or hardware components designed to (i) permit access or use of either the Software or Client's computer systems by Licensor or a third party not authorized by this Agreement, or (ii) disable, damage or erase the Software or Client's software, hardware or data;

11.1.3 - the Software and the design thereof shall not contain disabling code or similar preprogrammed preventative routines which prevent Client from exercising the rights granted to them under this Agreement or from utilizing the Software for the purpose for which it was designed;

11.1.4 - Licensor is the lawful owner of the Software, or, to the extent Licensor is not the lawful owner of the Software, it has all rights necessary for it to license the Software to Client pursuant to the terms of this Agreement;

11.1.5 - the Software does not and shall not infringe any copyright, trademark, patent or other proprietary right of a third party or misappropriate any trade secret of a third party;

11.1.6 - neither the execution of this Agreement nor its performance will directly or indirectly violate or interfere with the terms of another agreement to which Licensor is a party, nor will Licensor enter into any agreement the execution or performance of which would violate or interfere with this Agreement;

11.1.7 - Licensor is not currently the subject of a voluntary or involuntary petition in bankruptcy, does not currently contemplate filing any such voluntary provision, and is not aware of any claim for the filing of an involuntary petition;

11.1.8 - the Software shall comply with all applicable laws and regulations where such non-compliance would have an adverse material impact upon Client or its use of thereof;

11.1.9 - the Software will correctly process date data for dates before and after January 1, 2000, including but not limited to leap-year recognition;

11.1.10 - Services will conform to the requirements set forth in this Agreement and any applicable SOW and will be performed in a professional and workmanlike manner by adequately trained and experienced personnel;

11.1.11 - Licensor shall comply with Client's safety and security guidelines and the requirements of all applicable laws, ordinances, and regulations of the United States or any state, country, or other governmental entity in the performance of Services;

11.1.12 - any hardware configuration recommended by Licensor will be sized accordingly to enable Client's intended use of the Software and will be compatible with the Software;

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January 31, 2018

11.1.13 - unless expressly set forth in writing in an SOW, the Software shall not contain any open source software and shall not be an alpha or beta version; and

11.1.14 – Licensor makes the following general representations and warranties: (i) this Agreement has been validly executed and delivered by Licensor and that this Agreement constitutes the legal, valid and binding obligation of Licensor enforceable against Licensor in accordance with its terms, subject to bankruptcy, insolvency, reorganization and other laws affecting creditors' rights generally, and with regard to equitable remedies, to the discretion of the court before which proceedings to obtain those remedies may be pending; (ii) Licensor has all requisite corporate power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and that the execution, delivery and performance of this Agreement and the consummation of the transactions contemplated by this Agreement have been duly authorized by all requisite corporate action on the part of Licensor; and (iii) there are no pending or threatened lawsuits, actions or any other legal or administrative proceedings against Licensor which, if adversely determined against Licensor, would have a material adverse affect on Licensor's ability to perform its obligations under this Agreement.

## 11.2 - [HARDWARE](#)

Unless otherwise specifically stated by the Contractor, equipment purchased as a result of this request shall be warranted against defects by the Contractor for ninety (90) days from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the Contractor.

## [12. CANCELLATION](#)

Sauk County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the vendor to comply with the terms, conditions, and specifications of this contract.

## [13. PUBLIC RECORDS ACCESS](#)

It is the intention of the county to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Contractor shall cooperate with Sauk County in the fulfillment of open record requests in accordance with Sauk County Ordinance and Wisconsin Public Record Law.

Proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.

## [14. DISCLOSURE](#)

If a public official, a member of the public official's immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than one thousand dollars (\$1,000.00) within a twelve (12) month period, this contract is voidable by the County unless appropriate disclosure is made according to s. 36.08(5) of Sauk County Code of Ordinances, before signing the contract.

January 31, 2018

#### 15. MATERIAL SAFETY DATA SHEETS

If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

#### 16. CONFIDENTIALITY NON-DISCLOSURE AGREEMENTS

All information disclosed by the County to the Vendor or the Vendors subcontractors for the purpose of work to be done, or information that comes to the attention of the Vendor or the Vendors subcontractors in the performance of such work, is to be kept strictly confidential. A Non-Disclosure Agreement and/or Service Provider Agreement will be required of the Vendor prior to beginning work.

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January 31, 2018

## PART FOUR

### PROPOSAL SUBMISSION AND EVALUATION

#### 1. REQUIREMENTS OF CONTRACTOR

A qualified vendor must be able to provide the required software; install, configure and provide migration of existing data for the proposed system; and provide ongoing service, support and maintenance for the proposed system.

#### 2. PROPOSAL CONTENT

To be considered responsive to this RFP, at a minimum, each proposal must provide all of the items listed below and a signed cost proposal worksheet from Part Five. Submission shall consist of seven hard copies of the proposal and two electronic copies on separate USB drives. Hard copies should be indexed with all pages numbered, excluding exhibits and supplemental information, which may be added as attachments. Do not email copies of the proposal, or information related to the proposal, prior to the submission date without prior request from the County

- 2.1. Each vendor shall provide a brief company profile including: how long the firm has been in business, number of employees, number of technicians available to provide service, average response time for service, the location from which technicians will be dispatched and the name, address, telephone, fax and contact information for the firm and a list of any Wisconsin Governments utilizing the proposed solution.
- 2.2. If services will be provided by a third party vendor, include a brief history of the third party company including: how long the firm has been in business, number of employees, number of technicians available to provide services, location from which service technicians will be dispatched, average response time for service calls and the name, address, telephone, fax and contact information for the firm.
- 2.3. Each vendor shall supply a list of three customer references for which similar systems have been installed.
- 2.4. Each vendor shall supply a comprehensive list of all other Wisconsin agencies using the proposed system.
- 2.5. Each vendor shall supply a description of the licensing structure of the proposed system, including such for any third-party software included in the proposal and examples of any required license agreements.
- 2.6. Each vendor shall supply a description of the support services provided under the system maintenance agreement including examples of services that not covered under the agreement. If third-party software is included in the proposal, include a description of any support services provided for such under the proposed maintenance agreement.
- 2.7. Each vendor shall provide a detailed configuration document for the proposed system to include:
  - 2.7.1 - Minimum and optimal server specifications and operating system requirements



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January 31, 2018

- 2.7.2 - Minimum and optimal workstation specifications including supported operating systems
- 2.7.3 - Recommended backup procedures
- 2.7.4 - Supported database(s)
- 2.7.5 - Recommended network topology
- 2.8. Each vendor shall provide a description of the reporting capabilities of the system to include a description of the process used to create custom reports and to what degree custom reporting is supported by the system maintenance agreement.
- 2.9. Each vendor shall provide a written implementation plan to include a timeline for each participant in the implementation and transition, from the date of delivery, and a detailed description of services provided for the installation, configuration, data migration and maintenance of the system.
- 2.10. Each vendor shall provide a detailed training plan to include a training outline, hours of training provided, method(s) used, and examples of material presented.
- 2.11. Each vendor shall complete the functional requirements tables included Appendix A of this document.
- 2.12. Each vendor shall provide a detailed description for any of the functional requirements coded C (customization required) or P (partially provided) as described under the Functional Requirements section of this document, to include the estimated cost of any modification or additional software required.
- 2.13. In addition to the cost worksheet in PART FIVE, each vendor shall include a cost breakdown for the system by module or component, to include costs for optional modules or components available from the vendor but not included in the proposed system, identifying those components included in the proposed system.
- 2.14. Each vendor shall provide examples of the following from the proposed system:
  - 2.14.1 - A listing of preconfigured reports by module
- 2.15. Proposals must be received by the required response date and time at the address specified on the front of this document. Proposals received after this date and time may be rejected by the County.

### 3. EVALUATION PROCESS

An Evaluation Committee designated by the County will evaluate all proposals. Any proposal that is deemed to be non-qualified or non-responsive to the specifications may be disqualified, at the discretion of the County. As part of the evaluation process, the County may request additional information, either verbally or in writing from the Vendor

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January 31, 2018

### 3.1. EVALUATION CRITERIA

After determining that a proposal satisfies the mandatory requirements stated in this Request for Proposal, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made, by submitter, by using subjective judgment. The award of a contract resulting from this Request for Proposal shall be based on the proposal Sauk County deems to be the best proposal received in accordance with the evaluation criteria stated below:

3.1.1 -	Cost	15%
3.1.2 -	System Compliance with Specifications	50%
3.1.3 -	Continuing Vendor Support	20%
3.1.4 -	Vendor Reputation and Past Performance	15%

Sauk County reserves the right to negotiate the terms and conditions, including the price of any proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing and other data from the vendor in order to determine the reasonableness and acceptability of the proposal.

### 3.2. INTERVIEWS AND DEMONSTRATIONS

As part of the evaluation process, the County may conduct interviews or request demonstrations with the Vendors that provide the top ranked proposals. Demonstrations are to be held at the County's facilities and provided at the Vendor's expense.

### 3.3. SITE VISITS

As a part of the evaluation process, the County may wish to conduct a site visit(s) at the Vendor's or a customer's facility.

## 4. AWARD

Sauk County will award to the Contractor who submits a proposal that is determined to be most advantageous to the County. In determining the most advantageous proposal, Sauk County reserves the right to consider criteria such as, but not limited to, quality of workmanship, design features, compatibility with existing technology, standardization, past experience, delivery schedule, installation schedule, vendors past performance with the County and/or service reputation and service capability. The County may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

## 5. RIGHT TO REJECT

- 5.1. This request does not commit the County to award any contract nor pay any costs incurred in the submission of a proposal.
- 5.2. **THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, FOR ANY REASON, AT ITS SOLE DISCRETION.**

January 31, 2018

## PART FIVE

### COST PROPOSAL / SIGNATURE PAGE

The submission of a proposal shall be considered as a representation that the proposer has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable Federal, State and Local regulations that affect, or may at some future date affect the performance of the contract.

The proper submission of this form by the proposer will be considered as the proposer's offer to enter into a contract in accordance with the provisions herein set forth.

If your proposal is accepted and a contract issued, then this Request for Proposal and all documents attached hereto including any amendments, the Contractor's price proposals and any other written offers/clarifications made by the Contractor and accepted by the County, will be incorporated into the entire contract between the County and the Contractor, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place only upon award by the County, execution of this document by the proper County officials, and delivery of the fully-executed contract to the successful proposer. The contract may only be amended by written agreement by the Contractor and Sauk County.

The Contractor shall, as part of this purchase contract, agree that Sauk County shall not be subject to any price increases from the time the contract is accepted by Sauk County until project completion. Sauk County shall be able to acquire the equipment and services at the new price in the event of price reductions during this same period.

The following equipment and services will be provided to the County at the prices stated in the table below.

**TABLE 5 COST PROPOSAL**

DESCRIPTION	COST
<b>1. Law enforcement system software</b>	
<b>2. Implementation</b>	
<b>3. Training</b>	
<b>4. Modifications required to meet functional requirements**</b>	
<b>5. Data migration costs</b>	
<b>6. Third-party software costs</b>	
<b>7. Other costs (provide itemized list)</b>	
<b>Total cost for system (Add 1-7 above)</b>	
<b>8. Annual maintenance for first 5 years *</b>	
<b>9. Projected costs for annual updates not covered by the maintenance agreement</b>	

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January 31, 2018

\*Initial annual maintenance period shall not begin until system implementation has been finalized and accepted by Sauk County. Maintenance amount is to be presented as an annual fee locked in for five years.

\*\* Provide an itemized list of requirements and costs for each.

The Vendor hereby agrees to provide the services and/or items at the prices quoted, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of Sauk County, a binding contract, as defined herein, shall exist between the contractor and Sauk County.

All prices quoted in Table 5 Cost Proposal shall be good for 180 days from the date signed.

For the Vendor:

_____ AUTHORIZED SIGNATURE	_____ Date
_____ PRINTED NAME	_____ Title
_____ COMPANY NAME	

For the County:

_____ AUTHORIZED SIGNATURE	_____ Date
_____ PRINTED NAME	_____ Title

# Appendix A – Functional Requirements

## Contents

<b>Table 1: Records Management Functional Requirements.....</b>	<b>2</b>
<b>Table 2: Jail Management Functional Requirements.....</b>	<b>33</b>
<b>Table 3: Interface Requirements .....</b>	<b>40</b>
<b>Table 4: Field Based Reporting Requirements .....</b>	<b>43</b>
<b>Table 5: Computer Aided Dispatch Requirements .....</b>	<b>57</b>
<b>Table 6: Mobile Computing Functional Requirements .....</b>	<b>107</b>

***See instructions in Part Two, Section 1.4: USER FUNCTIONAL SPECIFICATIONS on page 10 of the RFP document.***

Appendix A tables are also available as Excel spreadsheets. For copies, contact the designated point of contact found on the cover page of the RFP document.

## Appendix A – Functional Requirements

**Table 6: Records Management Functional Requirements**

Item #	RMS Functional Requirements	Response	Comments
	General RMS Requirements	F,P,C,NA	
1	Ability to access the RMS from a browser, mobile or desktop device.		
2	System provides single sign on capability		
3	Ability to link with other agencies for exchange of information		
4	Ability to retrieve information from all prior contacts such as names, addresses, and reports		
5	Ability to share information across all modules		
6	Ability to hide or remove fields that are not required		
7	Ability to support simultaneous access to records.		
8	Ability to support multiple agencies within the RMS, separating records as defined by member agencies.		
9	Ability to support multiple code tables for each member agency		
10	Ability for vendor to provide code tables compliant with the NCIC and IBRS standards.		
11	Ability to support a multi-jurisdictional environment that supports NCIC or IBRS reporting per individual agency.		
12	Ability to reuse previously stored information when entering new records.		
13	Ability to populate fields in RMS from data returned from external sources.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
14	Ability to populate fields in RMS from data in other application components (e.g., Field reporting software, CAD, etc.)		
15	Ability to provide narrative/comment fields of unlimited length (if limited, indicate the maximum permissible in the "comments" field).		
16	Ability for narrative/comment fields to be searchable.		
17	Ability to search for partial names		
18	Ability to provide word processing capabilities on narrative and comment fields including but not limited to: Spell check, copy, paste and text formatting		
19	Ability to retrieve and print all records related to a query return.		
20	Ability to restrict user access to query specific databases (e.g., allow SCSD to search SCSD only, or allow a user full rights).		
21	Ability to associate cases		
22	Ability for easy display of all entities of a case without having to select multiple tabs/sections.		
23	Ability to change field names.		
24	Ability to automatically fill in the municipality based on the location of the incident		
25	Ability to have wild card search capabilities in any field.		
26	<b>Master Name Indices</b>		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
27	Ability for a central names table or master index that manages ALL names entered into the system. A name table accommodates a person, a business, and/or group names.		
28	Ability for a central name in the system in order to eliminate duplicate entry of name information.		
29	Ability for a name record in the central names table to be accessible by and integrated to other modules without re-entering name information.		
30	Ability for a name record that has a typographical error to be corrected, ability for an incorrect name be deleted (not saved as an alias).		
31	Ability to link related records to the name record, such as incident events or vehicle ownership.		
32	Ability for name information to include all of the pertinent information as part of the permanent record.		
33	Ability to simultaneously search adult and juvenile records.		
34	Ability for the coded tables to conform to NCIC requirements.		
35	Ability to provide an unlimited number of alias names, with a physical description for each alias.		
36	Ability for an inquiry on a name to alert the user if an alias name links or is integrated to its known alias(es) or real name.		
37	Ability to accommodate comments for each name of unlimited length (within disk storage boundaries) with spell check.		



## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
38	Ability to link or attach digital images and other multimedia content, such as sound clips, digital pictures, or movie clips to the name record.		
39	Ability to enable the user to manually or automatically perform duplicate name merge functions.		
40	System provides the ability to transfer FBI-standard data from the names record to Crossmatch Fingerprint systems.		
41	Ability to provide a history of all past addresses, home telephone numbers, and name changes associated with the name.		
42	Ability to allow the user to inquire and search for names in the system using many combinations of search criteria.		
43	Ability upon receiving results of a name query, to display the total number of contacts/involvements associated with each name in reverse or chronological order		
44	Ability to accommodate Modus Operandi (MO) information for each name and provide the ability to find persons in the system searching by a particular MO.		
45	Ability to provide for entry of alert codes in the name record for dangerous characteristics associated with the individual to be displayed throughout the system when the name is queried or name record accessed.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
46	Ability to allow for names to be added from various modules on-the-fly without having to be set up in the master name file prior to being used in the system.		
47	Ability to alert when a subject is currently housed in the jail when the name is queried or name record accessed.		
48	Ability to allow the user to enter an unnamed/unknown suspect without forcing the database of "John Doe" entries.		
49	<b>Master Location Index</b>		
50	Ability to aggregate information throughout the RMS based on specific address, address range or geographic area.		
51	Ability to give a master location record to every location associated with an event.		
52	Ability to link a new event to an existing master location record if the location is involved in the new event.		
53	Ability to parse address fields		
54	<b>Vehicles</b>		
55	Ability for a central vehicle table to provide all vehicles entered into the system.		
56	Ability for the information in the central vehicle to prevent duplicate entries of vehicles		
57	Ability for vehicle information to be easily accessible from other system tables as part of an involvement.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
58	Ability to link related records to the vehicle record in such a way that the user can display a list of related records directly from the vehicle record and then display a full record from that list.		
59	Ability to capture all pertinent information on vehicles to include make, model, year, color, license plate and vin		
60	Ability to use fields to accommodate different types of vehicles, including but not limited to cars, trucks, motorcycles, boats, all-terrain vehicles (ATVs), and snowmobiles to indicate the type of vehicle.		
61	Ability to allow linking of vehicle information to the owner and applicable incidents, accidents, and traffic citations.		
62	Ability when a modification is made to the vehicle record, the system preserve previous data from most fields in a history record (e.g. color, owner, plate, etc.).		
63	Ability to attach digital images to the vehicle record.		
64	Ability to clearly define why the vehicle is in the system.		
65	Ability to provide for generation of reports of vehicle information, such as IBRS/WIBRS, local/municipal charges with codes and disposition status analysis, and an audit report to identify possible duplicate records.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
66	Ability to perform a customizable check digit calculation against the VIN entered for a vehicle record and provide a field indicating whether or not the VIN is valid.		
67	Ability to provide an Invalid VIN Report that generates a listing of all vehicles added or modified during a specified date range with the VIN check digits that indicate an invalid VIN.		
68	<b>Property</b>		
69	Ability for the information in the property table to be accessible to the evidence module in order to eliminate duplicate entry		
70	Ability for property information to be easily accessible from other system tables as part of an involvement.		
71	Ability to link related records to the property record in such a way that the user can display a list of related records directly from the property record and display a full record from that list.		
72	Ability to capture property information.		
73	Ability to provide for a custody record for each property item, showing a history of custody transfers for the item.		
74	Ability to highlight multiple objects to be released at same time		
75	Ability to accommodate IBRS/WIBRS mandated amount recovered and accumulative amount recovered for each item.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
76	Ability for the owner name to be an integrated part of the master names table.		
77	Ability to clearly display why the property item is in the system (e.g. stolen, recovered, lost, found, evidence, attached by civil officers, etc.).		
78	Ability for a modification to be made to the property record, the system preserves the previous data from fields in a history record.		
79	Ability to attach digital images to the property record.		
80	Ability to generate a property release report.		
81	Ability to be compatible with Bar-Coded Evidence Analysis Statistics and Tracking (BEAST).		
82	Ability to enter property prior to case info/details being completed.		
83	Ability to create owner letters from the property module for return or destruction.		
84	<b>Wanted Persons – Wants/Alerts</b>		
85	Ability to record information concerning wanted persons, both within and outside the agency's jurisdiction.		
86	Ability for pertinent information to be recorded for wanted persons.		
87	Ability for a visual and/or audio alert to appear throughout the system describing the nature of the want or alert when a want for that person is accessed.		
88	Ability to customize system alerts		
89	Ability to log multiple service attempts for a warrant.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
90	Ability to allow for multiple active wants or multiple offenses per want.		
91	Ability for the wanted person's name to automatically become part of the central names table.		
92	Ability to provide for generation of pre-formatted reports of wanted persons.		
93	<b>Integration with eProtect</b>		
94	Ability to submit cases to eReferral.		
95	Ability to choose which cases should be submitted through the eReferral interface.		
96	Ability to include all case attachments.		
97	Ability to systematically choose which file types are attached to cases.		
98	Ability to choose which attachments get submitted at the time of each case submission.		
99	Ability to send failure reports via e-mail for any cases in which did not successfully submit.		
100	Ability to customize forms by agency.		
101	Ability for DA Referral and booking sheet to be created based off of subject sheet and charges.		
102	Ability to create DA letters for "release" of property for felony, juvenile or property seized with a warrant.		
103	<b>Case Management</b>		
104	Case management data is integrated into other modules		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
105	Ability to link related information, providing a trail (or link) for investigators (e.g. A name may be linked to vehicles and property under various relationships, such as owner or driver. Ability to link related records/involvements and show the relationship between them).		
106	System provides a workflow for case management that alerts assigned staff of any case related information entered into the system		
107	System provides a record of all contacts for a given name when queried.		
108	System provides a record of all contacts for a given vehicle when queried		
109	System provides a record contacts or involvements for a given property when queried.		
110	Ability to enable the system administrator to restrict access to the involvements screen based on assigned access privileges.		
111	Ability to provide a way to associate the person's name record with all information related to that person and not require the user to back out of the name record to reach related information.		
112	Ability for the user to view related records in full.		
113	Ability for the case management information to be linked and/or integrated to the incident record.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
114	Ability for the information on victims, suspects, other persons, vehicles, and property involved with the incident to be integrated with the incident and accessible for case investigative purposes.		
115	Ability to automatically assign cases and details to persons based on agency-defined offense codes and solvability factors and notify the supervisors and individuals when cases are assigned.		
116	Ability to retain a history of changes in status for each case being investigated.		
117	Ability for the case management record to accommodate a long investigation narrative and notes.		
118	Ability to record all case file activity and the amount of time spent on each activity.		
119	Ability to produce a list of cases pending or past due.		
120	Ability to allow case routing to other stakeholders (ex: other govt. depts.)		
121	Ability to include a work-flow chart.		
122	Ability to provide security measures for the intelligence information, allowing access to only those employees with appropriate security clearance and preventing other users without appropriate security access from even knowing intelligence information about a specific person.		
123	Ability to allow users to copy RMS supplemental narrative reports into a third party product		
124	<b>Law Records</b>		



## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
125	Ability for storage and retrieval of information on all law incidents/calls for service.		
126	Ability upon incident report inquiry, the system provides the user a list of all information in the system that has been linked to that incident.		
127	Ability to enter notes into cad or civil process, after a call or case has been created		
128	Ability to provide for entry of long narrative comments of unlimited length (within disk storage boundaries) with spell check in each incident report record.		
129	Ability to allow formatting (e.g. bold, underline, justification) within the narrative.		
130	Ability to provide for entry of unlimited supplemental narrative reports of unlimited length (within disk storage boundaries) with spell check in each incident record.		
131	Ability for agency-defined outlines/templates to be used in narrative report entry to prompt the user to enter all agency-required information in the narrative.		
132	Ability for agency-defined outlines/templates to be used in narrative report entry to require the user to enter all agency-required information in the narrative.		
133	Ability for the involvement field to be customizable with assigned access privileges.		
134	Ability for complainant information to be integrated into the central names table.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
135	Ability to allow the agency to define restricted entry fields.		
136	Ability to allow the agency to define required entry fields.		
137	Ability to allow for additional information to be attached to the incident report, such as full name and descriptive information of witnesses and suspects, full descriptive and owner information on vehicles and property involved, arrests, etc.		
138	Ability to automatically assign a record number to each incident report record.		
139	Ability to accommodate information on contributing factors for an incident (such as "alcohol related") and provide for reporting.		
140	Ability to provide for the generation of pre-formatted reports of incident information, including both summary and statistical reports.		
141	Ability to allow for the incident report(s) to require approval by a supervisor(s).		
142	Ability to be able to restrict access to individual supplemental narratives.		
143	Ability to allow a supervisor to receive, review, edit, and annotate a report and send it back to the officer in the field for further modifications.		
144	Ability for the initial CAD call record to automatically attach (integrated) to the law incident record in the involvement table.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
145	Ability to integrate with the CAD System to auto-populate information from the CAD call-taker screen to the law incident record?		
146	Ability to redact certain information from a record prior to issuing said records to the public and then allow the user to save the redacted report as a separate record.		
147	<b>Reporting Capabilities</b>		
148	Ability to offer a substantial number of pre-formatted system reports available from menu options.		
149	Ability for the pre-formatted reports to be available throughout the system with the ability to combine multiple tables.		
150	Ability to print a page number on each report in a noticeable location.		
151	Ability for the user to filter data in a report		
152	Ability to print, display, or save a report		
153	Ability for the user to create and save a report format		
154	Ability to provide for the creation of State of Wisconsin Uniform Crime Reporting (IBRS)/WIBRS and federally-approved NIBRS reports.		
155	Ability to enable the user to output report data in ASCII text, including tab, comma, and pipe delimited files, suitable for import into third party applications, such as Microsoft Excel (i.e. Is the system ODBC compliant.)		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
156	Ability to support the import/export of data in an XML format or comply with the US DOJ Global Justice XML data model.		
157	Ability to output reports in a .pdf or .html format.		
158	Ability to enable the user to schedule recurring reports to run at user-defined times and dates.		
159	Ability to create ad-hoc reports using third party report writers. (If provided, please include a list of supported third party report writers)		
160	Ability for the annual maintenance to include assistance in the development of customized reports.		
161	Ability to watermark or add other distinct designation over reports that have not been reviewed or finalized.		
162	Ability to associate all activity/progress on an incident, for example in a "spider web" view.		
163	<b>Report Types</b>		
164	IBRS/WIBRS case-by-case audit report showing offense and arrest errors		
165	IBRS/WIBRS monthly audit report showing offense and arrest errors		
166	Monthly Count of Offenses Known Report (Return A)		
167	Property Stolen by Classification Report		
168	Property by Type and Value Report (Supplement to Return A)		
169	Law Enforcement Officers Killed or Assaulted (LEOKA) Report		
170	Monthly Return of Arson Offenses Known to Law Enforcement Report		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
171	Supplementary Homicide Report		
172	Age, Sex, & Race of Persons Arrested (18 Years of Age and Over) Report		
173	Age, Sex, & Race of Persons Arrested (Under 18 Years of Age) Report		
174	Hate Crimes Report		
175	Bias Based Statistics		
176	Sexual Assault Report		
177	Citation Report (customizable report heading) based on search criteria of citation including date range, officer, beat/zone/area, citation type, and activity type, with or without totals.		
178	Incident Analysis by Classification Report (customizable report heading) based on search criteria of date range (occur to/from and report date), time range, officer, beat/zone/area, and classification (IBRS/WIBRS offense code), with options to print occur location, victim(s), suspect(s), property (by category of stolen, stolen/recovered, damaged, etc.), and vehicle(s) (by category of stolen, stolen/recovered, damaged, etc.), with or without totals.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
179	Incident Analysis by Beat Report (customizable report heading) based on search criteria of date range (occur to/from and report date), time, range, officer, beat/zone/area, and classification (IBRS/WIBRS offense code), with options to print occur location, victim(s), suspect(s), property (by category of stolen, stolen/recovered, damaged, etc.), and vehicle(s) (by category of stolen, stolen/recovered, damaged, etc.), with or without totals.		
180	Incident Property Value Report (customizable report heading) based on search criteria of date range (occur to/from and report date), time range, property category (stolen, stolen/recovered, damaged, etc.), and classification (IBRS/WIBRS offense code), with or without totals.		
181	Incident Vehicle Value Report (customizable report heading) based on search criteria of date range (occur to/from and report date), time range, vehicle category (stolen, stolen/recovered, damaged, etc.), and classification (IBRS/WIBRS offense code), with or without totals.		
182	Evidence Review, Disposition and Type of Report (customizable report heading) based on search criteria of review date range, officer type, officer, evidence type, review reason, disposition, and property type, with or without totals.		
183	<b>Traffic - Citations and Accidents</b>		
184	<b>General Citations Requirements:</b>		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
185	Ability to accept the import of citations data from the Wisconsin Badger TrACS system.		
186	Ability to manually enter citation data.		
187	Ability to update citations with court disposition.		
188	System has the ability to move a group of citations at one time.		
189	Ability to import citation disposition information from Courts.		
190	Ability to produce a summary of citations.		
191	<b>General Accident Requirements</b>		
192	Ability to capture all accident data as required by the State of Wisconsin		
193	Ability to manually enter accident data.		
194	Ability to accept the import of accident data from the Wisconsin Badger TrACS system.		
195	System supports the mapping of traffic accidents for the State of Wisconsin in Community Mapping.		
196	Ability to print imported accident reports.		
197	Ability to link citation records and accident records.		
198	<b>Uniform Crime Reporting (IBRS)/Wisconsin &amp; National Incident-Based Reporting System (WIBRS &amp; NIBRS)</b>		
199	Ability to provide for reporting State of Wisconsin IBRS/WIBRS and federally-approved NIBRS consistent with federal and State of Wisconsin requirements.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
200	Ability for the IBRS/WIBRS program to automatically pull from information routinely entered through the application software and not require special data entry immediately prior to IBRS/WIBRS generation.		
201	Ability to perform data validation on each case entered for errors prior to submission		
202	Ability to generate a monthly audit/validation report, searching offenses and arrests for errors.		
203	Ability to create monthly IBRS/WIBRS reports.		
204	<b>Crime Analysis</b>		
205	Ability to provide searching capabilities to allow users to search on a given field or a combination of fields		
206	Ability to enable users to attach and reference any number of reports or files associated with an incident, person's name, or property record for fast access to related information.		
207	Ability to accommodate the use of pin mapping for crime analysis, without the need to export the data for use in a third-party product.		
208	<b>Demographics</b>		
209	Ability to record demographic information of persons involved with routine traffic stops and any other law enforcement activities.		
210	Ability to automatically create a demographics report for each traffic stop if requested by agency.		
211	Ability to track gang activity, gang affiliations, etc.		
212	<b>Imaging</b>		



## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
212	Ability to be easily integrated within other modules of the application.		
213	Ability for the system to allow each record to store unlimited active images and unlimited archived images.		
214	Ability for all system images stored as individual as a non-proprietary format		
215	Ability to enable the user to view a lineup (front and profile) with a suspect randomly placed in a position with 8 photos and two blank boxes.		
216	Ability for users to be able to alter the position of individual photos in the montage, print them separately, and add other photos using drag & drop functionality.		
217	Ability to provide a visual framing during live video capture.		
218	Ability to display a preview of the captured image prior to final acceptance.		
219	Ability to ensure consistent image quality throughout the system.		
220	Ability to acquire an image from the windows clip board		
221	Ability to capture images with a TWAIN compliant device, such as a digital camera or scanner, from any terminal connected to the network.		
222	Ability for a thumbnail image to be enlarged by clicking the image.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
223	Ability to create a selection set (query) of images based on a single suspect or on a specific set of database physical and/or demographic data.		
224	Ability to dynamically resize the photo image while maintaining the image's original aspect ratio.		
225	Ability to post an image to the clipboard for use in other applications.		
226	Ability to allow users to display either the front or profile images within the lineup without switching to a separate window or initializing a separate utility.		
227	Ability to generate wristbands, ID cards, and/or wanted/missing posters without the images being integrated in the JMS database.		
228	<b>Evidence Management</b>		
229	Ability to enter multiple items without reentering common data elements?		
230	Ability for the Evidence Management Module and the RMS to be integrated.		
231	Ability for the owner of the evidence to be an integrated part of the central names table.		
232	Ability to audit the evidence room by scanning each item to run an inventory		
233	Ability to provide for tracking of the chain of custody.		
234	Ability to generate a Chain of Custody Report.		
235	Ability to maintain history of evidence movement		
236	Provide for the mass movement or relocation of evidence		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
237	Provide an alert for evidence that can be disposed of based upon agency defined time frames		
238	Ability to easily check evidence in and out		
239	System provides workflow for tracking evidence and deadlines to re-check, purge, etc.		
240	Ability to link cases in evidence such as multiple events, evidence seizures in a drug investigation that could be months apart		
241	Ability to enter, transfer and delete evidence		
242	Ability for the technician to create a report by specific types of evidence entered into inventory (e.g. Firearms, Found Property, Drugs).		
243	Ability to categorize evidence based upon categories defined by the agency.		
244	Ability to accommodate the use of bar coding capabilities and signature capture.		
245	Ability to utilize a wireless handheld scanner for the evidence module		
246	Ability to allow scanning of bar code data and/or manual entry.		
247	Ability to store both numeric and alpha formats.		
248	Ability to accommodate bar code input to access data entry modules.		
249	Ability to allow a user to manually search bar codes that have already been saved within the software.		
250	Ability to allow a user to use a scanner to search bar codes that have already been saved within the software.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
251	Ability to print bar coded item numbers, descriptions, storage locations, and changes of custody for fast, accurate transactions.		
252	<b>Civil Process</b>		
253	Ability to auto populate today's date on a new paper service		
254	Ability to change the date in the civil process module		
255	System provides an expiration date field in the civil process module		
256	System provides a court date field in the civil process module		
257	System supports agency customized numbering in the format xxxx-xxxxx		
258	System provides a comments field		
259	System provides a process type field with type ahead in the civil process module		
260	System provides a court number field for court assigned case numbers in the civil process module		
261	Ability to accommodate processes with any number of plaintiffs, defendants, witnesses, or garnishees.		
262	Ability for the name and personal information of the defendant to be an integrated part of the central names table.		
263	Ability for other names and personal information of each person and/or business involved an integrated part of the central names table (e.g. Plaintiff, Attorney or Service Requestor, Officer who served, etc.).		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
264	Ability to handle multiple process types to the same party.		
265	Ability to calculate mileage fees for completed or attempted services by a fixed mileage charge or a per mile charge.		
266	Ability to allow the agency to pre-define process charges and modify charge amounts when they are changed, and allow the user to override any charges entered.		
267	Ability to allow the user to enter virtually unlimited charges of any type for any process.		
268	Ability to allow the user to specify relationships of parties to process.		
269	Ability to print service worksheets.		
270	Ability for the user to modify the service worksheets when needed.		
271	Ability to print statements of costs suitable for use as bills and receipts.		
272	Ability to print a return for any person in the process on the day the person is served		
273	Ability to accommodate virtually unlimited attempts of service and allow documentation of each service attempt.		
274	Ability to provide space for narrative service instructions for each person and/or business served.		
275	Ability to allow billing or payment of funds to specified persons.		
276	System provides a field if a service attempt was successful in the civil process module		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
277	System tracks the date and time a service is attempted, including deputy name.		
278	Ability to batch print worksheets in the civil process module		
279	Ability to allow individual itemized statements (with dates selected by user) for outstanding files.		
280	Ability to document the person receiving the papers, relationship and location served		
281	Ability to provide applicable process reports, including process status summaries, service statistics, accounts payable and receivable, outstanding processes, etc.		
282	Ability to generate a Certificate of Non-Service.		
283	Ability to allow “Proofs of Service” to be modified by the user.		
284	System provides a field to enter the service amount and is linked to the invoice in the civil process module		
285	Ability to select required pre-payment for all requesters, except government or municipal agencies in the civil process module		
286	Ability to scan papers into the system		
287	System provides payment information fields		
288	System provides alerts for processes not closed by serve by date		
289	Ability to accommodate Sheriff’s Sales, including the Affidavit of Posting and Affidavit of Sale documents.		
290	Ability to customize fields that can be modified by the user.		
291	<b>Pawned Property (Optional)</b>		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
292	Ability to provide for tracking of pawned property reported to the agency by area pawnshops.		
293	Ability for pawned property to be fully integrated with the rest of the software application and modules.		
294	Ability for the pawned property application to specifically accommodate information needed for pawned property.		
295	Ability to provide for the collection of a pawnshop directory with detailed information about each pawnshop.		
296	Ability to provide pre-formatted reports.		
297	Ability to provide a means for the electronic import of pawned property data from pawnshops.		
298	Ability to allow the user to create pawn and ticket numbers.		
299	<b>Licenses and Permits (Optional)</b>		
300	Ability to track the permit and license types.		
301	Ability for agency to define which data elements are to be captured as part of each permit and license type.		
302	<b>Training</b>		
303	Ability to support separate training databases by member agency.		
304	Ability to document training received by employee.		
305	Ability to track mandatory training.		
306	Ability to allow individuals to view (not edit) their training records.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
307	Ability to designate personnel with edit rights to modify training records (e.g., Training Officer).		
308	Ability to track certifications (e.g., TIME)		
309	Ability to associate costs with each training course.		
310	Ability to associate reimbursable costs with training.		
311	Ability to identify source of funding (e.g., grant, department funded).		
312	Ability to identify training provider (e.g., local, USDOJ, etc.)		
313	Ability for costs to be associated with expenditures for each training course (e.g., meals, registration, etc.)		
314	Ability to associate expiration dates of training.		
315	Ability to generate a report of training and associated expiration dates.		
316	Ability to attach files to training records.		
317	Ability to maintain a list of instructors.		
318	Ability to track recertification dates.		
319	Ability to track mandatory training requirements.		
320	Ability to generate and print reports indicating upcoming training needs (i.e., who needs what training by what date).		
321	Ability to alert users and supervisors of upcoming certification expirations.		
322	Ability to track follow-up training for personnel who do not pass certification tests.		
323	Ability to assign training.		



## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
324	Ability to generate a notification to participants of upcoming class information (e.g. class location, time, date, etc.)		
325	Ability to define type of training (e.g., in-service, specialized)		
326	Ability when entering attendees of training to generate a list of individuals that were scheduled but did not attend.		
327	Ability for individuals to request training electronically.		
328	Ability for each member agency to define required supervisor approvals for training.		
329	Ability to post training information online.		
330	Ability to associate files to training (e.g., .ppt, videos, etc.)		
331	<b>Fleet Maintenance</b>		
332	Ability to track Fleet maintenance		
333	Ability to differentiate fleet by member agency.		
334	Ability to link vehicles with individuals.		
335	Ability to track all maintenance activity associated with a vehicle.		
336	Ability for agency to define the type of maintenance activities that are tracked.		
337	Ability to associate equipment with vehicle.		
338	Ability to track vehicle damage.		
339	Ability to update inventory totals.		
340	Ability to generate an inventory report.		
341	Ability to associate costs to vehicles.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
342	Ability to track the labor associated with a vehicle.		
343	Ability to track status of repair (in progress, pending, etc.)		
344	Ability to track fuel related data and costs within the software		
345	<b>K9 Training and General Features</b>		
346	Ability to track K9 training within the RMS.		
347	Ability to provide dedicated fields to capture K9 tracking information.		
348	Ability to generate a report of individual K9 details.		
349	<b>False Alarm Billing</b>		
350	Ability to accept false alarm incident data from the CAD system.		
351	Ability to manually add a false alarm incident.		
352	Ability for system to generate an account number.		
353	Ability to delete a false alarm account.		
354	Ability to support multiple contact addresses and phone numbers for each account.		
355	Ability to maintain a history of false alarms.		
356	Ability for agency to define a fee schedule for false alarms (e.g., Alarm 1 = \$0, Alarm 2 = \$50, etc.)		
357	Ability for the Agency to configure costs (i.e., Billing Rate) associated with each false alarm:		
358	Ability to record receipt of payment.		
359	Ability to generate reports on an on-demand basis.		
360	<b>Internal Affairs</b>		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
361	Ability to record complaints, infractions, awards on an employee.		
362	Ability for each member agency to maintain its internal affairs database completely separate from each other agency		
363	Ability to have a unique master name file in the Internal Affairs System.		
364	Ability to support the import of data from other RMS modules but not share data to other RMS modules.		
365	Ability to capture accident information.		
366	Ability to generate a report based upon the above information captured.		
367	<b>Personnel</b>		
368	Ability to maintain separate personnel databases for each member agency.		
369	Ability to provide fields to capture personnel information.		
370	Ability to assign an employee to a "role".		
371	Ability for user to generate a report of pending Evaluation Dates.		
372	Ability to attach a photo to a personnel record.		
373	Ability to generate a report of disciplinary action history (both active and/or inactive).		
374	Ability to associate expirations with disciplinary action.		
375	Ability to generate a report of pending expiration dates for disciplinary action.		

## Appendix A – Functional Requirements

Item #	RMS Functional Requirements	Response	Comments
376	Ability to track all changes to personnel information (e.g., promotions, transfers).		
377	Ability to attach files to a personnel record.		
378	Ability to maintain history of personnel information that may change over time (e.g., address, phone, etc.)		
379	<b>Miscellaneous Informational References</b>		
380	Ability to add reference materials generated by agency (for example state statutes, agency SOP, etc.).		
381	Ability to email case files, photos and reports from cases to other users or agencies		
382	Ability to add memos/directives that can be added from Email or scanning.		
383	Ability to have the capability of capturing rosters, such as Homeless Shelters.		
384	Ability to have the capability of property/landlord referral management.		
385	Ability to track school logs with parent information including yearbook photo.		

## Appendix A – Functional Requirements

**Table 7: Jail Management Functional Requirements**

Item #	JMS Functional Requirements	Response	Comments
	General JMS Requirements	F,P,C,NA	
1	System is a site based license		
2	System provides a single sign on		
3	Ability to log case information		
4	Ability to add searchable fields		
5	Ability to customize field names		
6	Ability to add photos, videos, documents to individual records and view them without downloading them to a local workstation		
7	System has the ability to easily enter shift logs with pre-programmed codes		
8	System provides easy tabs on the home page		
9	Ability to set housing restrictions based on classification score (I.e. 1's and 2's can be housed in same cell, but not with 3,4,or5's)		
10	Ability to do a partial name search under master name		
11	Ability to search all fields in the JMS system		
12	Ability to add new fields		
13	Ability to scan documents		
14	System provides configurable dashboard/message board		
15	System provides regional data sharing as long as we can redact certain fields		
16	System provides standard built in forms.		

## Appendix A – Functional Requirements

Item #	JMS Functional Requirements	Response	Comments
17	System provides configurable fields – admin defined including field categories		
18	System provides for the creation of custom forms		
19	Ability to navigate within the system without logging back to home screen		
20	System provides daily transport/movement schedule		
21	<b>Workflow</b>		
22	Ability to create updates to disciplinary reports for inmates, noting if they request a hearing or not, and what the disposition is (innocent/guilty)		
23	Ability to modify workflow		
24	Ability to maintain address history instead of replacing /overwriting them		
25	System provides color coded watches		
26	System provides flow of information, easily transition from one tack to another in bookings etc.		
27	Ability to make certain fields mandatory		
28	Ability to release by charge		
29	Ability to schedule group events for inmates in work release with a calendar view		
30	Ability to access any report involving that inmate from their inmate screen...so I can see if there are 20 reports that Johnny B. Good was involved in without searching for each one individually		

## Appendix A – Functional Requirements

Item #	JMS Functional Requirements	Response	Comments
31	Ability to review past charges based upon inmate name		
32	<b>System Notifications</b>		
33	System provides alerts for special conditions		
34	System provides alerts for warrants		
35	System has the ability for notification in JMS of upcoming review in COMPAS		
36	<b>JMS Modules</b>		
37	System provides a grievance module / annotating and tracking		
38	System provides a built-in classification module or full interface with two-way data sharing		
39	System provides real time house movement between COMPAS and JMS.		
40	System has the ability to import pictures into COMPAS		
41	System provides warrant entry/cancellation be interfaced with CIB to eliminate dual entry		
42	System provides PREA review for housing purposes		
43	<b>Inmate Management</b>		
44	Ability to customize and change medical conditions		
45	Ability to create schedules for Huber inmates by week or month		

## Appendix A – Functional Requirements

Item #	JMS Functional Requirements	Response	Comments
46	System has a log function wherein staff can log activities such as meal service, medication, etc. and also add their own entries for non-common occurrences in the facility (ex - fire drill conducted in B160)		
47	System has the ability to attach video, pictures or scan documents to inmate records		
48	System has the ability to look up past charges without closing the current incarceration and reviewing each previous incarceration		
49	System has the ability to show what property was released and why		
50	System provides scannable wristbands that can be scanned to verify the inmate's identity.		
51	System has the ability to view inmate's past housing and movement		
52	System has the ability to add alerts from inmate screen, without going into master indices		
53	System provides a temporary release process		
54	System provides housing plans under each inmate		
55	Ability to use a no contact or keep separate function		
56	Ability to log all appointments/court/etc. from the inmate screen, not have to go to different area of system		



## Appendix A – Functional Requirements

Item #	JMS Functional Requirements	Response	Comments
57	System provides multiple detainer fields per inmate (i.e. 2 counties have a hold, plus ice, if one drops it the others stay in place)		
58	System provides streamlined property logging and releasing		
59	Ability to enter and modify alerts from the inmate screen		
60	Ability to set a maximum out time for work release subjects		
61	Ability to log special confinements (seg/admin confinement)		
62	Ability to search medical questions		
63	Ability to include escape in the inmate status drop down		
64	Ability to include DNA collected		
65	Ability for current charges separated by released charges		
66	Ability to click one button to access a master name for a current confinement to modify subject's alerts or correct the master name		
67	Ability to click on the body part diagram to select the identifier (scars, tattoos, piercings, etc.) and enter the description		
68	Ability to view history of all arrests of an inmate with charges		
69	Ability to log inmates into activities (church, AA, GED)		

## Appendix A – Functional Requirements

Item #	JMS Functional Requirements	Response	Comments
70	Ability to easily check inmate's into/out of programming and system will verify keep separates		
71	System provides simple reporting customization		
72	Ability to import charges/information from mobile/RMS for new bookings		
73	<b>Reporting Capabilities</b>		
74	Ability to filter reports that have not been reviewed or approved by a supervisor		
75	Ability to view all associated reports from an individual inmate's confinement screen.		
76	Ability to automatically print release reports		
77	Ability to access incident reports by inmate or full search		
78	Ability to create a no contact/keep separate list report		
79	Ability to create disciplinary rights and grievance forms that can be attached to the incident reports in the system		
80	Ability to create a bail report from new bookings		
81	Ability in the property release report to show items released to family/friends or as evidence during the confinement		
82	Ability in the property release report to list items missing with a disposition		

## Appendix A – Functional Requirements

Item #	JMS Functional Requirements	Response	Comments
83	Ability in the property release report to generate a release report for Huber releases with a signature page indicating the subject is leaving with their property		
84	Ability to modify where property is stored in the facility, upon release of property to an inmate.		
85	Ability to reassign property into storage that was previously released to an inmate.		
86	Ability to select multiple confinement reports including medical, initial intake form, booking report and wristband with the number of copies printed		
87	System allows all reports to be viewed, without printing them.		
88	<b>Visitation</b>		
89	Ability during visitation to check the approved visitors		
90	Ability to log new visitors and approve and log visits for existing visitors on one screen		
91	Ability to automatically have a set end time. For example it be programmed for 20 min visits so if I enter a start time of 1020, it automatically enters 1040 when I tab over.		

## Appendix A – Functional Requirements

**Table 8: Interface Requirements**

Item #	Interface Requirements	Response	Comments
	Interface Name	F,P,C,NA	
	<b>Wisconsin TIME System</b>		
1	Ability to initiate TIME System inquiries from CAD, Mobile and RMS devices.		
2	Ability to alert user of CIB/NCIC returns.		
3	Ability to access the TIME system from multiple applications and workstations (e.g., not workstation or concurrent user dependent).		
4	Ability to set automatic queries to the TIME system when name or vehicle information is entered		
5	Ability for TIME returns to automatically populate fields.		
6	Ability for TIME system returns from the CAD system to attach to the Call For Service record.		
7	Ability to provide access to CIB/NCIC forms from the RMS.		
8	Ability to archive CIB/NCIC queries and responses.		
9	Ability to search and retrieve information on all CIB/NCIC queries and responses.		
10	Ability to perform functions within the RMS in submitting data to NCIC.		
11	<b>BadgerTraCS10</b>		
12	Ability to import form data from the Wisconsin Badger TraCS10 system into the RMS module.		

## Appendix A – Functional Requirements

Item #	Interface Requirements	Response	Comments
13	Ability to transfer TIME query information from the CAD/Mobile to the Wisconsin Badger TraCS10 system.		
14	<b>JMS Interfaces</b>		
15	Ability to support and access Crossmatch Fingerprint to include photos		
16	System interfaces with Northpointe COMPAS, if classification is not built-in		
17	System provides an interface with ECS (American Data)		
18	System provides an interface with Stellar Services LLC Inmate Banking		
19	System provides an interface to the inmate phone system, currently GTL.		
20	<b>VINE</b>		
21	Ability to support a VINE interface.		
22	Ability to send Temporary Restraining information to VINE to update information.		
23	Ability for queries to be made to VINE.		
24	<b>TIPPS</b>		
25	Ability to support TIPPS - court software for non-criminal offenses		
26	<b>Email</b>		
27	System provides an interface to Exchange Online for the ability to email from case management		
28	Ability to initiate TIME System inquiries from CAD, Mobile and RMS devices.		

## Appendix A – Functional Requirements

Item #	Interface Requirements	Response	Comments
29	Ability to alert user of CIB/NCIC returns.		
31	Ability to set automatic queries to the TIME system when name or vehicle information is entered		
32	Ability for TIME returns to automatically populate fields.		
33	Ability for TIME system returns from the CAD system to attach to the Call For Service record.		
34	Ability to provide access to CIB/NCIC forms from the RMS.		

## Appendix A – Functional Requirements

**Table 9: Field Based Reporting Requirements**

Item #	FBR Requirements	Response	Comments
	General Requirements	F,P,C,NA	
1	Ability to enter incident reports in CAD, Mobile or desktop.		
2	Ability to support a multi-jurisdictional environment.		
3	Ability to support unique reporting requirements for each Member Agency.		
4	Ability to capture information required for IBR and NIBRS reporting.		
5	Ability to capture name information.		
6	Ability to capture location information.		
7	Ability to capture property information from the field.		
8	Ability to enter an unlimited number of persons, property, vehicles, offenses, Identification types.		
9	Ability to provide a day/night mode.		
10	Ability to initiate queries into one or more databases from within the field reporting application.		
11	Ability to attach files to reports.		
12	Ability to enter and review reports from the squad car		
13	Ability to enter evidence records from the squad car		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
14	System provides full RMS capabilities in squad to include read/ review full reports and add forms /photos directly to the case file		
15	Ability for vendor to provide code tables compliant with NCIC, IBRS standards.		
16	Ability to support digital signatures.		
17	System Integration		
18	Ability to automatically logon to the field reporting application upon logon to the Mobile application.		
19	Ability to populate field report fields with required information captured in CAD (e.g., in the event a user is completing an incident report in a desktop environment). If any information cannot be transferred to the field reporting application, indicate the data fields in the "comments" section.		
20	Ability to receive dispatch alerts and/or indicators while field reporting application is in use.		
21	Ability to incorporate coordinates from mobile mapping into field report.		
22	Ability to link a case report to related call for service record in the CFS module.		
23	Ability to handle multiple case reports (e.g., originals, supplemental) per CAD incident.		



## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
24	Ability to provide external system query functionality and features available in the RMS in the field reporting software.		
25	Ability to enter booking data and submit the data to JMS prior to report finalization.		
26	Ability to send subject information to JMS in real-time.		
27	Ability to update data in the RMS application as soon as the report approval process is completed. Multiple users must be able to view/edit concurrently.		
28	<b>Data Entry</b>		
29	Ability for multiple officers to simultaneously provide input to a single case report after a case report number is assigned.		
30	Ability to support input via a variety of devices.		
31	Ability to accelerate routine data entry tasks (i.e., workflow functionality).		
32	Ability to auto-populate based on matches on identification fields within the MNI (e.g., name, social security number, driver's license number)		
33	Code-driven drop-down menus		
34	Shortcut keys (e.g., BRO = Brown)		
35	Ability to provide user entering a name with a list of potential existing master name records based on a variety of criteria.		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
36	Ability to include codes for non-criminal activity in offense code table (e.g., for incidents that do not involve criminal activity but which the agency would like to track).		
37	Ability for each member agency to update codes at their discretion.		
38	Ability to support the population of data fields from query returns (e.g., Master Name Index, NCIC)		
39	Ability to query RMS, JMS TIME system databases and systems upon entry of a name.		
40	General Data Quality Controls		
41	Ability to provide word processing capabilities on narrative and comment fields.		
42	Ability for drop down lists to incorporate NCIC codes where applicable.		
43	Ability to define mandatory fields in data entry screens.		
44	Ability to identify mandatory fields based on previously entered data (e.g., crime type).		
45	Ability to limit available values in subsequent code tables based on previously entered data (e.g., crime type).		
46	Ability to visually distinguish between mandatory and optional fields.		
47	Ability to prompt user to complete any mandatory fields not completed.		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
48	Data Validation		
49	Ability to perform data validation at time of entry or time of submission.		
50	Ability to allow a user to enter data into subsequent data fields if a data field fails validation (or data is missing).		
51	Ability for agency to designate which fields require data validation.		
52	Ability to validate data to ensure that only valid codes have been used.		
53	Ability to validate location information at time of data entry.		
54	Ability to indicate unverified locations.		
55	Ability to validate location information against CAD geofile.		
56	Report Writing and Development		
56	Ability to capture offense information for multiple offenses.		
57	Ability to assign multiple offenses to multiple individuals within an incident report (e.g., two offenses go to person A, one goes to person B).		
58	Ability to translate offenses codes into UCR codes.		
59	Ability to accommodate reports for non-criminal activity (e.g., informational).		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
60	Ability to create a dictionary of standard language templates for reports that officers input frequently (e.g., standard language for domestic violence situations).		
61	Ability to enter narratives of unlimited length in all report types. If limited, enter the maximum permissible in the "comments" section.		
62	Ability to identify all required forms/reports based on offense type.		
63	Ability to populate data across report forms to eliminate redundant data entry.		
64	Ability for corrected data in a field (e.g., address) to auto populate across related report forms.		
65	Ability to link incident reports (e.g., arrest report and use of force report).		
66	Ability to automatically populate relevant fields of the arrest module with data already in the Master Name Index (MNI).		
67	<b>Form Generation and Modification</b>		
68	Ability for Agency to create custom reports (e.g., form generator).		
69	Ability for Agency to modify vendor provided reports (e.g., re-name data fields, add data fields, delete data fields, etc.)		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
70	Ability to modify any reports (vendor provided or created by Agency) over the lifetime of the System.		
71	Ability for vendor to develop all agency-specific reports during implementation.		
72	Ability for all reports to automatically import appropriate data elements from other reports and/or master indices.		
73	Ability to develop unique agency-defined questionnaires for specific reports (e.g., Runaway)		
74	Ability to print questionnaires for signatures		
75	Ability to capture digital signatures		
76	Arrest/Incident Reporting		
77	Ability to document incident and arrest information that captures all IBRS required fields.		
78	Ability for Agency to add data fields to the arrest report (e.g., for non-IBRS data elements that the Agency would like to track).		
79	Ability for Agency to delete data fields to the arrest report.		
80	Ability for Agency to modify data fields to the arrest report.		
81	Ability to document arrests for multiple agencies.		
82	Ability to enter individual arrest information.		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
83	Ability to enter mass arrest information.		
84	Ability to support multiple charges per individual.		
85	Ability to link information entered in the arrest database to all other applicable modules to eliminate the potential for duplicate data entry.		
86	Ability to link an arrest report number with an incident report number.		
87	Ability to export arrest information for pre-population into the booking module of the JMS.		
88	Ability to provide arrest forms specific to adults and juvenile arrests.		
89	Ability to capture parent/guardian information from juvenile arrests.		
90	Field Interviews		
91	Ability to log field contacts from the field reporting software.		
92	Ability to automatically query the master name index upon entering a field contact.		
93	Ability for field interview names to be added to the MNI.		
94	Ability for user to be automatically notified of any alerts associated with the individual from the master name index search.		
95	Ability to automatically update master indices upon submittal of a field contact.		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
96	Ability to create and maintain field contact records with agency-defined data elements.		
97	Ability to auto populate the field contact fields from CAD.		
98	Ability to track and associate a field contact record with an incident/case number.		
99	Use of Force		
100	Ability to capture information on use of force.		
101	Ability for use of force report incidents to automatically link an individual's personnel record.		
102	Ability to link use of force reports to original incident report.		
103	Citations and Accident Reporting		
104	Ability to support an interface with Badger TrACS and transfer incident information from the Badger TrACS.		
105	False Alarm Reports		
106	Ability to capture information regarding False Alarm Reports.		
107	Supplemental Reports		
108	Ability to add new information to a report after the initial case report has been submitted and approved.		
109	Ability when writing a supplemental report to view the original incident report.		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
110	Ability to permit users to complete supplemental reports in the Field Reporting system before the original report is submitted to RMS.		
111	Ability for multiple officers to simultaneously create and add supplemental reports regarding the same event.		
112	Ability to link supplemental reports to the original report.		
113	Ability to populate supplemental reports with information already in system.		
114	Report Initiation		
115	Ability for each member agency to define call types that require an incident report to be written.		
116	Ability to initiate a field report for the primary officer upon entry in the CAD application of a disposition code for a call type requiring a report.		
117	Ability for CAD incident data to automatically populate a report.		
118	Ability for agency to define which CAD data populates a report.		
119	Report Submission		
120	Ability to submit reports from the field.		
121	Ability to send confirmation indicating automated field reporting upload was completed successfully.		



## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
122	Ability to save a copy of an active report locally until the user receives confirmation of receipt of data from the RMS.		
123	Ability to automatically maintain a log of automated field reporting transactions.		
124	Ability to ensure that reports are compliant with UCR reporting requirements prior to submission.		
125	Ability to prevent submission of a report with UCR errors.		
126	Ability to ensure that reports are compliant with agency-defined reporting requirements (e.g., mandatory fields) prior to submission.		
127	Ability to prevent submission of a report with missing information in agency-designated fields.		
128	Ability to prompt officer as to which fields require correction.		
129	Ability to describe the nature of the correction required.		
130	Report Approval		
131	Ability for officers to submit reports electronically to a report approval queue (i.e., not to specific individual)		
132	Ability to configure the automated field reporting system to support agency-specific processes/workflow.		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
133	Ability to determine which type of reports require approval (e.g., arrest/incident vs. field interview) at the member and agency levels.		
134	Ability to alert supervisors that a report is ready for review via email or mobile messaging.		
135	Ability for officers to indicate that a report requires immediate supervisor attention.		
136	Ability for supervisors to receive, review, approve or reject a report when logged onto the System.		
137	Ability to lock a report from edits following report approval.		
138	Ability to provide the supervisor the option of approving the report or returning the report to an officer for corrections.		
139	Ability for supervisors to attach electronic to notes to a report to indicate to the officer areas that need to correction.		
140	Ability for system to automatically delete corrective messages after a report has been approved by a supervisor.		
141	Ability to track the status of reports (e.g., unwritten, incomplete, awaiting approval, approved).		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
142	Ability to provide separate approval process workflows dependent upon report type (e.g., primary vs. supplemental).		
143	Ability for records personnel to complete an accuracy review for reporting requirement compliance prior to adding report to the RMS database.		
144	Ability for records personnel to send reports back to supervisors if reports do not comply with reporting requirements.		
145	Ability to designate personnel with the capability to modify submitted reports (e.g., supervisor/records personnel modify data fields).		
146	Ability to designate what data fields may be modified by individuals that are not the report author.		
147	Ability to electronically route reports to individuals, role type or groups.		
148	<b>Report Workflow Management</b>		
149	Ability to work on multiple reports and multiple incidents simultaneously and toggle among them at the user's discretion.		
150	Ability to save reports in progress.		
151	Ability to save reports locally.		

## Appendix A – Functional Requirements

Item #	FBR Requirements	Response	Comments
152	Ability to automatically save incomplete reports at the network level so that a user can access the report at a later time from a computer other than the one used to start the original report.		
153	Ability to enter data when offline.		
154	Ability to begin to write and pre-populate a report at any time (following dispatch but prior to incident closure).		
155	Ability to display the rejected or outstanding reports upon logon to the field reporting system.		
156	Ability to notify officers of rejected reports.		
157	Ability to notify officers of outstanding reports before logging off the Field Reporting system.		
158	Ability for supervisors to see which reports have not been completed at the end of the shift.		

## Appendix A – Functional Requirements

**Table 10: Computer Aided Dispatch Requirements**

Item #	CAD Requirements	Response	Comments
	General CAD Requirements	F,P,C,NA	
1	Ability to accommodate multi-disciplinary call taking and dispatching for Law Enforcement, Fire, EMS		
2	Ability to dispatch both fire/EMS and law enforcement units from the same CAD window.		
3	Ability to limit dispatch to only fire/EMS or only law enforcement from a single CAD window.		
4	Ability to comply and maintain compliance with published NENA NG-911 standards.		
5	Ability to capture all CAD transactions in an audit log.		
6	Ability to support multiple monitors.		
7	Ability to swap users without logging off system.		
8	Ability for system to automatically generate an incident number.		
9	Ability for each member agency to have a unique identifier regarding incident numbers (e.g., all BPD related events have "BPD" as prefix).		
10	Ability to support Member Agency-defined incident types (i.e., incident types are defined by the Agency, but may be exclusive to the dispatched agency).		
11	Ability to designate workstation roles and limit modification/data entry features (e.g., a member agency supervisor may view incidents only but not modify incidents).		
12	System supports single sign on for access to all modules		
13	System provides a separate training environment		
14	System can be backed up while in use		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
15	System does not require down time for routine updates		
16	Ability to support remote access to CAD.		
17	Ability to perform the following via remote access:		
17-a	Monitor and create Incidents		
17-b	Run Queries, Monitor AVL units, Dispatch Incidents		
18	<b>Application User Interface</b>		
19	Ability to customize the graphical interface at the user and agency levels		
20	Ability to customize the following: (Note: if certain features are customizable at only the user or agency level, indicate as such in the "Comments" field):		
20-a	Font size, type, colors		
20-b	Window background color, sizes, and locations		
20-c	Order in which fields are displayed		
21	Ability for agency to configure which options are configurable by the user.		
22	Ability for agency to define fields that are mandatory to display in status windows.		
23	Ability for user to enlarge and shrink columns in their status windows.		
24	Ability to save windows configurations based on user IDs (e.g., not workstation-specific).		
25	Ability to reset configuration to default settings.		
26	Ability to maintain configuration settings during upgrades.		
27	Ability to support Windows-like functionality, including but not limited to:		
27-a	Minimize/Maximize Windows		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
27-b	Multiple Windows open simultaneously		
27-c	Tile/Cascade Windows.		
28	Ability to display system messages without affecting work in progress.		
29	Ability to display one or more status windows at the same time.		
30	<b>General Data Entry</b>		
31	Ability to support data entry via:		
31-a	Mouse (point and click)		
31-b	Command line entry		
31-c	Preformatted data entry screens (e.g., dedicated data fields)		
32	Ability to click on the map and pull the location into the address field.		
33	Ability to provide type ahead capability such that the user can continue entering data while the system is processing a previous transaction.		
34	Drop down menus and auto completion		
35	Ability to provide word processing capabilities on narrative and comment fields, including, but not limited to: Text wrap, paragraph formatting, bullets and numbering, copy and paste, grammar check		
36	Ability for new call notes to appear at the top of the call notes section.		
37	<b>Time Stamps</b>		
38	Ability to automatically time stamp all activities.		
39	<b>Timers</b>		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
40	Ability to configure incident timers and alerts based upon member agency-defined parameters (e.g., type of incident, unit arrival time, priority status which are unique to each dispatched agency) and times.		
41	Ability to associate timers with: Unit Status updates, Incident type, response time, Incident status and priority type.		
42	Ability to alert user to the expiration of the timer via audible and visual alert		
43	Ability to configure the alerts to repeat at member agency-defined intervals until the timer has been reset.		
44	Ability to manually set incident timers and alerts.		
45	Ability to display call timers on CAD screens.		
46	Ability to record acknowledgement of timer alert.		
47	Ability to Modify to new time value, reset or stop timer.		
48	<b>Flags and Alerts</b>		
49	Ability, upon entering an address, to automatically present user any visual or audible flags/alerts associated with the address, including but not limited to Hazard and Premise history information		
50	Ability to require dispatchers to acknowledge that they have viewed hazards.		
51	Ability when querying a name for user to be notified of an associated alert (e.g., if a person was flagged in the RMS, if a person is wanted via NCIC).		
52	Ability for flags/alerts to be dynamic (e.g., user can click on flag for additional information).		
53	Ability to provide incident history of address when creating an incident.		



## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
54	Ability for users to sort summary of past incidents by:		
54-a	Chronological order (most recent call shown first)		
54-b	Call type		
55	Ability to add a temporary flag, comment or note to a location.		
56	Ability for user to add a flag/alert.		
57	Ability to associate an expiration with a flag/alert.		
58	Ability to notify personnel of pending expiration of a temporary flag.		
59	Ability to include flagged information with dispatches sent to responding units.		
60	Ability to flag an incident.		
61	Ability to forward a flagged incident to a specific user.		
62	<b>B. Call Taking</b>		
63	<b>Call Receipt</b>		
64	Ability to receive call data from:		
64-a	E9-1-1 phone system		
64-b	Private alarm companies (ASAP)		
64-c	TDD/TTY		
65	<b>Call Data Entry</b>		
66	Ability to enter incidents using preformatted screens.		
67	Ability for Agency to determine order of fields in preformatted screen.		
68	Ability for Agency to determine what data elements are captured as part of the preformatted screen.		
69	Ability to capture all incoming call information from the E9-1-1 system (Note: Information that cannot be transferred into the CAD application should be indicated in the "comments" field).		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
70	Ability to automatically populate CAD screen with information from E9-1-1 application (no manual intervention required).		
71	Ability to populate CAD screen with information from E9-1-1 application via manual intervention (e.g., function key, mouse click).		
72	Ability for narrative fields to have an unlimited number of characters		
73	Ability to enter standard information in defined fields for the following:		
73-a	Individuals (caller, witness, suspect)		
73-b	Vehicle		
73-c	Location		
74	Ability for Agency-defined fields to automatically query the Wisconsin TIME system and attach to call record.		
75	Ability to generate an incident from a previous incident.		
76	Ability for call taker and dispatcher to work on the same call for service simultaneously.		
77	Ability to transfer a call to a dispatcher with location and incident type only.		
78	Ability for call taker to add comments to a call after it has been dispatched and automatically update the dispatchers screen.		
79	Ability to alert dispatcher that the call taker has added information by:		
79-a	Audible alert		
79-b	Visible alert		
80	<b>Location Capture</b>		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
81	Ability to receive geographic coordinates from a cellular telephone carrier.		
82	Ability to relate X/Y coordinates to an actual address.		
83	Ability to transform X/Y coordinates to a map for display.		
84	Ability to capture incident location separately from caller location.		
85	Ability to capture multiple locations outside of caller location.		
86	Ability to enter a location for an event via:		
86-a	Street address		
86-b	Block number or address range		
86-c	Commonplace name		
86-d	Intersections		
86-e	Highway (hy) or county trunk highway (cth) addresses		
86-f	X/Y coordinates		
86-g	Point and click on a map		
87	Ability to type in either street first when entering intersections.		
88	Ability to save identical intersection names with different address points.		
89	Ability to parse address data into the following elements:		
89-a	Street number		
89-b	Street name		
89-c	Street prefix		
89-d	Street suffix		
89-e	Street type (Ave, Ln)		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
89-f	Unit type		
89-g	Unit number		
89-h	City		
90	Ability to capture the following information upon receipt of a wireless 9-1-1 call:		
90-a	X/Y coordinates		
90-b	Closest street address		
90-c	Nearest cross street		
91	<b>Location Verification</b>		
92	Ability to geoverify location of all entered addresses.		
93	Ability to override geoverified location.		
94	Ability to validate an entry upon:		
94-a	Operator request (e.g., press a button)		
94-b	Entry into location field		
95	Ability to create a report of all overridden geoverified locations.		
96	Ability upon address verification for system to auto-populate associated fields (e.g., zip code, town, etc.)		
97	Ability for addresses entered by field units (e.g., on a self-dispatch) to correctly populate all address fields in the CAD record.		
98	Ability to support Phase I wireless location validation from cellular callers.		
99	Ability to support Phase II wireless location validation from cellular callers.		
100	Ability to use the ALI reported location address for address verification.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
101	Ability to use the coordinate-based geofile to determine if there are premise or hazard records within a defined radius of the call.		
102	Ability to enter a street name and be presented with:		
102-a	Aliases		
102-b	Associated address ranges		
102-c	List of cross streets		
103	Ability to automatically display the following upon entry of a verified address:		
103-a	High/low cross streets		
103-b	Common place names		
103-c	Business name		
103-d	Police Response Area		
103-e	Fire Response Area		
103-f	EMS Response Area		
103-g	Apartment complex names		
104	Ability to translate call location to appropriate public safety geographical boundary (e.g., district, beat, sector).		
105	Ability to translate alias names to actual street names or addresses.		
106	Ability to enter a commonplace name and be presented with a list of addresses with that commonplace name (e.g., McDonald's search)		
107	Ability to notify user through a visual and/or audible flag if multiple street addresses/street names/intersections are found in geofile.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
108	Ability to offer a list of address options if multiple similar addresses/intersections/street names are found in geofile.		
109	Ability to display, on a map, the incident location in relation to other active incidents on the map during the incident entry process.		
110	Ability to manually verify an address without creating an event.		
111	<b>Call Classification and Prioritization</b>		
112	Ability to display a drop-down list containing call types.		
113	Ability to support unique call types for multiple agencies.		
114	Ability for each member agency to associate priorities with call types.		
115	Ability for user to override associated priority.		
116	Ability to change call type without impacting active call data.		
117	<b>Incident Initiation</b>		
118	Ability to initiate an incident from the input of location and type code.		
119	Ability to input all call and narrative information on one screen.		
120	Ability to display a blank form for entering new incidents with a single keystroke, mouse click or function key upon initiation of a CAD incident.		
121	Ability to enter incidents using:		
121-a	Standard call entry screen form		
121-b	CAD command on a command line		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
122	Ability to suspend the entry of an incident but maintain partially completed data.		
123	Ability to support multiple partially complete incidents.		
124	Ability for call for service record to indicate if call data entry was suspended.		
125	Ability to timestamp suspension and reactivation of call entry.		
126	<b>Duplicate Call Management</b>		
127	Ability to identify and flag potential duplicate calls.		
128	Ability to display proximity calls on a map (e.g., to assist dispatchers in identifying possible duplicate calls).		
129	Ability for Agency to define parameters of duplicate call identification (e.g., defined proximity, definition of "recently closed", etc.).		
130	Ability to provide the user with incident details related to possible duplicate incidents:		
131	<b>Premise Information Retrieval</b>		
132	Ability to automatically initiate, upon address verification, an address inquiry to search for associated premise information in CAD.		
133	Ability for premise information searches to query for flagged information in the Law RMS.		
134	Ability to search for premise information based on:		
134-a	Address		
134-b	Sub-address (e.g., unit number, building floor, apartment number)		
134- c	Partial address information (e.g., all addresses with apartment 14)		
134-d	Block ranges		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
134-e	Current business name		
134-f	Historic business name (unlimited number)		
134-g	Common place names		
134-h	Intersections		
135	Ability to search for premise information on locations not associated with incidents.		
136	Ability to automatically show premise history related to a current incident.		
137	Ability to indicate the number of past incidents at a location.		
138	Ability to retrieve and attach to a CAD call any information associated with the premise (e.g., pre-plan information, previous calls for service).		
139	Ability for map to display all known hazards within a user-defined radius.		
140	Ability to record in the incident history that premise history has been viewed by the user.		
141	Ability to recall any incident or premise history that has been viewed (e.g., does not allow for only one time view of premise history or incident).		
142	Ability for premise information to be available to user but not prevent operator from continuing current work (e.g., window does not cover entire workstation screen).		
143	<b>Incident Scheduling</b>		
144	Ability to enter incidents scheduled for dispatching at a later time, maintaining the original time of entry.		
145	Ability to modify incidents scheduled for dispatching at a later time, maintaining the original time of entry.		



## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
146	Ability for scheduled incident to automatically enter the pending queue.		
147	Ability to cancel incidents scheduled for dispatching at a later time maintaining the original time of entry.		
148	Ability to stack scheduled incident calls.		
149	Ability for officers to self-dispatch to scheduled incidents.		
150	Ability to visually distinguish and display scheduled incidents.		
151	<b>Non-Dispatched Incidents</b>		
152	Ability to record incidents in which no dispatch occurs.		
153	Ability to re-open a non-dispatched incident.		
154	Ability for non-dispatched incidents to be excluded from status windows (e.g., pending).		
155	Ability to associate a unit with a non-dispatched incident.		
156	<b>Differential Response Questionnaire</b>		
157	Ability to support an interface with an EMD system in which the EMD system is automatically launched upon entry of a call type and actions taken are associated with the incident record. In the "comments" field, indicate with which EMD products the vendor has successfully provided an interface.		
158	<b>Dispatching</b>		
159	<b>CAD Incident Retrieval</b>		
160	Ability to cause a distinct change on the dispatcher's screen to indicate transfer of the call from a call taker via:		
161-a	Audible alert		
161-b	Visual alert		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
162	Ability to cause a distinct change on the dispatcher's screen to indicate any change in the incident (e.g., comments added, location change) via:		
162-a	Audible alert		
162-b	Visual alert		
163	Ability to retrieve a CAD incident and review all available information already entered up to the point of incident retrieval.		
164	Ability to keep incidents in pending queue indefinitely.		
165	Ability to sort pending incidents by:		
165-a	Priority		
165-b	Location		
165-c	Type		
165-d	Time pending		
166	Ability to associate timers with call priority in pending queue (e.g., alert user after 5 minutes in pending queue if Priority 3 call, 2 minutes if Priority 2 call, etc.).		
167	<b>Resource Recommendation</b>		
168	Ability to automatically provide appropriate resource recommendations based on any combination of:		
168-a	AVL location		
168-b	Beat/Location responsibility		
168-c	Natural boundaries		
168-d	Obstacles		
168-e	Traffic		
168-f	Speed limits		
168-g	Street network		
168-h	Street direction		
168-i	Equipment Required		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
168-j	Incident location		
168-k	Incident type		
168-l	Occupancy type (e.g. residential, office building)		
168-m	Priority		
168-n	Pre-defined response plans (response area plan)		
168-o	Run order		
168-p	Special conditions (e.g., heightened response)		
168-q	Special Skills required		
168-r	Type of units required		
168-s	Number of units required		
168-t	Unit status		
169	Ability to determine resource recommendation factors based on unique response plans per Member Agency (e.g., BPD recommends 3 units for an incident SCSD recommends 2 units).		
170	Ability to prioritize unit response based on incident type so that appropriate units are automatically recommended and/or dispatched in priority order.		
171	Ability to recommend units from multiple agencies.		
172	Ability for each member agency to have a unique identifier, but share the same incident number when dispatched to the same event (e.g., in responding to the same incident, BPD receives "BPD-001" while SCSD receives "SCSD-001").		
173	Ability to re-recommend closest units (e.g., a new unit comes into service).		
174	Ability for system to update the unit recommendation if user makes relevant incident information changes (e.g., call type, location, alarm level).		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
175	Ability to visually alert user when system updates unit recommendation.		
176	Ability to record the unit recommendation as it was presented to the dispatcher.		
177	Ability to query the system for unit recommendation without creating an incident (e.g., verifying a response plan).		
178	Ability to transfer an incident to another dispatcher at any time.		
179	Ability to create and track temporary units (e.g., mutual aid response).		
180	<b>Run Orders</b>		
181	Ability to enter response plans or run cards with predefined responses to any combination of the following:		
181-a	Specific Address		
181-b	Address Type		
181-c	Address Range		
181-d	Incident Type		
181-e	Agency-defined geographic areas		
182	Ability to enter response plans or run cards specific to a member agency.		
183	Ability for agency to define response areas using polygon/drawing tool.		
184	Ability to have multiple levels of response or alarm levels for each incident.		
185	Ability to incorporate move-ups as part of a run order.		
186	Ability to print run cards.		
187	Ability to assign multiple alarm levels for run cards.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
188	Ability to define a date/time range that a run card is active.		
189	Ability to have multiple backups continually checked so that backup units are always recommended in the order set up.		
190	Ability to add special response narratives to run cards (e.g., pre-arrival instructions).		
191	Ability to modify run cards.		
192	Ability to support multiple sets of run cards and run orders and allow agency to swap run cards/run orders on-the-fly.		
193	Ability to associate MABAS (Mutual Aid Box Alarm System) recommendations with Run order.		
194	<b>Available Skills / Resources</b>		
195	Ability to bring up a list of specialized skills/training/equipment/resources for:		
195-a	All available personnel		
195-b	All personnel logged on		
195-c	A specific person		
195-d	Available vehicles		
195-e	A specific vehicle		
195-f	Units assigned to call		
195-g	All units available		
195-h	Units/personnel not available or not logged on.		
196	<b>Resource Dispatch</b>		
197	Ability for dispatcher to select and assign/re-assign recommended units using Command line, mouse, preformatted data entry screens.		
198	Ability to dispatch units by:		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
198-a	Accepting the proposed application recommended units		
198-b	Selecting and dispatching units other than those recommended by the application		
198-c	Selecting some, but not all, of the recommended units		
199	Ability to log recommendation overrides in the audit trail (e.g., log recommended units versus dispatched units).		
200	Ability for CAD application to do the following upon dispatch:		
200-a	Assign the recommended or requested units		
200-b	Initiate any alphanumeric paging		
200-c	Initiate radio paging		
200-d	Hiplink or other interface		
200-e	Activate Rip and Run printers		
200-f	Remove the incident from the pending queue		
200-g	Send the incident to the assigned unit's mobile computer		
200-h	Start the status timers		
200-i	Update the status display		
201	Ability to dispatch more than one unit at a time to the same call.		
202	Ability to assign or add multiple units to an incident with a single command.		
203	Ability to assign a unit to an incident to which it was not originally recommended.		
204	Ability to dispatch multiple member agency units (e.g., BPD and SCSD) to the same call.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
205	Ability to provide sender notification that dispatches have been successfully delivered.		
206	<b>Field-Initiated Calls for Service</b>		
207	Ability for dispatcher to enter field-initiated incidents (e.g., traffic stop).		
208	Ability to add additional units to a field-initiated incident (e.g., traffic stop, subject stop).		
209	Ability to capture unit ID number when incidents are initiated by a unit in the field.		
210	Ability for dispatcher to use one command to enter a field-initiated incident and place the initiating unit on-scene.		
211	Ability for dispatcher to record the following information when a unit is placed in a traffic stop status and the information is available:		
211-a	Location of the stop		
211-b	Number of occupants in the vehicle		
211-c	Vehicle license plate		
211-d	State of registration		
211-e	Vehicle identifier (make, model, color)		
211-f	Driver Information		
212	Ability for dispatcher to put a unit on a traffic stop and run the plate in one step.		
213	Ability to geo-validate locations.		
214	Ability for field personnel to initiate a call for service from the mobile computer.		
215	Ability to limit field self-initiated calls to specific call types.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
216	Ability to limit field self-initiated calls to specific unit types.		
217	Ability to limit field self-initiated calls by Member Agency.		
218	Ability to capture AVL coordinates when field personnel initiate a call for service from the mobile computer.		
219	<b>Unit Assignment to CAD Incident</b>		
220	Ability to update unit status to associate the dispatched unit or units with the CAD incident.		
221	Ability for multiple new call windows to be open simultaneously		
222	Ability to take a unit off a call and reassign the unit to a new call via:		
222-a	Single command		
222-b	Drag and drop		
222-c	Preformatted data entry screens (e.g., dedicated data fields)		
223	Ability to use one command to both dispatch and put "on scene" field personnel.		
224	<b>Pre-Arrival Instructions</b>		
225	Ability to associate pre-arrival instructions based upon:		
225-a	Incident Type		
225-b	Incident Location		
225-c	Chief Complaint		
226	Ability to transfer pre-arrival instructions to dispatched units.		
227	Ability to modify pre-arrival instructions by:		
227-a	System Administrator (or individual with appropriate security rights)		



## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
227-b	Operator (on-the-fly modifications)		
228	Ability to track all modifications to pre-arrival instructions.		
229	<b>Call Stacking/Queuing</b>		
230	Ability to hold an incident for a specific unit.		
231	Ability to automatically (without user intervention) notify the dispatcher of a held incident when the unit becomes available.		
232	Ability for dispatcher to hold more than one incident to a given unit or resource (call stacking).		
233	Ability for administrator to turn call stacking on and off.		
234	Ability to stack calls based on priority.		
235	<b>Call Preemption</b>		
236	Ability to pull a unit off an incident and reassign the unit to a new incident.		
237	Ability to return CAD incident to the pending dispatch queue if all units are removed from an active incident.		
238	Ability to visually indicate a preempted call (e.g., color code).		
239	Ability to support a swap feature to allow two units to swap incidents with a single command.		
240	<b>Standard Operating Procedures</b>		
241	Ability to access SOPs from the CAD application.		
242	Ability to display SOPs without overriding the CAD display.		
243	Ability to access the SOP based on call type and/or location.		
244	<b>Unit Management</b>		
245	<b>Unit Placement in Service</b>		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
246	Ability to log one or more units on-duty/off-duty with a single command.		
247	Ability to require Member Agency defined criteria upon log-on.		
248	Ability to automatically assign a beat to a unit upon log-on.		
249	Ability to define a roster (e.g. squad, company).		
250	Ability to place all units in a previously defined roster on or off-duty.		
251	Ability to log a fire apparatus into service without tying individuals to the apparatus.		
252	Ability to identify fire units by special equipment.		
253	Ability to designate a unit available for only certain types of calls.		
254	Ability for Mobile units to log themselves onto CAD.		
255	Ability for personnel to be associated with any mobile unit (e.g., vehicle, apparatus).		
256	Ability to associate multiple individuals with a unit.		
257	Ability to visually distinguish units with multiple individuals.		
258	Ability to indicate a unit that does not have a mobile computer.		
259	Ability to manage units without a mobile computer.		
260	Ability to place an apparatus back in service when it is within an agency-defined radius of its station.		
261	Ability to assign a unit to a defined area (e.g., beat).		
262	Ability to associate units with beats.		
263	Ability to assign a unit to multiple beats.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
264	Ability of Mobile unit to log off, without being removed from service within CAD		
265	Ability to modify a unit's assignment during a shift.		
266	<b>Cross Staffing</b>		
267	Ability to identify company personnel capable of staffing multiple resources.		
268	Ability to assign company personnel to the appropriate apparatus depending on the nature of the emergency.		
269	Ability to prioritize which apparatus is staffed first based on call type.		
270	Ability to remove an apparatus from service if personnel are not available to staff the apparatus.		
271	Ability to place an apparatus back in service when personnel are available to staff the apparatus.		
272	Ability to recognize an apparatus for multiple purposes (e.g., apparatus serving as both truck and engine).		
273	Ability for CAD system to recognize the purpose for which the multi-purpose apparatus is responding as.		
274	<b>Unit Status Display</b>		
275	Ability to monitor an unlimited number of units.		
276	Ability to update unit status (indicate methods for updating unit status in "comments" field).		
277	Ability to display all unit statuses.		
278	Ability for Agency to define unit status types.		
279	Ability to associate a default availability with each status (e.g., unit available when in particular status).		
280	Ability to pair unit statuses (e.g., when a unit goes on training, his paired unit automatically transfer the identical unit status).		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
281	Ability to display the following unit information:		
281-a	Beat		
281-b	Call type		
281-c	Current incident number		
281-d	Current location		
281-e	Status		
281-f	Elapsed time in status		
281-g	Last known location		
281-h	Logged onto Mobile (Y/N)		
281-i	Original location		
281-j	Radio ID		
281-k	Special skills/equipment		
281-l	Station		
281-m	Unit ID/call sign		
281-n	Member Agency		
282	Ability to automatically update and display unit status.		
283	Ability for user to refine/filter which Member Agency units to display.		
284	Ability to divide window views by any unit information (e.g., all units assigned to a special assignment could be displayed in a separate window).		
285	Ability to sort displayed data by any unit information (e.g., station, shift, incident, unit, location, status).		
286	Ability to visually differentiate, through color, text and/or symbol, units in varying status or conditions.		
287	Ability to visually differentiate, through color, text and/or symbol, types of units at incident.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
288	Ability to use symbols or characters in the unit status display to supplement unit status color.		
289	Ability to show units on the CAD mapping display.		
290	Ability to use color to distinguish unit type and status on the CAD mapping display.		
291	<b>Unit Activity Tracking</b>		
292	Ability to record all unit assignments.		
293	Ability to record all unit locations.		
294	Ability to record all unit status changes.		
295	Ability to review unit status history within the CAD application.		
296	Ability for all unit activity to be linked to the call for service record.		
297	Ability to search upon unit activity by:		
297-a	Unit		
297-b	Location		
298	Ability to track multiple locations associated with a single incident (e.g., in the event a call is open but an officer is going to additional locations).		
299	Ability to search any address associated with an incident.		
300	Ability to access the original call for service record when researching an address with an associated incident.		
301	<b>On-Scene Arrival Tracking</b>		
302	Ability to record multiple arrival times associated with different statuses (e.g., arrival at a staging area, arrival at the scene).		
303	Ability to record multiple units arriving:		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
300-a	At one time (all at once)		
300-b	At different times		
304	Ability to automatically mark an assigned unit on-scene when it comes within a certain number of feet of the incident location (with AVL functionality).		
305	<b>Status Monitoring</b>		
306	Ability to initiate status changes via the following methods:		
306-a	Data fields		
306-b	Function key		
306-c	Mouse click (e.g., screen icon)		
307	Ability to automatically notify users monitoring or displaying the incident that information has changed via a visual alert.		
308	<b>Unit Clearance</b>		
309	Ability to clear one unit from a CAD incident while allowing the other assigned units to remain on the call.		
310	Ability to select any number of units to clear from CAD incident.		
311	Ability to clear all units simultaneously from a CAD incident.		
312	Ability to require a disposition to be entered prior to clearing the last unit from a CAD incident.		
313	<b>Incident Management</b>		
314	<b>CAD Call Display</b>		
315	Ability to monitor an unlimited number of incidents (if limited, indicate the maximum in the "comments" field).		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
316	Ability to add an unlimited number of units to an incident (if limited, indicate the maximum in the "comments" field).		
317	Ability to dynamically display (e.g., automatically update) incident status data in a summary window (status monitor).		
318	Ability to allow for an unlimited number of agency-defined incident statuses (if limited, indicate the maximum number in the "comments" field).		
319	Ability to display a window listing pending and holding incidents entered from any CAD workstation.		
320	Ability to view incident details of one or more incidents at a time.		
321	Ability to click on an active incident and highlight all assigned units in the unit monitoring window.		
322	Ability to show incidents on the CAD mapping display.		
323	Ability to use Agency-defined colors to distinguish call priority and status.		
324	Ability to accommodate multiple locations for one call.		
325	Ability to accommodate different units at different locations within one call.		
326	<b>CAD Incident Updates</b>		
327	Ability for any authorized user to add new or additional information to a CAD incident.		
328	Ability for one or more users to simultaneously add incident information to an incident.		
329	Ability to automatically identify (e.g., ID stamp) the operator adding information to a call.		
330	Ability upon entry of a name to automatically query:		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
330-a	RMS		
330-b	TIME System		
331	Ability to update the status of the call as new information is received including, but not limited to:		
331-a	Call type		
331-b	Call priority		
331-c	Incident location		
331-d	Fire alarm level		
331-e	Comments		
332	Ability to display updated call information immediately after new information is added to an open call.		
333	Ability to filter narrative information to display narrative information in chronological order.		
334	Ability for narrative information to display in reverse chronological order by default.		
335	Ability to simultaneously notify dispatcher and dispatched units of updated information.		
336	Ability for dispatcher screen to update automatically as new information is added to a call.		
337	Ability to show a timestamp with all updates to CAD incident record.		
338	Ability to show user identification information with updates to CAD incident records.		
339	Ability to attach all TIME system returns to incident records.		
340	Ability to attach information to a closed call.		
341	<b>Reopening CAD Incidents</b>		
342	Ability to reopen closed incidents.		



## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
343	Ability to reopen a closed call without losing previously recorded date and timestamps.		
344	Ability to assign units to reopened calls.		
345	Ability for dispatchers to add comments to a CAD call record after the call is closed without reopening the incident.		
346	<b>Cross-Referencing Calls</b>		
347	Ability to cross-reference two or more active incidents.		
348	Ability to cross-reference active and closed incidents.		
349	<b>CAD Mapping</b>		
350	<b>General Mapping Requirements</b>		
351	Ability for mapping functionality to be integrated into CAD starting at call receipt and continuing through to the conclusion of a CAD incident.		
352	Ability to view map in a separate window.		
353	Ability to allow users to configure map views including, but not limited to:		
353-a	Font size		
353-b	Level of detail		
353-c	Screen size		
354	Ability to use a mouse to "click on" a point at any zoom level and have the street name and latitude/longitude information displayed.		
355	Ability to display street information on map.		
356	Ability to support the import of mapping information from an ESRI ArcGIS Server.		
357	Ability for GIS data to be continually updated from an ESRI ArcGIS Server.		
358	Ability to integrate oblique aerial photography layers.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
359	<b>Map Layers</b>		
360	Ability for users to define which map layers are displayed.		
361	Ability for Agency to define which map layers are mandatory to display.		
362	Ability to indicate that additional information (e.g., attached files or additional map layer data) is associated with a location displayed on the map.		
363	Ability to display links to additional information associated with a location displayed on the map.		
364	Ability to access additional information associated with a location displayed on the map by clicking on the links.		
365	Ability to click on a location on a map and pull up any supplemental information (e.g. fire pre-plan, hazards, incident history) associated with an agency-defined perimeter around the location (address, building, block).		
366	<b>Call Management Support</b>		
367	Ability to map incoming 911 calls.		
368	Ability to label all call locations with the call number.		
369	Ability to distinguish between Phase I and Phase II on map by using different symbols, colors and/or text.		
370	Ability for map to display certainty data regarding Phase II.		
371	Ability to display incident location on map when incident is retrieved.		
372	Ability to view on map the locations of:		
372-a	All pending and dispatched calls for service		
372-b	Units based on AVL or last known locations		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
373	Ability to retrieve a call for service and have it automatically show up on the map.		
374	Ability to select a unit and have its location automatically display on the map.		
375	Ability to drill down into the specific information on the map (e.g., mouse click on icon).		
376	Ability to obtain call history of an address through drill down functionality on the map.		
377	Ability to display on-scene unit ID with incident number and call type.		
378	Ability to hover/click on map and display:		
378-a	Incident location		
378-b	Incident number		
378-c	Units assigned to call		
379	Ability to click on a map, and generate a query based on the selected address.		
380	Ability for operator to modify an incident's address and subsequently undergo the address verification procedure.		
381	<b>Map Navigation</b>		
382	Ability to provide users with the following map navigation functionality:		
382-a	Pan from given area to adjacent area		
382-b	Return back to previous view		
382-c	Zoom in on area for enhanced detail		
382-d	Zoom out of an area		
382-e	Move up and down		
382-f	Move left and right		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
383	Ability for user to update/modify map displays (e.g., preset default zoom levels and views).		
384	Ability to utilize color, text, and/or symbols to distinguish status of unit.		
384-a	Incident Type		
384-b	Unit Status		
385	Ability for map to center on and zoom to location upon incident entry.		
386	Ability to center map display on:		
386-a	CAD incident location		
386-b	Last known location of vehicle (AVL or unit status)		
386-c	Specified geographic area		
386-d	Specified vehicle/unit		
386-e	Vehicle activating emergency button		
387	Ability to zoom to relevant map location by searching on available map layer information.		
388	<b>Routing Directions</b>		
389	Ability to provide directions to an incident from a unit's last known location or, if available, current location based on AVL.		
390	Ability to adjust routing recommendations based on closed streets.		
391	Ability to close streets by clicking on a specific area (e.g., street, hundred block area) from the CAD map.		
392	Ability for user to define an expected duration for street closures.		
393	Ability to push closed street information to mobile computers.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
394	Ability to project anticipated response times between two points on a map.		
395	<b>Geofile Administration</b>		
396	Ability to accommodate an unlimited number of map layers.		
397	Ability to add geofile layers as needed.		
398	Ability to turn map layers off and on.		
399	Ability to associate geofile data with:		
399-a	Address		
399-b	Response zone		
399-c	Geopolitical boundary		
399-d	X/Y coordinates		
400	Ability for agency to assign addresses to grids.		
401	Ability for agency to assign multiple grids to a response area.		
402	Ability to force adherence to user-defined addressing standards (e.g., abbreviations and directions).		
403	Ability for geofile administrator to change reporting boundaries (e.g., areas, beats and districts).		
404	Ability to support agency-defined location fields, including, but not limited to:		
404-a	Apartment building name		
404-b	Apartment number (e.g., ½, #5, 2D, D2)		
404-c	Block range		
404-d	Business name		
404-e	City		
404-f	Common place name		
404-g	Exact address		
404-h	Intersections		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
404-i	Limited access roadways and highways		
404-j	Mile markers		
404-k	On ramps, off ramps, exit numbers (including direction)		
404-l	Overpasses		
404-m	Prefix		
404-n	Route number		
404-o	Street abbreviation		
404-p	Street alias		
404-q	Street name		
404-r	Street type		
404-s	Subdivisions		
404-t	Suffix		
404-u	X/Y coordinates		
405	Ability to update the system with a new geofile without system downtime or degradation.		
406	Ability to test new geofile updates "offline" for accuracy and errors, prior to updating the "live" geofile.		
407	Ability for geofile updates to be recognized without requiring logging off and logging back on to the system.		
408	Ability to include overlays and overhead photography in mapping application.		
409	Ability to attach premise information (e.g., hazards and gate codes) to addresses.		
410	<b>Automatic Vehicle Location (AVL)</b>		
411	System accommodates GPS devices connected to Mobile Data Computers for locating vehicles		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
412	System supports devices that comply with both the Trimble ASCII Interface Protocol (TAIP) and the National Marine Electronics Association (NMEA) protocol		
413	Ability to support the use of a continuous, real-time AVL system via a CAD interface.		
414	Ability to utilize AVL cross county/jurisdictional lines with agencies who are not on the same CAD system.		
415	Ability to recommend agencies via AVL that are not on the same CAD system.		
416	Ability for each member agency of the Consortium to choose to use or not use AVL.		
417	Ability to prevent individual units from turning off AVL.		
418	Ability for system administrator to turn AVL on/off by:		
418-a	Member Agencies of the Consortium		
418-b	Unit		
419	Ability to default to member agency-defined defaults for dispatching when the unit's AVL is turned off.		
420	Ability to display average speed of vehicle between two points when data is polled.		
421	Ability to prevent use of on-scene function if unit is not within an agency-defined radius of incident.		
422	Ability to prevent use of on-scene function if unit is not within a Member Agency-defined radius of incident (e.g., BPD different than SCSD).		
423	Ability to capture, save and report on the average vehicle speed between two points.		
424	Ability to generate reports from AVL data, including:		
424-a	Vehicle route		
424-b	Speeds along the route		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
425	Ability to provide an AVL playback utility.		
426	Ability for playback utility to support a multiple squad playback.		
427	<b>Contractor Rotation List</b>		
428	Ability to maintain multiple contractor rotation lists.		
429	Ability for system to recommend a contractor based on any combination of the following:		
429-a	Equipment Required		
429-b	Type of tow		
429-c	Order in Rotation		
429-d	Incident Location		
429-e	Time of day (e.g., hours of operation)		
429-f	By Member Agency		
430	Ability to store multiple tow lists by member agency (e.g., member agencies have special tow companies based upon type of tow, BPD and SCSD have separate tow companies).		
431	Ability to include reason for the tow.		
432	Ability to designate eligible tow companies based upon incident location.		
433	Ability to attach tow history to a call for service record.		
434	Ability to automatically place a contractor at the end of the rotation list after selected for service.		
435	Ability to record that a contractor was selected from the service rotation list.		
436	Ability to recommend the next available contractor if the initial contractor is unavailable.		
437	Ability to record reason why a contractor was not selected.		



## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
438	Ability to suspend a contractor from the rotation.		
439	Ability to associate a timed re-activation from suspension for a contractor (e.g., suspension expiration).		
440	Ability to manually re-activate a suspended contractor.		
441	Ability to document the reason for a suspended contractor.		
442	Ability to record contractor response.		
443	Ability to define timeframe for Contractor rotation list.		
444	Ability to associate a timer with a contractor request.		
445	Ability to start a timer upon requesting a contractor.		
446	Ability for agency to set a default time to a contractor timer.		
447	Ability to timestamp a contractor's arrival on scene		
448	Ability to place contractor at top of list if incident is cancelled.		
449	Ability to override contractor recommendation.		
450	Ability to enter a contractor that is not part of the rotation.		
451	Ability to associate multiple vehicles with a single tow incident.		
452	Ability for all actions regarding the contractor rotation and selection be associated with an incident record.		
453	<b>Call Disposition</b>		
454	<b>Disposition Recording</b>		
455	Ability for the Agency to define incident disposition codes.		
456	Ability for each member agency type of the Consortium to have unique disposition codes (i.e., BPD and SCSO		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
	share disposition codes, but BFD has unique disposition codes).		
457	Ability to filter disposition codes by Agency type (e.g., fire and law enforcement each have their own lists of disposition codes).		
458	Ability to support an unlimited number of disposition codes (if limited, enter the maximum in the "comments" field).		
459	Ability to require a disposition code before an incident can be cleared.		
460	Ability for either dispatchers or field personnel to enter the disposition code.		
461	Ability to generate a case number, when a written report is required		
462	Ability to email cad sheets in a standard file format without a conversion process		
463	Ability to enter comments of unlimited-length along with a disposition (if limited, entered the maximum in the "comments" field).		
464	Ability to attach a file to a call for service record.		
465	<b>Report Need Determination</b>		
466	Ability to identify whether a report is required based on disposition type and/or call type.		
467	Ability to transfer call for service data to:		
467-a	Law Enforcement RMS		
467-b	Law Enforcement Field Reporting (e.g., to initiate a report)		
467-d	Fire RMS		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
468	Ability to transfer call for service data:		
468-a	Upon transfer to dispatcher		
468-b	Upon incident closure		
468-c	On demand (i.e., manual initiation of transfer)		
469	<b>Communications Supervisor Support</b>		
470	Ability for a communications supervisor to monitor system configuration and current staffing (e.g., who is signed-on, at what position, and with what responsibilities).		
471	Ability for a CAD workstation to be configured as a supervisor workstation upon logon of a user with a CAD supervisor profile.		
472	Ability for a supervisor to choose logon type (supervisor vs. dispatcher) upon workstation logon.		
473	Ability for a communications supervisor to monitor activity on any user workstation.		
474	Ability for supervisor to override actions taken by any other operator.		
475	Ability to notify dispatcher of any changes made by supervisor.		
476	Ability to identify dispatch origin (e.g., dispatcher or dispatch supervisor) of modifications.		
477	<b>Operational Queries</b>		
478	Ability to query the TIME system from within the CAD application.		
479	Ability to query the Police RMS from within the CAD application.		
479-a	Wild card		
479-b	Partial word		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
479-c	Soundex		
480	Ability for external queries to be performed automatically when entered into a CAD incident record.		
481	Ability to notify user of associated alerts from external queries.		
482	Ability to attach query returns to the call for service record.		
483	Ability to visually distinguish query returns (e.g., information is highlighted).		
484	Ability to visually distinguish agency-defined key words (e.g., TIME query returns information as stolen, the word "stolen" is highlighted")		
485	Ability to populate the TIME query mask with data in the incident record:		
485-a	Person Information		
485-b	Vehicle Information		
486	Ability to automatically run a registered vehicle owner in TIME upon return of a license plate query.		
487	Ability to query and view the following by any public safety boundary layer (e.g., beat, sector):		
487-a	Active calls		
487-b	Assigned calls		
487-c	Closed calls		
487-d	Priority calls		
487-e	Waiting (pending) calls		
488	Ability to query unit history by any combination of:		
488-a	Date and time range (e.g., start and end date and time parameters)		
488-b	Unit ID, field personnel ID, or employee number		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
488-c	Dispatcher		
488-d	Location		
488-e	Member Agency, incident number		
489	Ability to review historical information related to:		
489-a	Call		
489-b	Location		
489-c	Unit		
489-d	Employee / employee ID		
490	Ability to query response area activity by:		
490-a	Unit ID		
490-b	Call source (field personnel initiated, dispatch, agency, type of phone line, etc.)		
490-c	Date and time range		
490-d	Disposition, Incident type,		
491	Ability to isolate queries in the database to a single member agency's incidents (e.g., BPD vs. SCSD).		
492	<b>False Alarms</b>		
493	Ability to create an incident from information obtained from an alarm monitoring unit.		
494	Ability to create a false alarm disposition.		
495	Ability to transfer false alarms to a false alarm billing module in the RMS with the following information:		
495-a	Incident Address		
495-b	Business Name		
495-c	Date / Time		
495-d	Incident #		
496	<b>Be-On-The-Lookouts (BOLOs)</b>		
497	Ability to create and maintain BOLOs.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
498	Ability to provide an audit trail for BOLOs.		
499	Ability to provide the following fields for a BOLO record:		
499-a	Date issued/expired		
499-b	Nature of the BOLO, priority		
499-c	Subject/Vehicle information		
499-d	Narrative		
500	Ability to search for BOLO based upon any of the above-mentioned items.		
501	Ability to accommodate multiple subjects/vehicles in a BOLO.		
502	Ability to attach a file, photo and update a BOLO.		
503	Ability to set time limits for BOLO retention.		
504	Ability to designate groups or individuals to whom BOLOs should be sent.		
505	Ability to link BOLOs to an address such that the BOLO is retrieved when that address is referenced (e.g., in a call for service or report).		
506	Ability to link BOLOs to an incident.		
507	Ability to transfer BOLO information fields from an incident.		
508	Ability to query BOLOs by address.		
509	Ability to view history of recent, archived, and expired BOLOs.		
510	Ability to search expired BOLO records.		
511	<b>Management Reporting</b>		
512	<b>CAD Reporting</b>		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
513	Ability to create ad hoc CAD reports based on any data fields in the CAD database. Reports based on officer activity or response times, Incident types, or any incident creation or analysis times, dispatch user, or geographical related.		
514	Ability to run CAD reports without exiting the operational CAD application.		
515	Ability to capture a snap shot, based on day and time parameters, of:		
515-a	A workstation		
515-b	General CAD system		
515-c	Ability to print a chronological incident report.		
516	Ability to print audit report of changes to incident records including:		
516-a	Transaction type (deletion, edit, etc.)		
516-b	Unit ID		
516-c	Workstation/terminal ID		
516-d	Before and after value		
517	Ability to export reports.		
518	Ability to view requested reports prior to printing.		
519	<b>Messaging - CAD and Mobile</b>		
520	<b>General Messaging Features</b>		
521	Ability to support a minimum of the following messaging functions to and from any CAD address:		
521-a	CAD-to-CAD messaging		
521-b	CAD-to-mobile messaging		
521-c	Mobile-to-CAD messaging		
521-d	Mobile-to-mobile messaging		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
522	Ability to display the following identifiers within a message:		
522-a	Sender name/ID		
522-b	Sender date		
522-c	Sender time		
522-d	Receiver name/ID		
522-e	Receiver date		
522-f	Receiver time		
523	Ability to send messages to a user who is not logged into CAD/Mobile and cache that message for retrieval when the user logs onto CAD/Mobile.		
524	Ability for message server to continuously attempt to deliver a message until received and confirmed.		
525	Ability for user to retrieve cached messages upon logon.		
526	Ability to assign a priority to a message (e.g., routine, urgent, emergency).		
527	Ability to store messages for later viewing.		
528	Ability for messages to be sorted by most recent or first received.		
529	<b>Sending Messages</b>		
530	Ability to create and save message groups.		
531	Ability to send messages across agencies (e.g., law enforcement to fire and vice versa).		
532	Ability to send broadcast messages.		
533	Ability of users to select any number of people as part of a message group with no limitation on the number of people in a group.		



## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
534	Ability to enter unlimited narrative with wrap-around feature (if characters are limited, indicate the maximum in the "comments" section).		
535	Ability to automatically populate the "To" field on the message mask when selecting recipients.		
536	Ability to select a recipient by a single command to create a message (e.g., double click on a logged on user and message screen pops up).		
537	Ability to attach files to messages.		
538	Ability to embed photos in messages.		
539	Ability to set agency-defined file size limit.		
540	Ability to send a message to all units handling a specific incident.		
541	Ability to transmit a reply message to the originator of a currently displayed message without having to reenter the originator's address.		
542	Ability to transmit a "reply all" message to multiple recipients that were part of the originator's message group.		
543	Ability to forward a message.		
544	Ability to create messages that are retained in the system and sent at pre-specified times.		
545	Ability to provide a notification for delivery of messages to the device.		
546	Ability to provide a notification for non-delivery of messages (i.e., a message sent to a device or group of devices could not be delivered if a user is not signed-on to the device(s)).		
547	Ability to identify which users are currently logged on.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
548	<b>Receiving Messages</b>		
549	Ability to notify receiver via an audible and/or visual flag that a new message has arrived in mailbox.		
550	Ability to prevent incoming messages from interfering with current work.		
551	Ability to notify receiver of total number of unread messages.		
552	Ability to prevent incoming messages from overlaying the screen.		
553	Ability for messages to be queued in an "inbox" for later viewing at the convenience of users.		
554	Ability to query message logs by agency-defined criteria (e.g., date/time range, sender, recipient, device).		
555	Ability to note time opened/read by receiver.		
556	Ability to clear a message from the queue.		
557	Ability to retain a message in the queue.		
558	Ability for supervisors to monitor messages.		
559	Ability for supervisors to search messages by a text string (e.g., to identify inappropriate language use)		
560	Ability to archive messages.		
561	Ability to save message logs for an agency-determined period of time.		
562	Ability to purge message logs for an agency-determined period of time.		
563	<b>Paging</b>		
564	Ability to generate a page from within CAD via lamResponding.com		
565	Ability for system to automatically page appropriate personnel dependent upon:		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
565-a	Incident Type		
565-b	Incident Location		
565-c	Responding member agency		
565-d	Responding units		
566	Ability for Agency to determine which data elements are transferred as part of page.		
567	Ability to create paging groups within CAD.		
568	Ability to page multiple groups simultaneously.		
569	Ability to perform a broadcast page to all users.		
570	Ability for user to select which groups or individuals to page from within CAD.		
571	Ability to send pages via email.		
572	<b>CAD System Administration</b>		
573	<b>CAD Table Maintenance</b>		
574	Event error logs (so vendor can identify and troubleshoot errors)		
575	Ability to allow the agency to define the following:		
575-a	Category codes for pull-down lists		
575-b	Codes for each valid call disposition used when clearing a call		
575-c	Codes for the methods the agency receives calls (e.g., 911, cell phone)		
575-d	Codes used to identify areas for statistical reporting reasons		
575-e	Dispatch codes		
575-f	Priorities assigned to calls codes		
575-g	Response procedures		
575-h	Subtypes of calls		
576	Ability to configure status code colors.		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
577	<b>CAD Configuration</b>		
578	Ability for agency to create data entry screens.		
579	Ability for agency to define data fields within entry screens.		
580	Ability for agency to define mandatory data fields.		
581	Ability to configure the field entry sequence.		
5812	Ability to create agency-defined data lists for all configurable drop-down menus.		
583	Ability for agency to configure alerts:		
583-a	Ability to enter up to 1000 characters		
583-b	Associated message displayed		
583-c	Audible indicator		
583-d	Visual indicator		
584	<b>Premise File Maintenance</b>		
585	Ability to update/create CAD premise history files.		
586	Ability to automatically update premise history when an incident occurs.		
587	Ability to capture the following information when creating premise history:		
587-a	Date and time stamp		
587-b	Date of incident		
587-c	Disposition		
587-d	Type of incident		
587-e	Incident number		
587-f	Narrative text of unlimited length (if limited, indicate maximum in the "comments" field)		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
588	Ability to capture and maintain specific premise information by groups of addresses (e.g., all apartments in an apartment complex, all houses in a subdivision).		
589	Ability to store premise information for an agency-defined length of time.		
590	Ability to purge premise information from a location (e.g., if it is known that the tenant/owner generating the incidents has moved).		
591	Ability to store premise information for a specific apartment unit/suite number.		
592	Ability to define valid date ranges for time limited premise information at a given location (e.g., information valid between <start date> and <end date>).		
593	Ability to archive expired premise file information.		
594	Ability to include in a premise record the following information when premise information is added or changed:		
594a	Expiration date		
594b	Unit ID of person entering information		
595	Ability to attach files to a premise record (e.g., keyholder, floor plans, building diagrams, special instructions).		
596	Ability to access files attached to a premise record:		
596-a	In CAD environment		
596-b	In Mobile environment		
597	<b>Hazard File Maintenance</b>		
598	Ability to enter hazards associated with:		
598-a	Persons		

## Appendix A – Functional Requirements

Item #	CAD Requirements	Response	Comments
598-b	Specific locations		
598-c	Address ranges		
598-d	Vehicles		
599	Ability to record with an entered hazard:		
599-a	Expiration date		
599-b	Time and date stamp at time of entry		
599-c	ID of person entering information		
600	Ability to assign expiration dates to hazards.		
601	Ability to create lists of hazards by category		
602	Ability to print hazards and hazard lists		
603	<b>Flags and Notifications Maintenance</b>		
604	Ability to provide narrative information with flags.		
605	Ability to keep hazard and event flags in CAD system for an unlimited length of time until manually removed by administrator/supervisor.		
606	Ability to notify system administrator when flags exceed an agency-defined time period.		
607	Ability to archive deleted hazards and event flags.		
608	Ability to set an expiration date for a flag or notification.		
609	Ability to maintain a record of deleted hazards and event flags.		
610	<b>Emergency Contacts</b>		
611	Ability to maintain a list of emergency contacts.		
612	Ability to link emergency contacts with an address.		

## Appendix A – Functional Requirements

**Table 11: Mobile Computing Functional Requirements**

Item #	Mobile Computing Functional Requirements	Response	Comments
1	<b>General Mobile Requirements</b>	<b>F,P,C,NA</b>	
2	Ability to support automatic screen refreshes of information.		
3	Ability to support mobile devices via:		
3-a	Laptops		
3-b	Tablets		
3-c	Smartphones		
4	Ability to require manual intervention for screen refresh.		
5	Ability to log all mobile activities (e.g., chats, queries, uploads/downloads of field reports) with the following information:		
5-a	Agency		
5-b	Date and time of transmission		
5-c	Incident number		
5-d	Mobile Workstation ID		
5-e	User ID/name		
5-f	Vehicle ID		
6	System provides a visual alert if Mobile is receiving a negative response from CAD system (no connection to CAD).		
7	System provides car to car chat and dispatch to car chat.		
8	Ability to send chat messages to the mdc for users that are not logged in to receive upon login.		
9	System provides a built in probable cause statement in the mobile system		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
10	System allows for the Review of reports electronically, without printing		
11	Ability to display a court calendar on the MDC		
12	System provides Officer specific reports on activity and ability to obtain office statistics		
13	System provides a web portal to Read / print reports from any computer or mobile device		
14	Ability to continuously attempt to reconnect to CAD system in the event connectivity is lost.		
15	<b>Mobile Application User Interface</b>		
16	Ability to support touch-screen functionality.		
17	Ability to accept input from:		
17-a	Barcode reader		
17-b	Card swipe device		
17-c	Command entries on a command line		
17-d	Function keys (one touch keys)		
17-e	Point-and-click devices		
18	Ability to configure Mobile screen display (including layout) by:		
18-a	Agency Wide		
18-b	Member Agency		
18-c	Agency Type (Fire vs. Law)		
19	Ability for users to configure their own mobile screen displays, including:		
19-a	Font color		
19-b	Font size		
19-c	Day/Night mode		
19-d	Audible alerts		



## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
20	Ability to restrict user configurable fields/displays at the following levels:		
20-a	By Agency (e.g., single set-up system wide)		
20-b	By Member Agency (e.g., BPD vs. SCSD vs. BFD)		
21	Ability for user configuration's to be associated with user log-on (e.g., configurations are not workstation specific).		
22	Ability to allow users to return to application default settings.		
23	System provides the ability to remote print to a network printer in dispatch from the MDC		
24	Ability to prevent incoming messages from preempting current work.		
25	<b>Logon/Logoff</b>		
26	Ability to require both user identification and password to logon.		
27	Ability to meet and comply with all CJIS security requirements (including data encryption requirements per FIPS 140-2).		
28	Ability to save data entered into user logon fields that remains the same from session to session (e.g., all information other than password).		
29	Ability for each member agency to define mandatory logon fields.		
30	Ability to automatically notify Communications of logon/logoff.		
31	Ability to logon multiple individuals per unit.		
32	<b>Application Integration</b>		
33	<b>CAD/Mobile Integration</b>		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
34	Ability to support a real-time data transmission between the CAD system and Mobile Computer.		
35	Ability to continually receive call for service updates from Dispatch following initial dispatch.		
36	Ability to log onto the CAD system from the Mobile.		
37	Ability to support a single password sign-on to CAD, the Mobile and the operating system.		
38	Ability for a unit logged on to automatically default to "available" status.		
39	Ability to view all incident information available in CAD on the Mobile.		
40	Ability to display all timers:		
40-a	Generated from within the CAD application		
40-b	Created by a CAD operator		
41	Ability to run multiple applications (e.g., mobile, automated field reporting) on the Mobile at the same time, with CAD operations having precedence over reporting operations.		
42	Ability to query CAD data from the MDC		
43	Ability to query any system interfaced to the CAD application.		
44	System provides Business listings at MDC		
45	Ability for Mobile user to update CAD call for service information.		
46	Ability for call for service record to indicate the source of data entry.		
47	<b>RMS/Mobile Integration</b>		
48	Ability to query all RMS modules from within the Mobile application.		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
49	Ability to automatically query the Law Enforcement RMS upon dispatch:		
49-a	Persons associated with call		
49-b	Locations associated with call		
49-c	Vehicles associated with call		
50	System provides full RMS capabilities in squad to include read/ review full reports and add forms /photos directly to the case file		
51	Ability for alerts created in CAD to be made available to users in the Mobile environment.		
52	System provides access to Office records (training, equipment, emergency contacts) at the MDC		
53	Ability for alerts created in the RMS to be made available to users in the Mobile environment.		
54	<b>Unit Status and Incident Information</b>		
55	Ability to display the following information on the screen during normal operations:		
55-a	Availability of wireless connectivity		
55-b	Call status		
55-c	Current unit		
55-d	Current unit status		
55-e	Date and time		
55-f	Incident number		
55-g	Incident status		
55-h	Message information		
55-i	Unit ID		
55-j	Individuals assigned to unit (e.g., multiple fire personnel on apparatus)		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
56	Ability to update unit status from the Mobile application via:		
56-a	Function Keys		
56-b	On-screen buttons (e.g., touch screen)		
57	Ability to define unit statuses by:		
57-a	Agency-Wide		
57-b	Member Agency		
57-c	Agency Type		
58	Ability to view multiple calls simultaneously (e.g., in different windows).		
59	Ability to open any incident to view dispatch data, units and incident notes.		
60	Ability for Mobile user to view the following:		
60-a	Logged on units		
60-b	Pending calls		
60-c	Active calls		
61	Ability to display incident status based on incident priority.		
62	Ability to alert responding units when additional units are cleared or added to a call.		
63	Ability for each unit status to be displayed in a unique color.		
64	Ability to identify other units assigned to same call/incident.		
65	Ability to uniquely display (e.g., color, symbol) different unit statuses of other units assigned to same call/incident (e.g., en-route, on-scene).		
66	<b>Mobile Mapping</b>		
67	<b>Map Navigation</b>		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
68	Ability to provide users with the following map navigation functionality:		
68-a	Pan from given area to adjacent area		
68-b	Return back to previous view		
68-c	Zoom in on area for enhanced detail		
68-d	Zoom out of an area		
68-e	Move up and down		
68-f	Move left and right		
69	Ability for user to update/modify map displays (e.g., preset default zoom levels and views).		
70	Ability to support an internet mapping program.		
71	Ability to utilize color, text, and/or symbols to distinguish status of unit:		
71-a	Incident Type		
71-b	Unit Status		
72	Ability to center map display on:		
72-a	CAD incident location		
72-b	Specified geographic area		
72-c	Specified vehicle/unit		
73-3	Vehicle activating emergency button		
74	Ability to zoom to relevant map location by searching on available map layer information.		
75	Ability to view map and mobile application on the screen at the same time.		
76	Ability to cache map layers to minimize the amount of data transmitted wirelessly.		
77	Ability for map to function without wireless connectivity.		
78	Ability for user to select map layers for display.		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
79	Ability to view other unit locations and last known locations in real time.		
80	Ability to automatically refresh current vehicle location at agency-defined intervals.		
81	Ability to update map with:		
81-a	Unit locations		
81-b	Incident locations		
82	Ability to right click on a location to display information associated with that location.		
83	Ability to display user-specified map layers (e.g., hydrants, hazards) surrounding an incident location.		
84	Ability to click on a unit or incident in the incident queue or unit status bar and have it displayed on the map.		
85	<b>AVL Integration</b>		
86	Ability to support AVL/GPS functionality.		
87	Ability to display other field units on mobile map (assuming AVL and sufficient bandwidth).		
88	Ability to filter display of field units on mobile map by:		
88-a	Units associated with an incident		
88-b	Member agency (e.g., display only SCSD units)		
88-c	Defined geographical area		
88-d	All units		
89	Ability to display vehicle location on a map and view progress toward incident location.		
90	Ability to send the AVL location for calls initiated from the mobile computer.		
91	<b>Routing</b>		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
92	Ability to automatically calculate directions from user's current location (on Mobile using AVL) to dispatched location.		
93	Ability to support quickest-time routing for all dispatches.		
94	Ability to recalculate directions to incident/specified location on the fly.		
95	Ability to provide audible routing information.		
96	Ability to provide text-based routing information.		
97	Ability to provide closest cross streets.		
98	Ability to take into account the following when calculating routing directions:		
98-a	Street speed limits		
98-b	Closed streets		
99	Ability to highlight on the map the recommended route from current location to a dispatched incident site.		
100	Ability for Mobile user to turn recommended route ability on/off.		
101	<b>Emergency Key Functionality</b>		
102	Ability to initiate an emergency message transmission from a touch screen button or hot key.		
103	Ability to automatically transmit the following information in an emergency situation:		
103-a	Last known location		
103-b	Current location (with AVL)		
103-c	User ID		
103-d	Unit ID		
104	Ability for dispatcher to reset emergency key.		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
105	Ability for the following to be notified upon emergency key activation:		
105-a	Units within a defined proximity		
105-b	Member agency associated units (e.g., SCSD activates emergency key, only SCSD units are notified)		
105-c	All units (regardless of member agency)		
105-d	Dispatch		
106	<b>Mobile Dispatch Operations</b>		
107	Ability to receive dispatches in the Mobile environment.		
108	Ability for dispatches to open automatically upon receipt in the mobile client.		
109	Ability to alert mobile users that a new dispatch has arrived.		
110	Ability for all personnel dispatched to an incident to receive notification when other dispatched personnel are en route.		
111	Ability for all personnel dispatched to a call to receive notification of status and location changes of other personnel dispatched to the call.		
112	Ability to see multiple locations for one call on mobile display.		
113	Ability for Mobile users to add themselves to an incident.		
114	Ability to access and read all call comments associated with a call regardless of whether assigned to the call.		
115	Ability for mobile users to add information to a CAD incident.		
116	Ability to display narrative information in reverse chronological order.		



## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
117	Ability to alert user of availability of information associated with a location (gate codes, hazards, premise history, pre-plans, etc.).		
118	Ability to view previous call history for a location.		
119	Ability to view associated queries run within the Mobile system (e.g., if another user ran a identical plate earlier in the shift) pertaining to:		
119-a	Name		
119-b	License Plate		
120	Ability to drill down in premise history to find links to:		
120-a	Incidents		
120-b	Person		
120-c	Vehicles		
121	Ability to receive supplemental incident information (e.g., information not originally associated with call on initial dispatch) without interrupting or overlaying current screen.		
122	Ability to indicate type of information that is attached to a call (e.g., gate code, hazard) so that user can decide whether or not to retrieve the information.		
123	Ability to indicate to dispatcher that mobile device has received the dispatch.		
124	Ability to alert user that supplemental incident information is available for viewing.		
125	Ability for mobile screen to update automatically as new information is added to a call (e.g., without user intervention).		
126	Ability to transmit status information to the CAD system in real time.		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
127	Ability to initiate a call for service from the Mobile.		
128	Ability for agency to define the types of calls that can be initiated by a field unit from a mobile device.		
129	<b>Call Dispositions</b>		
130	Ability to clear calls from the Mobile.		
131	Ability to require a call clearance code in order to clear a call from the Mobile.		
132	Ability to provide a drop down menu for call dispositions.		
133	Ability for each of the following to have unique Disposition codes:		
133-a	Agency (e.g., universal)		
133-b	Agency Type (Fire vs. Law)		
134	Ability to prevent the appearance of non-applicable disposition codes.		
135	Ability to provide a text field for disposition comments.		
136	Ability to add comments to an active call.		
137	Ability for field personnel to clear from call.		
138	Ability to require a Mobile user to enter a disposition prior to clearing the last unit from the Mobile.		
139	<b>Be-On-The-Lookouts (BOLOs)</b>		
140	Ability to view BOLOs in the mobile environment.		
141	Ability for field personnel to generate BOLOs.		
142	Ability for BOLOs to contain identical information as generated in CAD.		
143	Ability to search BOLOs in the field.		
144	Ability to view photos within a BOLO		
145	Ability to view attachments with a BOLO.		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
146	<b>Queries</b>		
147	Ability to provide a window from which officers can run common queries.		
148	Ability to query and view pending calls.		
149	Ability to query and view active calls.		
150	Ability to query and view unit status by:		
150-a	Geographic area (beat, sector, etc.)		
150-b	Individual unit/apparatus		
151	Ability to query and retrieve premise information for an address not associated with a call for service.		
152	Ability to query the following systems from the mobile computer, assuming appropriate permissions:		
152-a	CAD		
152-b	Law Enforcement RMS		
152-c	Wisconsin TIME System		
152-d	JMS		
153	Ability to search and query all appropriate databases with one query request.		
154	Ability to support a query system that does not require information to be re-entered when searching across multiple databases.		
155	Ability to conduct the following types of queries in the mobile environment:		
155-a	Wild card		
155-b	Partial word		
155-c	Soundex		
156	Ability for the system to automatically run VIN and plates when information is entered into the appropriate fields.		

## Appendix A – Functional Requirements

Item #	Mobile Computing Functional Requirements	Response	Comments
157	Ability to automatically run the registered owner of the vehicle in a license plate query return.		
158	Ability to save all query returns until user clears data.		
159	Ability to produce an alert when a query return contains a record marked as potentially hot (e.g., flagged information in RMS or TIME System):		
159-a	Audible alert		
159-b	Visual alert		
160	System provides a Date Stamp when address / phone changes were made to a master name		
161	Ability to drill down into query returns regarding a potentially hazardous subject, vehicle, and/or location to find the details of that hazard.		
162	Ability to sort query results on any returned field.		
163	System provides the ability to export Wisconsin driver's licenses and license plate into Tracs		
164	System provides the ability to export out of state driver's licenses and license plate into Tracs		
165	System provides the Ability to retrieve Dot Photos		
166	Ability to notify user of a failed query (e.g., access to a database is unavailable)		