

**District of Columbia Fiscal Year 2008  
Metropolitan Police Department of the District of Columbia (MPD)  
Office of the Chief Information Officer**

**STATEMENT OF WORK FOR  
THE DEVELOPMENT OF THE ARREST & BOOKING  
AND CASE MANAGEMENT MODULES**

**1 SUMMARY**

- 1.1 The Metropolitan Police Department of the District of Columbia's (MPD) Office of the Chief Information Officer has a variety of systems that are nearing the end of their life cycles and require immediate upgrade and replacement. MPD has developed specific requirements for a comprehensive Records Management System (RMS) that will provide a more streamlined and automated process while still providing data access to our local, regional and national partners. The new RMS will include several modules and will represent a significant improvement in the way MPD collects, processes, manages and shares law enforcement information.
- 1.2 Two (2) of the RMS modules will be a state-of-the-art case management module and an arrest & booking module. Each of these will enhance the manner in which MPD manages information necessary for criminal investigation processes as the system seeks to replace a number of legacy systems and manual processes.
- 1.3 The purpose of this contract is to ensure that these two core functional areas and business processes are supported:
- 1.4 Arrest and booking systems are vital components of the law enforcement process. These systems provide tracking and management of the status of persons who have been arrested. Several agencies may be using the arrest system that MPD creates. The proposed module will replace the outdated legacy systems currently in place. The new module will have more features and capabilities and allow for easier integration with local, regional and national law enforcement partners. One of the major requirements for this new module will be to ensure integration with the Automated Fingerprint Information System (AFIS), which this new module will support.
- 1.5 The Case Management System (CMS) shall be the system of choice in providing invaluable information as it relates to investigative units within MPD. An effective CMS allows a single entry point for incident management while supporting multiple reporting mechanisms. The CMS should also provide the capability to electronically forward data to external data sources either

automatically or upon request of the user based upon agency rules embedded within the RMS. The CMS will be integrated with other RMS modules such as the Incident Management System (IMS); Arrest & Booking; Property and Evidence; and Automated Field Reporting. This tightly integrated solution will allow MPD to perform effective law enforcement investigation by allowing efficient and seamless case management tracking.

## 2 DELIVERABLES

2.1 The Contractor shall provide the following deliverables to MPD:

Summary of Deliverables	Estimated Time from Contract Award
A - Project Plan & Project schedule	10 days
B - Validate and finalize the module requirements provided in Attachments A & B	40 days
C – Design and configure case management, arrest and booking module in accordance with MPD requirements, database schema and technical standards	70 days
D – Develop case management, arrest and booking module in accordance with accepted design and MPD standards	180 days
E – Integrate the modules into the overall RMS	180 days
E – Conduct systems functionality tests	210 days
F – Conduct user functionality tests	240 days
G – Conduct end-to-end tests of the modules	240 days
H – Operational Deployment	240 days

## 3 GENERAL REQUIREMENTS

- 3.1 Monthly reports are required throughout the duration of the development effort until the final deliverable is accepted by MPD.
- 3.2 The Contractor shall provide necessary services for the successful development of the specified modules and other deliverables.
- 3.3 MPD shall retain all rights to source code and/or “application programs”. Said source code and/or application programs developed or modified specifically for this engagement shall be put in escrow through the terms of the contract.
- 3.4 MPD) shall retain rights to all data and intellectual property resulting from this engagement.
- 3.5 The Contractor shall provide twelve (12) months warranty of product after installation.

- 3.6 The Contractor shall provide twelve (12) months maintenance support between the hours of 08:00 a.m. to 08:00 p.m. Eastern Standard Time for support of the system after installation.
- 3.7 Activities shall include all necessary efforts for life-cycle development within a JAD/RAD environment, including, but not limited to the deliverables in 2.1.
- 3.8 The Contractor shall obtain MPD acceptance for each deliverable prior to moving forward with the next deliverable.
- 3.9 The Contractor shall coordinate all activities with other participants in this project, the RMS and other related MPD technology projects.

**4 ARREST & BOOKING SOFTWARE REQUIREMENTS**  
*(A more complete list is provided in Attachment B)*

- 4.1 The following is a list of the software requirements for the Arrest & Booking module of RMS:
- 4.2 Must support electronic routing, approval and digital signature.
- 4.3 Must support MPD's standard business operations forms.
- 4.4 Must support electronic collect, capture and transfer of information.
- 4.5 Must be web enabled.
- 4.6 Must support relational databases and adhere to the MPD RMS schema.
- 4.7 Must support MPD's standard mobile platform (i.e., laptop).
- 4.8 Must support a unique identifier for each person.
- 4.9 Must allow for multiple arrests/charges per person.
- 4.10 Must support mass arrests.
- 4.11 Must integrate with MPD's Automated Fingerprint Information System (AFIS).
- 4.12 Must support NIBRS (UCR) statute codes.
- 4.13 Must allow for modification to offense codes.
- 4.14 Must track multiple arrests in chronological order.
- 4.15 Must have a reporting module.

4.16 Must integrate with District of Columbia Criminal Justice Council CJCC projects.

4.17 Must integrate with standard RMS technology systems.

**5 CASE MANAGEMENT REQUIREMENTS**  
(A more complete list is provided in Attachment C)

5.1 The following is a list of the software requirements for the Case Management module of RMS.

5.2 Must support electronic routing, approval and digital signature.

5.3 Must support MPD's standard business operations forms.

5.4 Must support electronic collect, capture and transfer of information.

5.5 Must be web enabled.

5.6 Must support relational database and adhere to the MPD RMS schema.

5.7 The IMS must support MPD standard mobile platforms (i.e., laptops).

5.8 The IMS must integrate with computer-aided dispatch systems (e.g., Intergraph CAD, Motorola).

5.9 Must allow for building of case jackets.

5.10 Must support multiple incidents and events per case file.

5.11 Allows for multiple investigators to update a case file.

5.12 Allows for multiple supplemental reports to be entered on same case simultaneously;

5.13 Must allow for integration with JUSTIS.

5.14 Must allow for integration with standard information technology systems.

5.15 Allows for auto assignment of case file tracking number.

5.16 Allows for copying or moving of data from one field to another without reentry.

5.17 Allow users to determine which reports or forms must be reviewed and approved by a supervisor prior to being committed to the database.

5.18 Allow supervisors to see the reports they have returned for corrections and which have not been resubmitted.

- 5.19 Allows user the ability to attach scanned images or other relevant importable documents that are associated with a case record.

## **6 SCHEDULE**

- 6.1 The hours required for this project are based on a 40-hour workweek unless previously approved by the Project Manager or COTR.
- 6.2 Vendors are specifically required to ensure that contract staff adhere to the schedule requirements.
- 6.3 Actual hours worked will not exceed contractual hours; however, the MPD Program Management Office (PMO) may adjust hours as required to effectively manage the project.

## **7 ADVISORY AND ASSISTANCE SERVICES**

- 7.1 The contract is a “nonpersonal services contract”.
- 7.2 The Contractor and/or the Contractor’s employees shall perform the services specified herein as independent Contractors, not as employees of the District of Columbia Government.
- 7.3 The Contractor and/or the Contractor’s employees shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract.
- 7.4 The Contractor and/or the Contractor’s employees shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified
- 7.5 The Contractor and/or the Contractor’s employees shall, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

## **8 DELIVERY OF WORK PRODUCT/INSTRUCTIONS FROM COTR**

- 8.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the MPD COTR may direct.
- 8.2 During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the MPD COTR, including all documentation, electronic or otherwise,

- created during performance of the contract. All work product produced under the contract is at all times the property of the District.
- 8.3 The Contractor shall ensure that all work is performed on MPD premises, unless otherwise approved in writing by the COTR. Travel costs are not reimbursable and therefore should be included in the Contractor's hourly rate and/or budget.
- 8.4 Unless otherwise specified, Contractor staff shall work during normal business hours.
- 8.5 The Contractor shall be specifically responsible for assuring that personnel have high-end laptops with Window XP Professional and necessary communication equipment.
- 8.6 The Contractor shall provide weekly timesheets in formats to be supplied by MPD, reporting all time worked by person's name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless written prior approval has been issued by the COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value".
- 8.7 The Contractor shall establish and document project goals and optional strategies for their implementation, and support analyses with graphical drawings, charts, and other presentation instruments. MS Project will be the only Project Management Tool used by the Contractor.
- 8.8 The Contractor shall collect and document project constraints for cost, schedule, and quality.
- 8.9 The Contractor shall obtain approval from the Contracting Officer for proposed scope changes.
- 8.10 Throughout the performance of the above items, the Contractor shall coordinate with District employees and other consultants/Contractors employed by the District.
- 8.11 The Contractor shall provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.
- 8.12 Every two weeks, the Contractor shall develop, obtain approval for, and execute a quality control plan; provide periodic senior management supervision of the work in this contract to ensure quality control of the Contractor's work; and report findings to District representative with proposed actions.

- 8.13 The Contractor shall continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- 8.14 The Contractor shall prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- 8.15 The Contractor shall provide any reports and communications in duplicate and in the format requested by the COTR in line with requirements under C.14 of this SOW.
- 8.16 The District reserves the right to interview and otherwise verify qualifications of proposed contractor staff and reject any proposed candidates who do not meet the District's requirements. Candidate consultant expertise, relevant background and skills are the primary consideration.
- 8.17 Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel. Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract. The District reserves the right to review, interview and/or approve any proposed replacement candidates.
- 8.18 Contractors will submit to a criminal background check at their own expense prior to starting work at MPD

## **9 Contractor Required Documents**

- 9.1 Where documents are required from contractor, five (5) printed copies of written documents or other evidence of deliverables shall be provided to MPD using standard Microsoft Office Suite applications (or other MPD-established project management standards tools), unless otherwise agreed to. The deliverable shall also be accompanied by an electronic copy (on disk or CD or via email) of the document.
- 9.2 If documents are prepared in PowerPoint or other graphical presentation, the deliverable shall include the required formats (printed + electronic copy of originals file) plus an additional electronic file that has been converted to a format suitable for electronic distribution (example PDF format).
- 9.3 Copies shall be filed both with the MPD Program Manager for incorporation into the overall program files and with the COTR as required for delivery verification.

## **10 Record Retention and Confidentiality**

- 10.1 Electronic and paper documents, forms, survey instruments, background materials secured as part of this contract shall be considered the property of the District of Columbia.
- 10.2 Contractor shall periodically review these resource materials with the COTR and establish file and retention plans.
- 10.3 No later than fourteen (14) days before the close-out of the contract, the contractor shall review with the COTR all project-related materials.
- 10.4 The contractor and assigned staff shall treat all MPD-provided data and data gathering on behalf of the MPD as confidential. All data, reports and findings resulting from the tasks in this SOW are the exclusive property of MPD and are not to be shared, or in any way used, published or without written permission from MPD COTR.

## **11. Ongoing System Maintenance**

All first-year maintenance must be covered under the warranty. The vendor shall provide on-going maintenance for all new product releases, patches, and upgrades. The vendor shall provide under on-going maintenance for all new product releases. The vendor shall identify the ongoing maintenance charges of all third-party products (including the OS) included in the proposal.

## **12. Warranty for Vendor Furnished Software**

The Vendor shall warrant that all Vendor-furnished software and interfaces are fully operational, efficient, and free from defect. The Vendor will be responsible for correcting all malfunctioning software in a timely manner at no additional cost to the District of Columbia and/or the Metropolitan Police Department for the life of the system.

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**STATEMENT OF WORK FOR  
THE DEVELOPMENT OF THE ARREST & BOOKING  
AND CASE MANAGEMENT MODULES**

**ATTACHMENT B  
Arrest & Booking Module Requirements**

The Arrest & Booking Module must meet the following requirements:

**Arrest & Booking**

Req #	Requirement Description
1.	Provide an arrest processing module for entering and storing information about person arrested by the MPD.
2.	Provide a unique arrest number field. The syntax for the arrest number must be a concatenation of district, year and a four digit sequential suffix.
3.	Allow the user to record the following information about arrested persons:
4.	-Full name,
5.	-Last name, (suffix)
6.	-First name,
7.	-Middle name,
8.	-Last name alias
9.	-First name alias
10.	-Middle name alias
11.	-Moniker
12.	-Religious preference
13.	-CCN
14.	-Arrest#
15.	-Case#
16.	-PDID
17.	-Booking number
18.	-Arresting Officer name and ID #
19.	-Reporting Officer name and ID #
20.	-Assisting officer name and ID #
21.	-Arrestee's home street address (structured as house unit, number, direction, street name, street type, quad)
22.	-Arrestee's home address city
23.	-Arrestee's home state
24.	-Arrestee's home zip code
25.	-Arrestee's home country
26.	-Citizenship? (Country)
27.	-Citizenship status in the USA? (pull-down)

Attachment A  
 Arrest & Booking Module Requirements

28.	-Arrestee's home phone number
29.	-Arrestee's local street address (structured as house unit, number, direction, street name, street type, quad)
30.	-Arrestee's local city
31.	-Arrestee's local state
32.	-Arrestee's local zip code
33.	-Arrestee's local telephone number
34.	-Arrestee's work address (structured as house unit, number, direction, street name, street type, quad)
35.	-Arrestee's work city
36.	-Arrestee's work state
37.	-Arrestee's work zip code
38.	-Arrestee's country
39.	-Arrestee's occupation
40.	-Arrestee's employer
41.	-Date of birth
42.	-Age (calculated automatically from DOB)
43.	-Place of birth
44.	-Gender
45.	-Sexual orientation
46.	-Ethnicity
47.	-Race
48.	-Country of origin
49.	-Height
50.	-Weight
51.	-Eye Color
52.	-Eye Characteristics
53.	-Hair Color
54.	-Hair Length, hair style
55.	-Skin Complexion or tone
56.	-Facial Hair
57.	-Teeth
58.	-Glasses or contacts
59.	-Hat/Type of hat
60.	-Physical Build
61.	-Male or female impersonator indicator
62.	-Married (Y/N)
63.	-Social Security Number (s)
64.	-Driver's license number, state of issue, and expiration date,
65.	-Commercial Vehicle License?
66.	-License to carry concealed weapon? (yes/no)
67.	-Other identifying number, type of number, state of issue, and expiration date
68.	-FBI number
69.	-State criminal ID number
70.	-Missing limbs

Attachment A  
Arrest & Booking Module Requirements

71.	-Tattoo head
72.	-Tattoo Chest
73.	-Tattoo back
74.	-Tattoo left arm
75.	-Tattoo Right arm
76.	-Tattoo left leg
77.	-Tattoo right leg
78.	-Scar head
79.	-Scar chest
80.	-Scar back
81.	-Scar left arm
82.	-Scar right arm
83.	-Scar left leg
84.	-Scar right leg
85.	-Mark head
86.	-Mark Chest
87.	-Mark Back
88.	-Mark left arm
89.	-Mark Right arm
90.	-Mark left leg
91.	-Mark right leg
92.	-Arrest date
93.	-Arrest location
94.	-Charge
95.	-Statute/ordinance (textual description)
96.	-Summons/warrant number
97.	-Injuries or illness
98.	-Treated by
99.	-Where treated
100.	-Treated date
101.	-Treated Time
102.	-Offense Location
103.	-Offense Date
104.	-Offense Time
105.	-Photo taken indicator (Y/N), security class, hold information, temporary location, cell assignment, case account balance, and
106.	-Court, court type and date, next court date, and next scheduled event.
107.	Associate a date to physical descriptor information, because the descriptors and characteristics can change for one person from incident to incident.
108.	Print arrestee injury information. This shall include cause of injury, type of injury/pain (bruise, abrasion, laceration, fracture, concussion, swelling, other), Location (locate injuries on body diagrams) and arrestee's account of injury.
109.	Record Victim Medical Treatment information. This shall include "Was the victim treated on scene? (Yes/No)", "Medical Unit" and "Type of treatment administered".
110.	Include Hospital information to include "Was victim treated at a hospital?" (Yes/No),

	“Victim Released?” (Yes/No), “Medical Treatment Received”, “Physician Information”.
111.	Include the following information regarding a sexual assault examination: Sexual assault examination (Yes/No) Examined by Name of Examiner
112.	Include the following information regarding a sexual assault kit: Sexual assault kit recovered/logged into evidence? (Yes/No) By Whom? Chain of custody documentation screen appears which would capture i.e. date time of evidence found; location where evidence found, automatic entry case number, description of evidence (i.e. sexual kit, trace, biological; documentation of chain of custody).
113.	Generate all paperwork required for court and testimony and for grand jury and testimony from data otherwise specified in this RFP.
114.	Capture the associations between victims, complainants, and witnesses associated with a case.
115.	If the arresting officer can confirm that the arrestee is the same as a person who has a previously assigned PDID number, the application shall enter this number into the arrest report from the master index upon confirmation by the user.
116.	The association between an arrestee and an existing master name index shall be conditional until it has been approved by the records manager or other authorized user.
117.	If it is subsequently discovered that an arrested person has a PDID number the application shall allow an authorized user to void a newly issued PDID number.
118.	If it is subsequently discovered that an erroneous association was made between a new arrestee and an existing master name record, the application shall allow an authorized user to remove the association and issue a new PDID number or associate the arrestee with another master name record.
119.	If the arrestee has a previous record, the system shall have the ability to allow the user to auto-populate empty fields on the new arrest report upon the user’s command.

### **Mass Arrests**

<b>Req #</b>	<b>Requirement Description</b>
120.	Allow officers to create mass arrest reports for a specified event (under the same CCN) from multiple MDCs (assuming a mobile client application is installed)
121.	Sort and retrieve arrest counts by unit.
122.	Minimize redundant entry of mass arrest information (e.g. location of arrest, charges, date and time).
123.	Provide a selection list to display all mass arrest reports. The list shall not include mass arrest reports transferred to the central repository.
124.	Modify mass arrest report details.

## Arrest Reports

Req #	Requirement Description
126.	Include a report that provides a statistical breakdown of arrests by crime category, with month-to-date and year-to-date comparisons.
127.	Include a report that provides a statistical breakdown of juvenile arrests by crime category, with month-to-date and year-to-date comparisons. This report shall include case disposition, CCN and Court disposition.
128.	Generate a Prisoner Movement Log Report (booking ID, date/time, log notes, prisoner name, user ID)
129.	Generate a current cell report by district, cell unit, and by central cell block.
130.	Generate a Roll Call Report that lists the name, PDID number, cell assignment, and detention location for each prisoner.
131.	Generate a Daily Count Report.
132.	Generate a report showing Special Operations Arrest Counts by Unit, including the arresting unit, the number of persons arrested (male/female), the number released (male/female), and total arrests.
133.	Generate the Special Operations Arrest List which includes the arrest number, name, charge, race, sex, DOB, PDID, release status, and arresting officer for each person arrested.
134.	Generate a report showing the prisoners currently held in the Central Cell Block (CCB). This report shall include the true name, race, sex UID, PDID, arrest number, date/time in; and information on arraignment such as court number, date and time for each prisoner.
135.	Generate the Central Cell Block (CCB) Arraignment List (lockup number, name, charge, PDID, arrest number, van time, destination, arresting officer) and Van Sheet (a list of arrestees to be transported).
136.	Generate a report showing arrests by badge number and date which includes the following fields; officer badge number, officer name, arrest number, date of arrest, arrestee, papering and arraignment locations and times.
137.	Generate a report showing arrests by arresting unit and arrest type including the arrest number, arrestee's name, charge, race, sex, DOB, PDID, release status, and arresting officer.
138.	Generate a report showing a statistical breakdown of arrests by arrest unit and arrest type including the offense code, total arrests overall and for each unit.
139.	Generate a summary report of arrests showing arrest detail by:
140.	-PDID
141.	-Arrest Unit
142.	-Booked date/time
143.	-Booked by
144.	-Arresting officer name
145.	-Arresting officer badge
146.	-Arrest date/time
147.	-Special operation number
148.	-Location
149.	-NCIC reference number
150.	-Release status
151.	-Arrest/alias name

Attachment A  
Arrest & Booking Module Requirements

152.	-Nickname
153.	-DOB
154.	-Sex
155.	-Race
156.	-Ethnicity
157.	-Place of birth
158.	-Male/Female impersonator
159.	-Height
160.	-Weight
161.	-Hair Color
162.	-Eye Color
163.	-Complexion
164.	-Body marks
165.	-Address (structured as house unit, number, direction, street name, street type, quad)
166.	-SSN
167.	-Driver's license number
168.	-License state
169.	-Case/Docket number
170.	-Charges

### **Prisoner Detention**

<b>Req #</b>	<b>Requirement Description</b>
171.	Track the location of an arrestee once they have been booked, regardless of whether the arrestee is at a patrol district, the Central Cell Block (CCB), a temporary holding facility or elsewhere.
172.	Track the movement of each arrestee, by recording the originating location, the destination, the transporting officers and unit, the time the transport vehicle departed, the time it arrived, the mileage at departure and arrival and a comment field for notes about the transport.
173.	Capture the officer's identification when custody transfer of a prisoner occurs.
174.	Track when an arrestee is released, including the time of release, the authorizing court or person, the location the arrestee was released from, and the time and date of release.
175.	Place "holds" on an arrestee. The MPDC shall have the ability to define the security level of the individuals that can authorize or release the hold.
176.	Capture information related to notifications/contact made to other individuals by an arrestee while they are being detained.
177.	Generate a Visitor Report which includes the name of the person visiting, age, social security number, address (structured as house unit, number, direction, street name, street type, quad), and the time in and out, and comments.
178.	Automatically submit a name inquiry for each visitor when they are entered into the log.
179.	Generate Van sheets (a list of arrestees to be transported).
180.	Track unusual events occurring while a person is in detention, including the name(s) of the persons involved, the reporting officer, witnessing officers, event classification, location of occurrence, time and date of occurrence, and report of events.

*Attachment A*  
*Arrest & Booking Module Requirements*

181.	Capture information on medical expenses and nurses' observations including nurses' name, date and time of observation, location, and general comments. Medical expenses information includes nurse, care provider type, emergency indicator (Y/N), treatment, charge, and notes.
182.	Capture and track bond information for each charge including bond status, status date, bond amount, bond type, bond number, notes and posted by.
183.	Capture the arrestee's attorney's name and phone number.
184.	Generate a collateral/bond receipt for an arrestee where the release disposition is "bond", or "collateral". The receipt must have a unique identifier along with date and time created. Generation of a collateral/bond reconciliation report is needed to balance the cash receipts to the money received. The report can be generated, upon request, by booking element, by tour, and by day.
185.	Capture the collateral/bond receipt creator and the individual's name that received the receipt for inclusion on the report.

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**ATTACHMENT C  
Case Management Module Requirements**

The Case Management Module must meet the following requirements:

***Criminal Investigations***

<b>Req #</b>	<b>Requirement Description</b>
1.	The Case Management module shall track associations between persons such that it shall be possible to determine from a name search all other persons who have been associated with that person as either a co-defendant, in a vehicle during a field interrogation, as a witness against the person, as a victim or in any other capacity. Relationships shall be based on MPD configurable rules.
2.	Ability to retrieve cases with similar modus operandi to assist detectives in solving crimes. For example, similar victim types, crimes occurring in close proximity or within a given date or time range, or in which similar kinds of property were taken, tools used, method of entry, point of entry, characteristic actions, evidence found, victim type/location, property attacked (i.e. financial institution, school, restaurant, taxi cab and etc.), or weapon used.
3.	To define the radius or distance for crimes occurring in “close proximity”.
4.	Search and query functions shall not require advanced training in query languages or techniques.
5.	Ability to identify cases with a large number of matched suspect descriptors such as glasses, teeth, speech, demeanor, facial hair, complexion, scars, marks, tattoos, hair length, hair style, hair color, race, ethnicity, country of origin, height, weight, or gender. The application shall provide a rating with the number of matches listed across the descriptors.
6.	Search all free text narrative (synopsis) fields.
7.	Search scanned or imported documents that have been associated to cases.
8.	Conduct wild card searches of all free text narrative (to include synopsis fields) and other associated documents.
9.	Conduct wild card searches of all data fields.
10.	Allow sworn members to associate individuals to a case based on a specific role (such as witness) or identified reason (as defined and validated by MPD) .
11.	Display or print a list for all individuals associated with a given case sorted by their association with the case and also sorted alphabetically. There should be the ability to restrict access to print or read such a list
12.	Generate an automated graphical representation of the association between each listed individual.

Attachment C  
Case Management Module Requirements

13.	Show associations between individuals, vehicles, addresses and phone numbers.
14.	Allow a user to retrieve all records for a given association by double-clicking on the name, (subject), a case and/or address, vehicle, telephone number and etc.
15.	Track solvability factors for a case. At a minimum, these shall include:
16.	-Suspect can be named,
17.	-Suspect can be identified,
18.	-Suspect vehicle can be identified,
19.	-Witness to Offense,
20.	-Stolen property is traceable,
21.	-Physical evidence collected,
22.	-Fingerprints lifted,
23.	-And Victim's Photo.
24.	Allow the application administrator to determine the value for each solvability factor.
25.	Allow the application administrator to set a threshold for solvability scores to determine which cases are routed to the investigative supervisor.
26.	Automatically route the reports that meet or exceed the solvability threshold.
27.	Allow an authorized user to manually override the automatically determined solvability factor, or assign an overriding priority.
28.	Provide a means of notifying or displaying for authorized users all cases with a total solvability factor greater than x, where x is a configuration parameter or is chosen by the user at the time the display is invoked.
29.	Provide ability for an investigator to link a firearm to multiple events. This link should require supporting fields or narrative text to be populated. (i.e. source documentation from Dept.'s Firearms Section or ATF work-up on weapon.)
30.	Provide ability to link incidents & persons to all relevant data

### Case Management Tools

Req #	Requirement Description
31.	Provide a variety of management and analysis tools to:
32.	-Better manage investigator workloads,
33.	-Monitor performance, and
34.	-Allocate departmental resources.
35.	Shall be tightly integrated with the other portions of the RMS application. For example, if an investigator updates a case status in the case management module or changes an offense classification it shall be reflected in every other proposed module. Along with a date stamp noting each update made by the investigator/detective on the case
36.	Allow the Detective Commander or other authorized user to display all new cases entered for a given date range so that he/she can review the cases for assignment.
37.	Respond with a summary (and/or synopsis) display that shows the CCN, investigative number, arrest number, property attacked (i.e. financial institution, restaurant and etc.), the location of the offense, the officer initiating the case, the offense type, the victim name, witness(s) and the date on which it was initiated.
38.	Allow the Detective Commander or other authorized user to display all active cases by:
39.	-Assigned Investigator,

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Case Management Module Requirements

40.	-Offense Type,
41.	-Date and Time of Offense,
42.	-Aging (how long investigation has been ongoing),
43.	-Shift
44.	-Patrol district, and
45.	-Regional Operations Command
46.	Respond with a summary display which shows the CCN, investigative number, arrest number, property attacked (i.e. financial institution, restaurant, etc.), victim, name, witness(s), if requires protection, if there is evidence, property, search warrant executed, any photos, DNA collected, the investigator assigned to the case, the offense type, the status of the case (including the date when the case was last modified).
47.	Track and report case outcomes and crime statistics on all records.
48.	It shall be possible for the RMS administrator or other authorized user such as the supervising official to configure the RMS so that cases are automatically assigned to a specific investigator based on:
49.	-Offense location, or
50.	-Offense type
51.	The standard case management display shall include the offense type, the CCN, date and time the incident was reported, location, type of report, and the solvability rating for each active case.
52.	Enable an authorized supervisor or other authorized user to assign a case to a specific investigator or other member of the Department.
53.	Allow a supervisor or other authorized user to reassign cases at any time, even after they have been closed in CAD.
54.	Enable a supervisor or other authorized user to transfer a case to another investigative supervisor or user for processing.
55.	Track both the reassignment of cases and changes in investigative supervisor over time in order to retain the previous data.
56.	Enable a supervisor or other authorized user to enter a case disposition without first assigning the case to an investigator.
57.	Automatically notify an investigator or other member of the Department at logon when a new case has been assigned to them for follow-up.
58.	Allow an investigator to forward a case to the investigative supervisor for review once the investigator has determined that the case shall be closed.
59.	Allow a case to be closed for the purposes of NIBRS and/or UCR summary reporting, but remain active for investigation.
60.	Allow multiple investigators to be assigned to and update a single case.
61.	Allow an investigative supervisor or other authorized user to reassign cases or primary investigator designation at any time.
62.	Allow access by point-and-click or keystroke to all forms, images, and other database items associated with a given case.
63.	Allow an authorized user to add or remove investigators from a case at any time.
64.	Allow authorized users to block access into selected in-process investigations.
65.	Allow authorized users to view cases by Region (ROC), District, or PSA.
66.	Identify cases without activity for a user-defined period of time.

Attachment C  
Case Management Module Requirements

67.	At a minimum The module shall include the following case status types:
68.	-Active cases
69.	-Assigned for investigation
70.	-Lack of investigative leads
71.	-User closure – pending for additional suspect/information
72.	-Case being handled by another agency
73.	-Unfounded
74.	-Civil matter
75.	Allow the application administrator or other authorized user to have the ability to define new case statuses and closures as needed.
76.	Include case dispositions as defined by the MPDC.
77.	Automatically assign a final disposition once a “no paper” reason has been entered.
78.	Advise the user when “no papered” cases require property to be maintained.
79.	Allow a user to generate a form letter to the complainants and victims of an offense after the case has been closed.
80.	Generate a form letter to a victim or witness requesting them to call the investigating detective.
81.	Cross-reference two or more cases.
82.	Shall help investigators to track all activity on a case including personal interviews, phone calls, letters written and so on by providing a means of recording the date, time, description and duration of the activity and by providing a notes field in which the investigator can record information.
83.	Allow the investigator to record case notes without adding these notes to a case via an official departmental report.
84.	List the activities on a case and provide a total of the time expended.
85.	Allow investigators or other users to add reminders to each case. These reminders shall include a text field and a means to schedule the reminder date and time.
86.	Allow users to track the completion of activities by including a means of indicating that the reminder was completed or rescheduling it for another time.
87.	The reminder function shall allow the user to schedule recurring notices and include a user definable lead time.
88.	Allow any authorized user to view or print out a complete history of investigators assigned to a case and activities associated with that case.

### **Case Management Reports**

<b>Req #</b>	<b>Requirement Description</b>
89.	Shall include a report showing all active cases sorted by assigned investigator or officer with offense type and CCN included. (Cases by Investigator)
90.	Include a report showing all active cases sorted by offense type with the assigned officer, and CCN included. (Cases by Type)
91.	Include a report which shows the cases closed for a given date range sorted and subtotaled by investigator (Case Closure Report)
92.	Include a report which show the cases closed for a given date range sorted and subtotaled by organizational unit. (Case Closure Report –Unit)
93.	Include a report that shows a statistical comparison of closures for all investigators

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Case Management Module Requirements

	during a user-defined date range. (Clearance Report)
94.	Include a report that lists the assigned investigator and CCN for each active case that is 30, 60, or 90+ days old (Case Aging Report).
95.	Include a report that provides a summary of all investigative actions taken on each active case during a user-defined time period. This report shall be for one or more officers at the user's discretion. (Case Status Report).
96.	Include a report that details, by investigator or other user and date range, a count of assigned and closed reports and the ratio of closed to assigned cases. (Cases Management Report).
97.	Include a report that lists the property associated with a case. This report shall include a summary description of the property and a status (stolen, recovered, evidence, etc. ) for each item.
98.	Include a report which lists all pending or unapproved reports for a given officer or unit, and date range (Pending Reports).
99.	Ability to print an audit trail report showing all actions concerned with a case from beginning to end, including preliminary investigative efforts made by patrol.
100.	Provide an easy means to close a case in the event that a suspect is arrested by another jurisdiction.
101.	Include a report which details each investigative action completed for a given case with the total time expended on the report.
102.	Include a report which details the investigative time allocated to a given case, subtotaled by officer or investigator.
103.	Include a report which shows the total investigative time expended for a user-defined officer and date range, with subtotals by CCN, Case number, PDID and Arrest Number.
104.	Include the ability for investigators to print all notes associated with a case at one time.
105.	Provide an ability to generate the Case Assignment and Clearance Monthly Report (offense description, current month, total assigned, total cleared, year to date total assigned, total cleared, percent cleared)
106.	Provide an ability to generate the Case Cleared Report by Investigator (CCN, PDID, Arrest Number, Case Number , review date, incident description, case status date, solvability code, investigator)
107.	Provide an ability to generate the Case List by Status (CCN, PDID, Arrest Number, Case Number, agency, review date, incident description, investigator, date assigned, solvability code, status, status date, due date)
108.	Provide an ability to generate the Cases Reviewed by Type Report (type of investigation)
109.	Provide an ability to generate the Investigator Report by Case Assigned (investigator, CCN, PDID, Arrest Number, Case Number, agency, review date, incident description, case status, status date, due date, overdue indicator)
110.	Provide an ability to generate the Open Cases by Investigator Aging Report (investigator, CCN, PDID, Arrest Number, Case Number ,agency, review, date, case description, solvability code, status date, aging (1-30, 31-60, >60)
111.	Provide an ability to generate the Open Cases not Assigned Report (CCN, PDID, Arrest Number, Case Number, review date, case description, solvability code, status date).

### **Mobile Capability**

<b>Req #</b>	<b>Requirement Description</b>
112.	Allow investigators to capture case activities on both mobile computers and PDAs and be able to transfer these to the RMS application.
113.	Shall include:
114.	-A field for entering the CCN the activity is related to,
115.	-A field for the name & ID of the officer or user making the activity,
116.	-A field for the address(structured as house unit, number, direction, alley, street name, street type, quad) where the activity is being performed,
117.	-A field to record the name of the person the investigator is interviewing,
118.	-A field to record the start time and date,
119.	-A field to record the end time and date,
120.	-An activity classification list,
121.	-A project code field so that different activities related to the same project can be captured, and
122.	-A comments field.