

System (Global)

General

ID	Requirement	Yes	Future	Modify	No
SA1	The system should allow all software products (CAD, RMS, JMS, etc.) to be configured and managed from one system window.				
SA2	The system should allow authorized users to change commonly altered variables without intervention from the vendor or IT.				
SA3	The system should allow multiple (unlimited) users to be logged into the system and using the same applications simultaneously.				
SA4	The system should allow multiple (unlimited) users to view, add, and edit information in the same records simultaneously.				
SA5	The system should provide global search functions for names, addresses, phone numbers, and vehicles.				
SA6	The system should ensure that these search functions include SOUNDEX, partial, and wild-card searches.				
SA7	The system should be able to generate a summary of each record displayed within these search results, including digital images.				
SA8	The system should be able to print, save or email the search summary directly from the summary window.				
SA9	The system should be able to print, save or email a list directly from the list view window.				
SA10	The system should be able to print, save or email a record directly from the record detail window.				
SA11	The system should allow the creation of an agency-specified header for use within printouts from the system. This header should include both an image and text.				
SA12	The system should allow authorized users to maintain a list of phone number types.				
SA13	The system should allow authorized users to maintain a list of relationships (for example, spouse, neighbor, stranger, etc.)				

SA14	The system should allow authorized users to maintain a list of agencies.				
SA15	The system should allow authorized users to electronically redact reports from within the built in print preview option.				
SA16	The system should allow authorized users to identify text or images within the report by drawing a box overtop of the item, and then the system should replace the underlying item with the box.				
SA17	The system should convert redacted text to an image so that the text itself is no longer searchable or retrievable in any other fashion.				

Security

ID	Requirement	Yes	Future	Modify	No
SB1	The system should provide multiple levels of data security control, including access by user and user group.				
SB2	The system should be FIPS 140 compliant for all network communication, including wired and wireless communication.				
SB3	The system should verify access by a username and its corresponding password.				
SB4	The system should support integration with Active Directory.				
SB5	The system should support integration with multiple Active Directory servers.				
SB6	The system should support dual-factor authentication with a username and password and a USB dongle that meets FBI Security Addendum Requirements.				
SB7	The system should never display passwords and should store passwords as hashed values in the database.				
SB8	The system should provide each user with a single username and password for the entire system.				

SB9	The system should include the following agency-configurable password parameters: <ul style="list-style-type: none"> - Minimum length - Case sensitive - Required to use uppercase and lowercase - Required to include a numeral - Frequency of password changes - Number of previous passwords which cannot be reused 				
SB10	The system should be able to display agency-defined password parameters when users create or change a password.				
SB11	The system should allow authorized users to determine when any user's password was last changed and to change any user's password.				
SB12	The system should provide access levels, including view, edit, delete, and admin for each component of the system for users and user groups.				
SB13	The system should track the user who last entered or updated any record as well as the date and time of the modification.				
SB14	The system should store a read-only checksum for digital files and provide a means of determining if anyone has tampered with the file.				
SB15	The system should be able to create an audit record each time a record is created, edited, or viewed.				
SB16	The system should create an audit record each time an audio or video attached to a case report is exported from the system.				
SB17	The system should include a screen that displays users who are currently logged in.				
SB18	The system should include a screen that displays successful and unsuccessful log-ins and password changes.				

Architecture

ID	Requirement	Yes	Future	Modify	No
SC1	The system should use an n-tier architecture.				

SC2	The system should use an SQL database.				
SC3	The system should allow connections to the SQL database via free ODBC drivers.				
SC4	The system should include all server hardware. Network equipment and workstations will be furnished by the agency.				
SC5	The system should include 30-minute rolling backups of all data to an offsite location (not within the city or county) during which the system performance cannot be degraded.				
SC6	The system should include a testing/training server.				
SC7	The system should ensure that the testing/training server includes the physical servers, server operating system software, server application and database software, installation, testing and configuration.				
SC8	The system should ensure that the testing/training server allows the users to work with a copy of the production data without influencing the production environment.				

User Interface

ID	Requirement	Yes	Future	Modify	No
SD1	The system should be able to perform data validation/error checking for fields in the system.				
SD2	The system should allow specific fields to be designated as required to force users to enter essential information before saving a record.				
SD3	The system should visibly identify required fields (for example, by color-coding them). If a user attempts to save a record without completing all required fields, The system should visibly notify the user of the remaining required fields (for example, by causing the required fields to flash).				
SD4	The system should provide auto-completion for frequently entered information. Once the user begins typing, the appropriate data should automatically populate into the record.				
SD5	The system should use the tab key to move between fields.				

SD6	The system should include a spellchecker for narrative fields throughout the system. Users should be able to add words such as local place names to the spellchecker's dictionary.				
SD7	The system should allow users to use a shortcut key to jump to any menu or submenu link on an open screen, even if that screen is not currently in focus.				

Integration

ID	Requirement	Yes	Future	Modify	No
SE1	The system should ensure that all of its modules integrate with other modules (CAD, RMS, JMS, etc.), are provided by the same vendor, and are not third-party applications.				
SE2	The system should use a single database, capable of being hosted on a single server, for all modules.				
SE3	The system should allow all modules (CAD, RMS, JMS, etc.) to be accessible to authorized users from the same application window.				
SE4	The system should allow all modules (CAD, RMS, JMS, etc.) to be accessible based on assigned permissions. All modules should be accessible with a single click or keystroke, without launching a separate program or application.				
SE5	The system should provide a one-time, single point of data entry to allow information to be accessible from other modules in the system once it has been entered.				
SE6	The system should have consistent user interface design throughout.				
SE7	The system should be integrated to provide automatic transfer of critical information between software modules, including: <ul style="list-style-type: none"> - CFS data from CAD transfers to the case reports in RMS - Arrest or warrant data in RMS transfers to booking in JMS 				
SE8	The system should ensure that all modules share the same master records for names, addresses, property and vehicles and that these master indices are located within a single database.				

SE9	The system should integrate alerts between all modules so that alerts entered in one area are available in all others (for example, a dispatcher is alerted in CAD when a complainant has an outstanding warrant in RMS).				
SE10	The system should ensure that all modules integrate with the vendor's Financial module (not a third-party application) to support all financial features and functions.				
SE11	The system should provide an agency and user-customizable dashboard that displays summary information from any modules which the user has permission to access (for example, that user's open case reports, the current jail roster, or a list of recently added warrants).				
SE12	The system should be able to display dashboard reminders of overdue and soon-to-be-due tasks for users or user groups.				
SE13	The system should be able to display web links on the dashboard to provide direct links to third-party websites via the default browser.				

Master Name Index

ID	Requirement	Yes	Future	Modify	No
SF1	The system should use a single database, accessed from all modules, for storing the master name records. The system should link all activity of a person (or business) to a single master name record. If the system does not do the above, please explain the master name index architecture and functionality.				
SF2	The system should link the master name record to and provide a list of all activity with which the person was involved, including calls for service, case reports, jail bookings, citations, parking tickets, warrants, registered vehicles, and anything built with custom modules.				
SF3	The system should include links from the activity list on the master name record to any other record in which the person was involved, in the module the activity originated. Access to these records should be controlled by user permissions.				

SF4	The system should include links to the master name index from name fields found throughout the system.				
SF7	The system should support advanced name searching based on any combination data elements in a master name record.				
SF8	The system should allow first, middle and last names to be entered in any order in name fields.				
SF9	The system should not require separate search fields for first, middle, and last names.				
SF10	The system should allow searching for persons and businesses by full or partial names.				
SF11	The system should connect the alias and the master name record so that searching for an alias finds that master record.				
SF12	The system should include the option of using SOUNDEX when searching for names.				
SF13	The system should permit the use of age ranges, as well as specified ages on master name records.				
SF14	The system should eliminate the need to duplicate any name information after it has been entered into the system.				
SF15	The system should allow users to update any basic data fields and add or modify other information on the master name record once it has been created.				
SF16	The system should display the last modified date on each master name record.				
SF17	The system should cross-reference each master name record to all other records associated with a person or business.				
SF18	The system should automatically add names to the master name index when entered elsewhere in the system.				
SF19	The system should allow users to manually enter names directly into the master name index.				
SF20	The system should have built-in checking to reduce the possibility of creating duplicate master name records for the same person or business.				

SF21	The system should have the ability to merge duplicate name entries, giving the user the choice of which name data elements to keep for the merged record.				
SF22	The system should allow users to select, view and merge multiple names at once to a single master name record rather than having to merge them one name at a time.				
SF23	The system should store narrative comments linked to a name and display it upon inquiry for its master name record.				
SF24	The system should display an address history for persons including dates of address changes.				
SF25	The system should check all coded entries in the master name index for validity at the time of data entry.				
SF26	The system should automatically check a name against outstanding warrants, known sex offenders and current jail inmates and notify or alert users accordingly.				
SF27	The system should automatically display any user-entered name alerts (medical alerts, gang alerts, officer safety threats, and other agency-defined alert types).				
SF28	The system should allow users to create new name alerts from or for a master name record.				
SF29	The system should allow users to specify expiration dates on name alerts. Expired name alerts should remain attached to master name records for historical purposes.				

Master Address Index

ID	Requirement	Yes	Future	Modify	No
SG1	The system should link all activity occurring at an address to a single master address record.				
SG2	The system should eliminate the need to duplicate any address information after it has been entered into the system.				
SG3	The system should allow users to update any basic data fields and add or modify other information on the master address record once it has been created.				

SG4	The system should use a single database, accessed from all software modules, for storing the master address index so that information entered about an address in JMS, for example, is available in RMS. If the system does not do the above, please explain the master address index architecture and functionality.				
SG5	The system should ensure that the each master address record includes a listing of all persons and businesses known to reside at the address, which are included in the master name index.				
SG6	The system should display the following related activities with master address records: calls for service, case reports, and civil process service. Activities should be listed in reverse chronological order for each master address record.				
SG7	The system should include links from the activity list to any record in which the address was involved, in the module where the activity originated. Access to these records should be controlled by user permissions.				
SG8	The system should provide a notification to the user that an address is either valid or invalid. For invalid addresses, the system should display a list of potential valid addresses.				
SG10	The system should link to the master address index from address fields anywhere in the system.				
SG11	The system should cross-reference each master address record to all other records associated with that address.				
SG12	The system should allow users to manually enter addresses directly into the master address index.				
SG13	The system should provide a report that shows manually added addresses.				
SG14	The system should have built-in checking to automatically merge differently-typed addresses that correspond to the same location (for example, "312 S Main St" and "312 south main street" should not create duplicate address records).				

SG15	The system should be able to merge address records (for example, "Jefferson High School" and "312 S Main St" are the same address and should be treated as such).				
SG16	The system should automatically display any user-entered address alerts (hazardous materials, alarm system, water supply information, officer safety threats, and other agency-defined alert types).				
SG17	The system should allow users to create new address alerts from a master address record.				
SG18	The system should allow users to specify expiration dates on address alerts. Expired address alerts should remain attached to the master address record for historical purposes.				
SG19	The system should allow searching for address by house number, full or partial street name, state, or zip code.				
SG20	The system should ensure that searching for a merged address record finds the appropriate master address record (for example, searching on "Jefferson High School" finds "312 S Main St").				

Master Vehicle Index

ID	Requirement	Yes	Future	Modify	No
SH1	The system should link all activity for a vehicle to a single master vehicle record.				
SH2	The system should eliminate the need to duplicate any vehicle information after it has been entered into the system.				
SH3	The system should allow users to update any basic data fields and add or modify other information on the master vehicle record once the master vehicle record has been created.				
SH4	The system should use a single database, accessed from all software modules, for storing the master vehicle index so that information entered about a vehicle in CAD, for example, is available in RMS. If the system does not do the above, please explain the master vehicle index architecture and functionality.				

SH5	The system should include a listing in the master vehicle record, with history, of the vehicle's registered owners.				
SH6	The system should display the following related activities with the master address index: calls for service, traffic stops, tow calls, case reports, citations, field identifications, and parking tickets. Activities should be listed in reverse chronological order for each master vehicle record.				
SH7	The system should include links from the activity list to any record in which the vehicle was involved, in the module where the activity originated. Access to these records should be controlled by user permissions.				
SH8	The system should link to the master vehicle record from vehicle fields anywhere in the system.				
SH10	The system should cross-reference the master vehicle record to all other records associated with the vehicle.				
SH12	The system should allow users to manually enter vehicles directly into the master vehicle index.				
SH13	The system should have built-in checking to reduce the possibility of creating duplicate master vehicle records for the same vehicle.				
SH14	The system should check all coded entries in the master vehicle record for validity at the time of data entry.				
SH15	The system should automatically display any user-entered vehicle alerts (including agency-defined alert types).				
SH16	The system should allow users to create new vehicle alerts from a master vehicle record.				
SH17	The system should allow users to specify expiration dates on vehicle alerts. Expired vehicle alerts should remain attached to the master vehicle record for historical purposes.				
SH18	The system should support searching for vehicles by full or partial plate numbers.				
SH19	The system should allow vehicles to be searched by any data element or combination of data elements (for example, vehicles registered to the name "Smith" and/or red pickup trucks).				

State/NCIC Queries

ID	Requirement	Yes	Future	Modify	No
SI1	The system should include an interface to the state/NCIC system.				
SI2	The system should allow authorized users to run state/NCIC queries directly from within the system.				
SI3	The system should restrict access to run state/NCIC queries to authorized users or user groups.				
SI4	The system should allow NCIC query returns to populate Master Name and Master Vehicle records.				
SI4	The system should provide a list of all state/NCIC queries which have been run and the associated returns. This list should be filterable by date, query type, user, and/or workstation.				

Notifications/Messages

ID	Requirement	Yes	Future	Modify	No
SJ1	The system should support "if", "then" and "when" business rules for notifications throughout the system.				
SJ2	The system should include system-wide business rules that allow authorized users to configure unlimited notification scenarios for users and workgroups.				
SJ3	The system should provide business logic which, from information entered into certain required fields, will automatically display other required and/or corresponding fields which pertain to the data already entered.				
SJ4	The system should include business rules that notify users and/or open up the next sequential required field(s) and/or window(s) based on the information added to the record.				
SJ5	The system should include system-wide business rules that allow users and user groups to be notified via multiple communication channels including internal system messaging, e-mail, paging, and/or SMS.				
SJ6	The system should include an internal e-mail-style messaging system that supports the secure transmission of messages with attachments within the agency's network.				

SJ7	The system should warn users that they have unfinished tasks when they attempt to log out.				
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Statutes

ID	Requirement	Yes	Future	Modify	No
SK1	The system should include federal, state, and local statutes.				
SK2	The system should allow authorized users to create and update local statutes and/or ordinances in the system.				
SK3	The system should provide a hotkey that can be used from anywhere in the system to search statutes by statute numbers, title, and/or text within a statute description.				

Attachments

ID	Requirement	Yes	Future	Modify	No
SL1	The system should allow the attachment of files (for example, .DOC , .XLS, .JPG, .WAV) to specified record types. Attached files should be able to be opened or viewed on any workstation by authorized users who have the necessary third-party applications (such as MS Word or MS Excel).				
SL2	The system should support scanning and attaching documents directly to records in the system without the need to first save them elsewhere.				
SL3	The system should store attached files on the vendor's server within the vendor's software (not on an open network folder) for security and ease of access.				

Custom Forms

ID	Requirement	Yes	Future	Modify	No
SM1	The system should allow authorized users to create custom data collection forms to support agency-specified functionality, without any intervention from the vendor or IT.				
SM2	The system should ensure that each custom form is associated with, and subordinate to, a non-custom form (the parent form).				
SM3	The system should allow authorized users to create an unlimited number of custom forms.				

SM4	The system should ensure that the custom forms are integral with the rest of the system and not provided via a third-party application..				
SM5	The system should support printing the data from custom forms via an agency-defined output template and process similar to a mail merge.				
SM6	The system should allow authorized users to add unlimited data items from the parent form when creating a custom form.				
SM7	The system should allow authorized users to include as many fields for data collection as are necessary on custom forms, including entirely new fields (not previously stored in the database) as well as the following: <ul style="list-style-type: none"> - Names from the Master Name Index - Vehicles from the Master Vehicle Index - Addresses from the Master Address Index - Personnel, units, and other agency-defined lists 				
SM8	The system should support the following types of agency-defined fields for custom forms: <ul style="list-style-type: none"> - Address - Automatic record sequence numbers - Multiple item select boxes - Vehicles/Dates/Times - Dollar value - Free form text - Names - Numbers - Signatures (for electronic signatures) - Checkboxes - Yes/No drop-downs - Drop-downs from agency-defined lists 				
SM9	The system should allow a custom form to create a relationship on master name or master address records when those fields are specified within the custom form.				
SM10	The system should allow authorized users to specify the label for each field and data item on a custom form.				
SM11	The system should allow authorized users to specify if each field on a custom form is required or not required.				

SM12	The system should allow for setting the default value for each field.				
SM13	The system should allow the authorized users to arrange the data items and fields in any order on the form.				
SM14	The system should make the data items and fields on custom forms available to the built-in report generator.				
SM15	The system should allow records captured via custom forms to be saved to an external file, emailed and/or printed.				

Custom Modules

ID	Requirement	Yes	Future	Modify	No
SN1	The system should permit authorized users to create custom modules designed to meet specific data collection, management, reporting, and output needs without intervention from the vendor or any additional costs.				
SN2	The system should ensure that custom modules are part of the main software solution and not a third-party application.				
SN3	The system should allow authorized users to create as many custom modules as desired.				
SN4	The system should allow information captured in custom modules to be output from the system in accordance with agency-defined output templates.				
SN5	The system should allow authorized users to include as many fields for data collection as are necessary within custom modules, including entirely new fields (not previously stored in the database) as well as the following: <ul style="list-style-type: none"> - Names from the Master Name Index - Vehicles from the Master Vehicle Index - Addresses from the Master Address Index - Personnel, units, and other agency-defined lists 				

SN6	The system should support the following types of agency-defined fields for custom modules: <ul style="list-style-type: none"> - Dates/times - Dollar value - Free form text - Names - Numbers - Signatures (for electronic signatures) - Checkboxes - Yes/No drop-downs - Drop-downs from agency-defined lists 				
SN7	The system should allow authorized users to specify all of the field labels for a custom module.				
SN8	The system should allow authorized users to arrange and display custom module fields in any order.				
SN9	The system should allow all data included in a custom module to be searched and included in statistical reports.				
SN10	The system should allow a custom module to create an relationship on master name or master address records when those fields are specified within the custom module.				
SN11	The system should allow authorized users to define and filter the list view of the data included within the custom module.				
SN12	The system should allow records from custom modules to be directly converted to PDF files within the system.				
SN13	The system should allow records from custom modules to be attached to emails.				

Support and Maintenance

ID	Requirement	Yes	Future	Modify	No
SO1	The vendor should provide a minimum of 3-4 major software updates (not bug fixes) per year as part of the vendor's software maintenance agreement. Please include contact information for 5 existing customers older than 3 years who can verify this.				

SO2	The vendor should schedule and perform software updates at no additional cost to the agency as part of the standard maintenance agreement.				
SO3	The vendor should load all software updates on the vendor-provided testing/training server(s) before loading them on vendor-provided production servers.				
SO4	The vendor should provide server operating system software and database software as part of the complete system.				
SO5	The vendor should include all updates, enhancements, new versions, and upgrades of the server operating system software and database software as part of its standard software maintenance agreement.				
SO6	The vendor should ensure that the agency will not have to purchase any third-party server operating system software updates and/or newer versions as long as its software maintenance agreement is maintained.				
SO7	The vendor should be responsible for the vendor-provided physical server(s). As necessary to support proper system functions, the vendor should either replace components and/or the entire server(s) as part of the standard maintenance agreement. This includes ensuring that system performance criteria are met and that the server(s) continue to meet the server operating system and database software requirements.				
SO8	The vendor should provide, as part of the standard maintenance agreement, real-time 24x7x365 monitoring of the vendor-provided physical server(s) and operating system software to detect and manage any potential issues with the system.				
SO9	The vendor should load all system software updates to the server and then automatically load updates to each client machine at next startup without any intervention from the vendor or IT.				

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