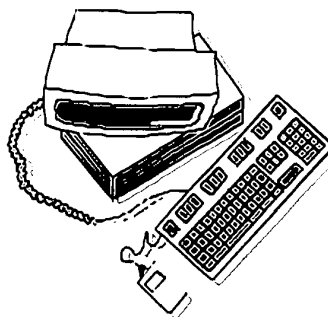


206127

TOWN OF MOUNT PLEASANT



**REQUEST FOR PROPOSALS**



**TOTAL LAW ENFORCEMENT  
COMPUTER SYSTEM**

**DATED: FEBRUARY 7, 1999**

**PRE-PROPOSAL CONFERENCE:  
FEBRUARY 17, 1999 AT 10:00 A.M.**

**PROPOSAL OPENING DATE:  
MARCH 19, 1999 AT 2:00 P.M.**

PROPERTY OF  
National Criminal Justice Reference Service (NCJRS)  
Box 6000  
Rockville, MD 20849-6000

TOWN OF MOUNT PLEASANT



**DEPARTMENT OF ADMINISTRATIVE SERVICES**

***PURCHASING DIVISION***

(803) 884-8517

(803) 849-2060 FAX

DOROTHY BURRIS, ACTING PURCHASING AGENT

KATHY HOY, PURCHASING CLERK

KATHERINE KENYON, ADMINISTRATIVE CLERK II

100 ANN EDWARDS LANE

POST OFFICE BOX 745

MT. PLEASANT, S.C. 29465

**REQUEST FOR PROPOSALS**

**TOTAL LAW ENFORCEMENT COMPUTER SYSTEM**

Qualified, interested firms or persons are invited and encouraged to submit competitive, sealed proposals, including statements of interest, qualifications and experience to the Town of Mount Pleasant's Purchasing Office for a law enforcement computer system, as described within this solicitation.

It is the intent of the Town to procure modern, state-of-the-art computer systems for the Police Department. These systems must be capable of integration with the Town's computer network. They also must be capable of expansion as requirements, personnel, facilities and locations increase.

The proposal shall include all costs, labor/installation, equipment, materials, hardware, software, wiring, training, testing and certification of the system to warranty, as well as, **post warranty maintenance** of the entire installed system, all as applicable, and any other costs, incidental or otherwise, for providing a turnkey system.

**A PRE-PROPOSAL CONFERENCE TO REVIEW SCOPE OF WORK IS SCHEDULED FOR 10:00 A.M., FEBRUARY 17, 1999. THIS CONFERENCE WILL CONVEENE IN COURT/COUNCIL CHAMBERS LOCATED WITHIN THE COURT-COUNCIL BUILDING, AT THE TOWN'S MUNICIPAL COMPLEX, 100 ANN EDWARDS LANE, MT. PLEASANT, SOUTH CAROLINA 29464. ALL INTERESTED BIDDERS ARE ENCOURAGED TO MAKE NECESSARY ARRANGEMENTS TO ATTEND.**

All responses shall be evaluated for, but not limited to, costs, quality, acceptability as specified, availability of goods or services, warranties, past performances and other special costs or factors which may apply, including any special conditions or exceptions which the Offeror may have indicated or stipulated.

It is required that all submittals be received by the Town of Mount Pleasant no later than **2:00 P.M., local time, MARCH 19, 1999**, at which time and place all submittals shall be publicly opened and the names of the Offerors read aloud in Conference Room 101, located within the Court-Council Building, at the Town's Municipal Complex, 100 Ann Edwards Lane, Mount Pleasant, South Carolina 29464. **Only the names of the Offerors shall be read aloud at the proposal opening.**

An official authorized to bind the Offeror must sign the proposal. This Invitation does not commit the Town of Mount Pleasant to award a contract, to pay any costs incurred in the preparation of a proposal or to procure or contract for the articles of goods or services.

The Town reserves the right to waive any informalities or irregularities, to accept or reject any or all responses, to negotiate with any or all qualified Offerors, to award or refrain from awarding and to amend, revise or cancel in part or in its entirety this Invitation, if it is in the best interest of the Town to do so.

All interested parties are encouraged to contact the Town's Purchasing Office (843)884-8517 for obtaining an Request for Proposal package which has been prepared for these services.

Dorothy Kay Burris, CPPB  
Acting Purchasing Agent  
TOWN OF MOUNT PLEASANT

**TOWN OF MOUNT PLEASANT**



**DEPARTMENT OF ADMINISTRATIVE SERVICES**

***PURCHASING DIVISION***

(803) 884-8517

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KATHERINE KENYON, ADMINISTRATIVE CLERK II

100 ANN EDWARDS LANE

POST OFFICE BOX 745

MT. PLEASANT, S.C. 29465

**I. REQUEST FOR COMPETITIVE PROPOSALS**

**DATE: FEBRUARY 7, 1999**

**R.F.P. TITLE: TOTAL LAW ENFORCEMENT COMPUTER SYSTEM**

**PROJECT: LAW ENFORCEMENT COMPUTER SYSTEM FOR  
THE TOWN'S POLICE DEPARTMENT and COURT  
ADMINISTRATOR**

**OPENING TIME: 2:00 P.M.**

**OPENING DATE: MARCH 19, 1999**

Qualified, interested firms or persons are hereby invited and encouraged to submit competitive, sealed Proposals, including Statements of Interest, Qualifications and Experience for a law enforcement computer system, as described within this solicitation, for use within the Town of Mount Pleasant Police Department's various locations, as specified, and in accordance with the requirements of this solicitation, which are contained herein.

**A PRE-PROPOSAL CONFERENCE TO REVIEW SCOPE OF WORK IS SCHEDULED FOR 10:00 A.M., FEBRUARY 17, 1999. THIS CONFERENCE WILL CONVEENE IN COURT/COUNCIL CHAMBERS LOCATED WITHIN THE COURT-COUNCIL BUILDING, AT THE TOWN'S MUNICIPAL COMPLEX, 100 ANN EDWARDS LANE, MT. PLEASANT, SOUTH CAROLINA 29464. ALL INTERESTED BIDDERS ARE ENCOURAGED TO MAKE NECESSARY ARRANGEMENTS TO ATTEND.**

It is required that all submittals be received by the Town of Mount Pleasant no later than **2:00 P.M., local time, MARCH 19, 1999**, at which time and place all submittals shall be publicly opened and the names of the Offerors read aloud in Conference Room 101, located within the Court/Council Building, at the Town Municipal Complex, 100 Ann Edwards Lane, Mount Pleasant, South Carolina 29464. **Only the names of the Offerors will be read aloud.**

The submittals must be signed by an official authorized to bind the Offeror and it shall contain a statement to the effect that the submittals are firm for a period of not less than ninety (90) days from scheduled submittal opening date. **Submittals must be submitted as specified, reflecting the title and project ("TOTAL LAW ENFORCEMENT COMPUTER SYSTEM") and include the Offeror's name and address.**

This Invitation does not commit the Town of Mount Pleasant to award a contract, to pay any costs incurred in the preparation of a submittal, or to procure or contract for the articles of goods or services. The Town reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with any or all Offerors or to cancel in part or in its entirety this Invitation, if it is in the best interest of the Town to do so.

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## II. INSTRUCTIONS TO OFFERORS

### 1. Invitation Documents:

Each Offeror should carefully examine the "Invitation" documents, including any addenda. Should the Offeror identify any discrepancies or ambiguities, he shall at once notify the Purchasing Office. The Offeror will make no allowance for oversight or misunderstandings, after submittals are received.

### 2. Preparation of Submittals:

All submittals shall be either typewritten or legibly handwritten in ink. Offerors shall have proven experience in various disciplines as defined elsewhere herein.

Offerors' submittals shall include a brief resume of the firm. Offerors' submittals shall address the Scope of Work and Specifications (Section V) being desired, as well as the submittal requirements as specified herein in Section VII and the required proposal response documents in Section X.

Offerors shall provide concise statements regarding their capabilities and past work.

Signatures on submittals must be by a principal, duly authorized to make contracts, and must include Offeror's Anti-Trust/Non-Collusion Statement as provided and contained herein.

### 3. Submission of Submittals:

Two (2) unbound originals and eleven (11) bound copies of Offerors' submittals are to be provided in a sealed envelope, **clearly marked with the Invitation title as designated elsewhere within this solicitation.** Offerors are responsible for the actual delivery of submittals during business hours (8:00 A.M. - 4:30 P.M., Monday-Friday). **Submittals received after the scheduled opening date and time may be immediately disqualified in accordance with the Town of Mount Pleasant's Procurement Ordinance.**

Submittals are to be mailed to:

**Purchasing Division  
Town of Mount Pleasant  
Post Office Box 745  
Mt. Pleasant, SC 29465**

Hand carried to:

**Town of Mount Pleasant  
Municipal Complex  
Purchasing Division  
100 Ann Edwards Lane  
Mt. Pleasant, SC 29464**

## II. INSTRUCTIONS TO OFFERORS CONTINUED:

### 4. Affirmative Action:

The successful Offeror will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the disabled, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin, or physical disablement, Contractors shall comply with Title VI of the Civil Rights Act of 1964. It shall be the contractor's responsibility to assure compliance with these requirements by any and all subcontractors.

### 5. Submittal Opening:

Submittals shall be publicly opened on the date and at the time specified. Only the names of the Offerors shall be disclosed at the opening. Contents of the competing Offeror's shall not be disclosed at the opening. **Only** the submittal of the **successful Offeror** shall be available for Public inspection **after the award of a contract**. **Propriety** or **confidential** information marked as such in any submittal **shall not be disclosed without prior written consent of the Offeror**.

### 6. Information:

Any explanation desired by an Offeror regarding the meaning or interpretation of the Invitation Schedule, attachments, specifications, etc. must be requested in writing and in sufficient time that the Town's response may reach all Offerors in sufficient time to be considered and/or included in their offer. Response to any such requests will be by Addendum. The Town will determine if time is sufficient for the release of any Addendum. All written requests should be directed to the attention of:

**Dorothy Kay Burris, CPPB  
Town of Mount Pleasant  
Purchasing Division  
Post Office Box 745  
Mount Pleasant, S. C. 29465**

Oral explanation of instruction given before the award of the contract will not be binding. Any information given to a prospective Offeror concerning the Invitation will be furnished to all prospective Offerors as an addendum to the Invitation, if such information is necessary to Offerors in submitting offers on the proposal schedule or if the lack of such information would be prejudicial to uninformed Offerors.

### 7. Award Criteria:

Award consideration shall include, but not be limited to, the Offeror's professional qualifications, prior similar project experience, system cost, quality and acceptability of the system proposed, and other special costs or factors, which may apply, including any special conditions or exceptions which the Offeror may have indicated or stipulated.



## II. INSTRUCTIONS TO OFFERORS CONTINUED:

### 8. Offeror's Responsibility:

Each Offeror shall fully acquaint himself with the conditions relating to the Scope and Restrictions attending the execution of the work. This requires on-site observations. By submitting a proposal, whether so stated or not, each Offeror is attesting to the fact that he has visited all work sites being considered, reviewed the conditions and work to be accomplished, and considered all conditions or assumptions on which his proposal is made. The failure or omission of an Offeror to fully acquaint himself with the existing conditions shall in no way relieve him of any obligation with respect to his proposal or to any contract as a result of his proposal.

**To arrange a site visit, please contact:**

**Lieutenant Richard Almes  
Administrative Services  
Mount Pleasant Police Department  
Telephone #(843)884-4176**

### 9. Pre-Proposal Conference:

A Pre-Proposal conference to review the Requirements and Scope of Services will be held at **10:00 A.M., FEBRUARY 17, 1999**. This meeting will be held in **Conference Room 101, located within the Court-Council Building, at the Town's Municipal Complex**, 100 Ann Edwards Lane, Mount Pleasant, South Carolina 29464. Interested parties are encouraged to attend; however, attendance is **not** mandatory.

### 10. Bonds:

Labor, Material and Performance Bonds in the amount of One Hundred (100%) percent of the cost of the project shall be required upon award of the contract. The Performance Bond shall guarantee performance by the bidder in accordance with the contract.

### 11. Insurance:

The successful Offeror(s) shall provide Certificates of Insurance to the Owner in accordance with the General Terms and Conditions of the contract documents.

### 12. Progress Payments:

Progress payments shall be considered for contracted projects in accordance with an established schedule, which will have been determined, agreeable by both parties.

### 13. Warranties:

Each Offeror shall indicate system warranties that apply and the response time the Town can expect if warranty service is required. All warranty repairs shall be on-site by the successful Offeror.

### **III. GENERAL CONDITIONS:**

1. Addenda:

Changes or corrections may be made in the "Invitation" documents after they have been issued and before the Proposal due date. In such cases, written Addendum describing the changes or corrections will be issued by the Town's Purchasing Office to all Offerors. Such Addendum shall take precedence over the original portion of the Invitation documents concerned. The Town of Mount Pleasant will not be held responsible for any oral instructions.

2. South Carolina Law Clause:

Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful Offeror from business in this State, by submission of this signed submittal, the Offeror agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

3. Award Selection:

Award selection shall be made to the responsible Offeror whose submittal is determined to be the most qualified and advantageous to the Town, taking into consideration the evaluation factors set forth herein. In all cases the Town of Mount Pleasant reserves the right to: 1) waive any informalities or irregularities in the submittals; 2) reject any or all submittals; 3) to select or refrain from selecting the submittal of any Offeror; 4) negotiate with any or all qualified Offerors; 5) and to select the submittal that is in the best interest of the Town. The Town of Mount Pleasant's Bids & Purchases Committee's decision shall be final.

4. Contract Award:

Any contract awarded as a result of this Invitation and submittals received, shall be negotiated between the Town and the selected Offeror at a fee determined fair and reasonable and acceptable between all parties, based on the actual project requirements.

Prior to the commencement of negotiations with the successful or any Offeror, a Statement may be required that the Offeror has reviewed his/her submittal; the workload of the organization; verification that key project personnel are still in place and any other conditions which might change or effect the successful and timely completion of the project has been disclosed to the Town for subsequent consideration.

Negotiations, when applicable, will be conducted beginning with the Offeror whom has been determined and selected as the most qualified by the Town. Should the Town be unable to successfully negotiate a contract which would be considered acceptable to the Town with the first choice Offeror, said negotiations shall be terminated and the Town may conduct like negotiations with the next acceptable Offeror. Likewise, should the negotiations with the second choice Offeror fail to result in an acceptable agreement, these negotiations may be terminated and new negotiations conducted with the third and subsequent Offerors. Negotiations with the second and subsequent Offerors shall be conducted in the same manner using the same criteria as with the first Offeror.

### **III. GENERAL CONDITIONS CONTINUED:**

#### **5. Contract Documents:**

Should an award be made as a result of this solicitation, the Contract, Purchase Order or Agreement shall, by reference, consist of the following:

- A) Advertisement for Proposals
- B) Invitation to Offerors
- C) Instructions to Offerors
- D) General Conditions
- E) Scope of Services
- F) Schedule of Work
- G) Non-Collusion Oath
- H) Offeror's Statement
- I) Agreement or Purchase Order
- J) Notice of Award - Contractor's Acceptance of Award
- K) Contractor's Certificates of Insurance
- L) Notice to Proceed
- M) Any Addenda
- N) Any Change Orders, Supplements or Modifications

#### **6. Invoices:**

All invoices must be submitted to:

**TOWN OF MOUNT PLEASANT  
PURCHASING DIVISION  
POST OFFICE BOX 745  
MOUNT PLEASANT, SOUTH CAROLINA 29465-0745**

Invoices submitted for payment for goods or services provided under this Contract, shall contain, at a minimum, the following information:

- A. Name of Business Concern
- B. Contract/Purchase Order Number or other authorization for delivery of services or property
- C. Complete description of goods and services
- D. Price and quantity of material or services **ACTUALLY** delivered or executed
- E. Shipping and payment terms
- F. Title, Telephone number, and complete mailing address of responsible official to whom payment is to be sent; and,
- G. Other substantiating documentation of information as required by the Contract.

The Town reserves the right to withhold payment or make such deductions as may be necessary to protect the Town from loss or damage because of defective work, claims, damages, or to pay for repair or correction of materials furnished hereunder.

### III. GENERAL CONDITIONS CONTINUED:

#### 7. Prohibition of Gratuities:

Amended Section 8-13-420 of the 1976 Code of Laws of South Carolina stated: "It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor or any person associated therewith as an inducement for the award of a subcontract order." All awards made shall conform to applicable South Carolina statutes.

#### 8. Termination:

A) **For Cause:** If the Contractor fails to begin the performance of his Contract within the time specified, or fails to make delivery or to provide sufficient workmen and equipment or sufficient material to ensure completion within the Contract Time, or shall sublet any part or all of the Contract without the previous written approval of the Owner, or shall perform the Contract unsuitably, or shall neglect or refuse to remove materials or correct such work as shall have been rejected as defective or unsuitable, or shall discontinue the prosecution of the Work, or if the Contractor shall become insolvent or be declared bankrupt, or commit any act of bankruptcy or insolvency, or allow any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors, or from any other cause whatsoever shall not carry on the Work or perform the Contract in an acceptable manner, the Owner may, at his option, give notice in writing to the Contractor and his surety of such delay, neglect or default and if the Contractor, within a period of five (5) days after such notice, shall not proceed in accordance therein, then the Owner may, at his option, without violating the Contract, take the prosecution of the Work out of the hands of the Contractor or his surety, appropriate or use any or all materials or equipment on the ground as may be suitable and acceptable, and enter into an agreement for the completion of said Contract according to the terms and provisions thereof, or use such other methods as, in the Owner's opinion, shall be required for the completion of said Contract in an acceptable manner.

All costs and charges incurred by the Owner, together with additional compensation to the Town for these extra services, the cost of completing the Work shall be deducted from any moneys due or which may become due the Contractor. The Contractor shall not be entitled to any further payment until work is finished.

In case the cost and expense so incurred by the Owner, together with the assessment, shall be less than the sum which would have been payable under the Contract if it had been completed by the said Contractor, then the Contractor shall be entitled to receive the difference. In case such expense and damages

### III. GENERAL CONDITIONS CONTINUED:

#### 8. Termination Continued:

shall exceed the sum which would have been payable under the Contract, then the Contractor and the surety shall be liable and pay to the Owner the amount of said excess. This obligation for payment shall survive the Termination of the Contract.

Should, by a Court of competent jurisdiction, it be determined that such termination was without just cause, such termination shall thereupon be deemed a Termination for convenience by the Owner.

B) **For Convenience:** The Owner, by written notice, may terminate this Contract in whole, or in part where it is in the best interest to do so. Written Notice shall be given to the Contractor by the Owner.

Should such a Termination be necessary, the Contractor shall incur no further cost or obligations related to the Work. The Contractor shall stop work with the effective date of said Termination. The Contractor shall also terminate Subcontract and outstanding orders accordingly. The Contractor shall settle any outstanding liabilities and claims which may arise out of the Termination.

The Contractor shall transfer title and deliver to the Owner the completed or partially completed Work, including materials, equipment and any information and Contract rights as the Contractor has.

The Contractor shall submit a Termination Claim to the Owner specifying the amounts due because of the Termination for convenience, together with costs, pricing or other data required by the Town.

The total sum paid to the Contractor under this Section shall not exceed the Contract Price, including approved changes, as properly adjusted, reduced by the amount of payments otherwise made.

#### 9. Prime Contractor:

The contractor (Prime Contractor) will be required to assume the sole responsibility for the complete effort as required by this Invitation. The Town of Mount Pleasant will consider the contractor to be the sole point of contact with regard to contractual matters, and will be responsible for the quality and timeliness of the work of any subcontractors hired by the prime contractor.

### **III. GENERAL CONDITIONS CONTINUED:**

9. *Prime Contractor Continued:*

The Contract documents contain the provisions required for these services. Information obtained from an officer, agent, or employee of the Owner or any other person shall not affect the risks or obligations assumed by the Contractor or relieve him from fulfilling any of the conditions of the Contract.

10. *Contractor's Relationship to Town*

It shall be expressly agreed and understood that the Contractor is in all respects an independent Contractor as to the work, and that the Contractor nor his employees are, in no respect, an agent, servant or employee of the Town.

11. *Subcontracting:*

Contractor may Subcontract various or certain, specific services to be performed hereunder with the prior approval of the Town, which shall not unreasonably withhold approval. No such approval will be construed as making the Town party of, or to, such Subcontract, nor shall approval be construed as subjecting the Town to liability of any kind to any Sub-Contractor. No Subcontract shall under any circumstances, relieve the Contractor of its liability and obligation under this Contract; and despite such Subcontracting, the Town shall deal through the Contractor, and Sub-Contractors will be dealt with as workmen and representatives of the Contractor.

12. *Document Ownership:*

Ownership of all data, material and documentation originated and prepared for the Town pursuant to this Contract shall belong exclusively to the Town.

13. *Change Orders:*

Any request for contract changes, deviations, etcetera, by the Contractor, which shall have a cost effect to the contract shall be priced and submitted to the Town via the Town's Project Representative for acceptance consideration. All changes having a cost effect require prior approval by the Town's Project Representative for the Police Department. The Project Representative for the Town's Police Department shall be named by the Police Department, and shall have the authority to make changes, accept deviations, etcetera, within the requirements and specifications of the Scope of Work which, if authorized, have no cost impact.

### III. GENERAL CONDITIONS CONTINUED:

#### 14. Competition:

The solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation it shall be the responsibility of the interested Offeror to notify the Purchasing Agent in writing so as to be received no later than ten (10) calendar days prior to the opening date. The solicitation may or may not change, but a review of such notification will be made prior to award.

#### 15. Delivery:

Maximum lead-time, for the completed services shall be as agreed by both parties. Failure to deliver within the agreed time may result in Offeror's name being removed from future Invitations. In case of default on Contract, the Town reserves the right to purchase any or all services in default on open market, charging Contractor with any excessive costs. Should such charges be assessed, no subsequent offers of the defaulting Contractor will be considered until the assessed charge has been satisfied.

#### 16. Acceptance Testing:

The system will undergo a series of unit and module tests during the installation and modification process. These tests will provide basic assurance that the various components of the system operate as specified. On request, the Contractor must be prepared to demonstrate any function(s) of the system prior to the start of acceptance tests.

Upon certification by the Contractor that the components of the system meet the design requirements and upon completion of system functional demonstration, a sixty (60) day formal acceptance period will commence. During this period, the system shall demonstrate a total availability of at least ninety-nine (99%) percent.

The system will be considered "unavailable" if any of the following conditions occur:

- ?? Any critical dispatch, incident entry or unit control capability is not available at all active terminal positions;
- ?? Critical unit or incident status information is not available at all active terminal positions;
- ?? Access to E-911 or remote systems is not available due to failure of application programs

In addition, if the system is reloaded in its entirety, either manually or automatically, more than once per eight (8) hour shift, the system will be assumed to be down for one (1) full hour. Scheduled system reloads will be counted as actual time down only.

### **III. GENERAL CONDITIONS CONTINUED:**

#### **16. Acceptance Testing Continued:**

In the event that the required level of reliability is not demonstrated at the end of the thirty (30) day period, the acceptance test period will be extended until the required performance level has been demonstrated for thirty (30) consecutive days.

Any and all deficiencies which are encountered during this test period, shall be corrected by the vendor prior to final acceptance.

#### **17. Public Access to Procurement Information:**

No such documents or other documents relating to this procurement will be presented, or made otherwise available to any other person, agency or organization until after the award. Commercial or financial information obtained in response to this RFP, which is privileged and confidential, will not be disclosed. Such privileged and confidential information includes information, which if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All Offerors; therefore, must visibly mark as “**Confidential**” each part of their proposal which they consider to contain proprietary information.

**NOTE:** Offeror(s) should not mark pages of their proposal response as “**Confidential**” if they are to be part of the award of the Contract and are “Material” in nature, (i.e., prices and price lists are “Material” in nature and would be part of a Contract in the event an award is made to the Offeror on their proposal response).

#### **18. Oral Information:**

Oral explanation or instruction given before the award of the Contract will not be binding. Any information given to a prospective Offeror concerning the proposal schedule will be furnished to all prospective Offerors as an amendment to the Invitation for Proposals, if such information is necessary to Offerors in submitting offers on the proposal schedule, if the lack of such information would be prejudicial to uninformed Offerors.



### **III. GENERAL CONDITIONS CONTINUED:**

19. *Contract Administration:*

Questions or problems arising after award of a Contract shall, unless notified differently, be directed to the Police Department representative, Pfc. David Geddings 100 Ann Edwards Lane, Mount Pleasant, South Carolina 29464, telephone number (843)884-4176.

20. *Patent (Not Applicable to solicitations for service requirements):*

The Contractor shall hold the Town, its officers, employees and agents, harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, agent or manufacturer, of any copyrighted, uncopyrighted composition, secret process, article or appliance furnished or used under this solicitation.

21. *Release and Indemnify:*

To the fullest extent permitted by law, the Contractor shall release, indemnify, keep and save harmless the Town, its agents, officials and employees, from any and all responsibility or liability for any and all damage or injury of any kind or nature whatsoever (including death resulting therefrom) to all persons, whether agents, officials or employees of the Town or third persons, and to all property (including environmental damage/clean-up) proximately caused by, incident to, resulting from, arising out of, or occurring in connection with, directly or indirectly, the performance or nonperformance by the Contractor is (or is alleged to be in any way responsible), tract, tort (including alleged active or passive breach of any duty or participation in the wrong), or upon any alleged breach of any duty or obligation on the part of the Contractor, its agents, officials and employees or otherwise. The provisions of this Section shall include any claims for equitable relief or for damages (compensatory or punitive) against the Town, its agents, officials, and employees, including alleged injury to the business or any claimant and shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses. Expenses as used herein shall include without limitation the costs incurred by the Town, its agents, officials and employees, in connection with investigating any claim or defending any action, and shall also include reasonable attorney's fees by reason of the assertion of any such claim against the Town, its agents, officials or employees. The Contractor expressly understands and agrees that any Performance Bond or Insurance protection required by this Contract, or otherwise provided by the Contractor, shall in no way limit the Contractor's responsibility to release, indemnify, keep and save harmless and defend the Town as herein provided. The intention of the parties is to apply and construe broadly in favor of the Town the foregoing provisions subject to the limitations, if any, set forth in South Carolina Statutes.

### III. GENERAL CONDITIONS CONTINUED:

#### 22. Suspension:

The Town shall also have the right to suspend this Contract upon written notice to the Contractor. Such written notice shall state the reasons for suspension and allow for a period of ten (10) days during which the Contractor shall be provided with an opportunity to respond with an explanation or justification, and/or shall undertake any reasonable remedial action required by the Town. If, in the opinion of the Town the Contractor remains in violation of this Contract at the completion of the ten (10) day suspension period, the Town shall have the right to terminate this Contract whereupon all obligations of the Town to the Contractor shall cease.

Nothing contained herein shall prevent the Town from pursuing any other remedy, which it may have against the Contractor, including claims for damages.

#### 23. Non-Appropriations:

Any Contract entered into by the Owner resulting from this proposal invitation, shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year. In the event that funds are not appropriated, the Contractor shall not prohibit or otherwise limit the Town's right to pursue and Contract for alternate solutions and/or remedies as deemed necessary by the Town of the conduct of its affairs.

#### 24. Specification Deviations:

Any deviation from the specifications indicated herein must be clearly pointed out, otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful Offeror shall be held responsible therefor. Deviations must be explained in detail on separate sheets and be attached to the submitted bid.

#### 25. Drug-free Workplace:

It is the intent of the Town of Mount Pleasant to comply with the requirements set forth in Title 44, Code of Laws of South Carolina, 1976, Chapter 107 and shall apply to all procurement actions involving an award for Fifty Thousand and 00/100, (\$50,000.00) Dollars, or more. **Compliance is mandatory.** Failure to comply with this requirement shall be grounds for default.

#### 26. Publicity Release:

Contractor agrees not to refer to award of this Contract in commercial advertising, in such a manner as to state or imply that the products or services provided are endorsed or preferred by the Town.



### **III. GENERAL CONDITIONS CONTINUED:**

#### **27. Excusable Delay:**

The Contractor shall not be liable for any excess costs if the failure to perform the Contract arises out of causes beyond the control, and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to Acts of God or of the public enemy, acts of Government in either its sovereign or Contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case the failure to perform is caused beyond the control of both the Contractor and the Sub-Contractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the Sub-Contractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled.

#### **28. Accidents:**

The Contractor and/or Sub-Contractors shall hold the Town harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the Contractor and/or the Sub-Contractor, their agents, or employees in the performance of this Contract, and in case of any action brought therefor against the Town or any of its agents or employees, the Contractor shall assume full responsibility for the defense thereof, and upon its failure to do so on the proper notice, the Town reserves the right to defend such motion and charge all costs hereof to the Contractor. The Contractor shall take all precautions necessary to protect the public against injury.

#### **29. Insurance:**

Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to the commencement of the work. These Certificates shall contain a provision that coverage afforded under the policies will not be canceled unless at least thirty (30) days prior written notice has been given to the Owner. All insurance policies shall be issued by responsible companies whom are acceptable to the Town and licensed and authorized to do business under the laws of the State of South Carolina. The Contractor shall effect insurance to protect the interest of the Contractor, subcontractors and sub-subcontractors in the work.

The Contractor shall procure and maintain, at the Contractor's own expense, during the contract time, Liability Insurance as hereinafter specified.

A) Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the Contractor and protecting the Contractor from all claims for personal injury; including death and all claims for destruction of or damage to property arising out of or in connection with any operations under this contract, whether such operations be by the Contractor or a subcontractor employed by the Contractor. Insurance shall be written with a limit of liability of not less than \$500,000 for all property damage sustained by any one person in any one accident, and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

### **III. GENERAL CONDITIONS CONTINUED:**

29. Insurance Continued:

B) Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident.

C) The Contractor shall provide to the Owner an acceptable Certificate of Insurance certifying proof of insurance for professional liability. The aggregate limit should be total insurance available for claims of at least \$1,000,000 per claim and \$1,000,000 aggregate.

D) The Contractor shall procure and maintain, at the Contractor's own expense, during the contract time, in accordance with the provisions of the laws of the State of South Carolina Workers' Compensation Insurance, including occupational disease provisions, for all of the Contractor's employees, and in case any work is sublet, the Contractor shall require such subcontractor identically to provide Workers' Compensation Insurance, including occupational disease

#### IV. SUBMITTAL REQUIREMENTS:

1. Use of Response documents attached:

**Section X** contains response documents, which **must be completed and submitted** with the proposal by each Offeror. Failure to complete and return the response documents will be a basis for disqualification. The response documents are to be returned on the original form provided. In no case shall requirements be re-typed or altered in any way from those provided.

**Appendix A** contains a **Proposal Pricing Package** which must be used to complete the pricing of the proposed solution. **This package is required and must be completed for the proposed solution.** If more than one solution is proposed, a **Pricing Package must be completed for each option proposed.**

2. Interpretation of the Proposed Project and Prescribed Methodology and Scope of Services:

Each Offeror shall submit in writing a brief discussion of the general approach to the work demonstrating the basic understanding of the project and a detailed description of the work task, including the planning process, all as understood at this time.

3. Offerors' Verifiable Similar Experience and Performance:

Each Offeror shall submit evidence that Offeror has current or recent past similar experience in the many required disciplines, including, but not limited to a demonstrated ability in installation, training and project management/maintenance. The Offeror should have a demonstrated ability to design and successfully manage a multi-disciplined effort with emphasis in law enforcement computer systems requirements, with associated Contractors, including the ability to assist the Owner as may be necessary in the required permitting by various regulatory agencies as well as project management of such projects.

4. Offeror's Availability of Qualified, Professional Staff, Including Support Personnel (Contractors) by Others and Current Existing Commitments:

Each Offeror shall submit evidence demonstrating specialized current experience of staff and supporting Contractors, if applicable. Experience submittal shall demonstrate not only the technical competence of staff to perform the required installation, training and management/maintenance services applicable for the project elements as described herein; but the availability of staff and supporting personnel considering current existing commitments and their proximity to the proposed site and project component representatives.

A joint venture approach may be found to be suitable, but is not required nor desired by the Town at this time. However, all Offeror's submittals of "Statements of Qualifications" should clearly define each organization's functions and in-house capabilities.

Should the successful Offeror require additional effort to support the project after award, the selection of such will be subject to the approval of the Town.

5. Capabilities:

All Offerors shall identify in-house capabilities, and adequate staffing as related to current and projected workloads.

All Offerors shall identify all discipline of **which in-house capability does not exist**.

#### **IV. SUBMITTAL REQUIREMENTS CONTINUED:**

6. **References:**

Offerors should include current customer listings with a contact person at each location, which is similar in application use.

**Reference information should include:**

- Client's name, contact person, and telephone number
- Project name
- Project begin and completion dates
- Length of project in days
- Was service completed on schedule as required or promised (if not, explain)
- Was the Pre-Design budget cost realistic or was it necessary to adjust project components in order to meet budget?
- Estimated cost of contract services, if prepared by the Offeror
- Actual bid cost
- Include letters of recommendation, if applicable.

7. **Past Performance:**

Offerors shall provide sufficient information, which can substantiate and indicate past performance of similar projects. Good references as required herein should satisfy this requirement. The Town reserves the right to request supplemental information to substantiate information provided by project references or to further support performance qualifications.

8. **Schedule and Budget Requirements:**

Offerors shall demonstrate a commitment to project schedule and budget requirements. This shall be evidenced by:

- A) Demonstrated ability to install, train on and manage/maintain a law enforcement computer system within approved budgets, and accurately projected estimated project costs.
- B) Demonstrated ability to recommend appropriate phases for installation, training and maintenance of the law enforcement computer system, and to accurately project estimated project schedule and timely completion as required for completing the project.

When implemented, project schedules are critical and must be realistic, and adherence thereto is mandatory. Offeror shall address organizational depth of qualified personnel, and shall show evidence of its commitment to complete projects within the required time schedules.

9. **Quality Control:**

Each Offeror shall address management techniques, which are in place, which demonstrate quality control not only by the Contractor but also by his/her Contractors, including project oversight and administration thereof.

**IV. SUBMITTAL REQUIREMENTS CONTINUED:**

10. Organization by Element:

Offerors shall provide an Organizational Chart, which would apply to the proposed project.

11. Submittal Statements:

Neither voluminous nor elaborate statements are expected nor required. However, the firm should provide concise statements regarding its capabilities and past work accomplishments in relation to the Town's needs as contained within these documents.

12. Anti-Trust/Non-Collusion Statement:

All Offerors shall complete and include with their submittal, **Offerors' Anti-Trust/Non-Collusion Statement**. Town form is provided and contained herein. Offerors stationery may be used; **however, the wording must be precisely the same.**

13. Number of Submittals Required:

Each Offeror shall provide two (2) unbound originals and eleven (11) bound copies of Statements of Interest for review and evaluation by Town Staff. **Submittals shall be in a properly marked, sealed envelope or wrapping in accordance with the instructions contained elsewhere herein.** Failure to provide the required number of copies shall be cause for Offerors' submittal to be considered non-conforming.

14. Submittal Opening:

Submittals shall be publicly opened on the date and at the time specified. Only the names of the Offerors shall be disclosed at the opening. Contents of the competing Offerors shall not be disclosed at the opening. Only the submittal of the **successful Offeror** shall be available for Public inspection **after the award of a contract upon written request**. **Proprietary** or **confidential** information marked, as such in any submittal **shall not be disclosed without prior written consent of the Offeror**. Manufacturer's part or model numbers, descriptions and cost information, etc. **cannot** be considered Proprietary.



## **V. SCOPE OF SERVICES AND SPECIFICATIONS:**

### **SUMMARY DESCRIPTION OF PROJECT**

#### **1. General:**

The Town of Mount Pleasant is soliciting proposals from qualified firms in response to this Request for Proposals (RFP) to provide, install and support an integrated computerized total law enforcement system to serve the operations of the Mount Pleasant Police Department. A total law enforcement system consists of four major components: a Computer-Aided Dispatch (CAD) system, and Records Management System (RMS). Court Management System (CMS), and Mobile Data System (MDS). The purpose for soliciting this proposal is to obtain the best possible system to support effective and efficient emergency (police and fire) dispatching, records information management and reporting, court management and reporting and remote log on and real-time access to units in the field. The selected firm will provide equipment, personnel, travel, consumables and related professional services and expenses required to perform all necessary work and materials required to provide goods and services described herein. **The system must be year 2000 compliant.**

This RFP seeks responses from firms that can provide:

- ?? A turnkey system
- ?? A totally integrated system
- ?? A single Contractor source for CAD, RMS, CMS and MDS applications
- ?? Well defined, widely used interfaces, communications protocols and programming languages
- ?? Programming Standards that have been adopted by recognized standards bodies such as ISO, IEEE, ANSI, OpenGIS
- ?? A well defined software development process (SEI Level 3 certification or better, or ISO 9000)
- ?? Substantial commitment to the product
- ?? A wide customer base, with written list of current customers
- ?? Support for user groups
- ?? Applications compatible with widely used third party tools for ad-hoc query and report generation
- ?? Applications which provide a Graphical User Interface where applicable
- ?? Future expandability
- ?? Operator/user/administrator friendliness
- ?? Maintainability
- ?? Long-term useful life
- ?? Timely implementation
- ?? Legacy Data Migration

**V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

**SUMMARY DESCRIPTION OF PROJECT CONTINUED**

1. General Continued:

Each response MUST INCLUDE a proposal to provide an entire system consisting of CAD, RMS, CMS and MDS core components. Offerors will be evaluated based on the functional capabilities of their CAD, RMS, CMS and MDS applications as well as the cost and benefits of each solution proposed. It is requested that Offerors itemize all costs to the extent possible, and as set forth in the required cost submittal forms. Include as many options as possible.

Each proposal submitted in response to this RFP is expected to cover all costs associated with obtaining the software, server hardware and communications hardware necessary to implement the proposed solution including, but not limited to, software acquisition, server hardware acquisition, communications hardware acquisition, software and hardware documentation, freight and delivery, installation, training, license fees, any and all taxes including sales tax, maintenance and warranty issues. Integration and programming costs are to be included, if applicable, including, but not limited to, networking with current Town LAN/WAN systems and conversion of existing data.

Current LAN/WAN configuration is of Switched Token Ring architecture, running at 16Mbps with IPX/SPX as the primary protocol. Additionally, the DLC protocol is used to communicate with the two IBM AS/400s and networked printers. The network is broken into six (6) segments, each of which is connected to a Madge Smart Ringswitch Plus. The three (3) NT servers are connected directly to the Switch with cat.5 UTP. The network has 108 nodes. Of these, the 88 workstations and 20 printers are connected to Multistation Access Units with Cat.5 UTP. The MAUs are connected to the Switch with multimode fiber optic cable using ST/ST connectors. Additionally, connectivity is provided to the remotely located Recreation Department's domain, consisting of 12 nodes, via NT 4.0 Remote Access Server and dial-up lines.

The Mount Pleasant Police Department currently utilizes five (5) different computer workstation types throughout the department. (see chart)

<b><u>Computer Workstation Specifications Currently at Mt. Pleasant PD</u></b>							
<b>qty</b>	<b>model</b>	<b>Processor</b>	<b>RAM</b>	<b>hard drive</b>	<b>CD ROM</b>	<b>floppy drive</b>	<b>NIC</b>
3	Compaq Deskpro SB	Intel Pentium II - 300MHz	64-128 MB	4.0 GB IDE	32X	1.44MB	token ring
11	Compaq Deskpro SB	Intel Celeron - 266MHz	32 MB	2.0 GB IDE	32X	1.44MB	token ring
3	Gateway 2000 - P166	Intel Pentium - 166MHz	32 MB	2.0 GB IDE	24X	1.44MB	token ring
4	Gateway 2000 - P120	Intel Pentium - 120MHz	32 MB	2.0 GB IDE	24X	1.44MB	token ring
4	Pionex (PC clone)	Intel Pentium - 75MHz	32 MB	1.0 GB IDE	16X	1.44MB	token ring

## **V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

### **SUMMARY DESCRIPTION OF PROJECT CONTINUED**

#### **1. General Continued:**

These systems operate on a Windows 95 Platform. They are connected to the Town's LAN/WAN through a Token Ring Network Interface Card installed in each system. These systems are to be capable of accessing the CAD, RMS, and CMS modules based upon user security limitations.

There are currently four (4) CAD terminals in operation. They are maintained on IBM 386DX-25Mhz systems, with an 80 MB Hard Drive, 8 MB RAM, and a 1.44 Floppy Drive. These systems operate on a Windows 3.1 Platform. Their sole purpose is for CAD and RMS terminals.

Any proposed system must be capable of securely interfacing the Town's existing network at a data transfer rate sufficient enough not to cause undue delay, and possess at a minimum, the same system access as currently maintained. The preferred method of interfacing the two networks would be 100Mbps Ethernet over fiber optic, with a clear upgrade path to Gigabit Ethernet. All communication between networks must be encrypted, and access must be password protected. The primary purpose of connecting the networks will be the exchange of interoffice/internet e-mail, and network printing. The system must be capable of transferring data from any workstation or mobile data system to any other workstation, mobile data system, or printer. An officer in the field, equipped with the MDS, should be able to receive e-mail or data files from any other workstation on the network, and vice versa.

The purpose of this RFP is to identify the most qualified Contractor, based upon the needs of the Mount Pleasant Police Department, who is capable of providing the core system software, server and communications hardware, and as many additional options as possible. The duly selected Contractor will be expected to provide software and hardware that will form the basis of computerized law enforcement support for the Police Department for years to come. In order to obtain an optimal solution within budgetary constraints, it is the intention of the Mount Pleasant Police Department to negotiate directly with the duly selected Contractor, from among the Contractor's proposed list of system components and options, to determine the final configuration and scope of services for this project.

The selected Contractor must be capable of providing a solution that meets or exceeds the functional requirements of this RFP. However, this in no way obligates the Town of Mount Pleasant to accept any system or service proposed in response or to replace any of its existing functional systems with systems proposed by the Contractor. The Town may elect to purchase only portions of the system and, with the Contractor's assistance, interface and integrate them with existing systems.

Offerors should have a wide customer base and should be committed to the product. The Offerors must provide a written list of current customers, along with contact names, addresses and

telephone numbers. Sites, which can demonstrate successfully, installed and functioning systems of a nature similar to that requested by this RFP should be available for visits by representatives of the Police Department. These sites must have CAD and RMS systems functioning, and the Offerors must be able to demonstrate at least a Beta Version of the MDS application proposed.

This RFP is intended to be functional in nature, to allow Offerors to make the best use of any of their already developed systems and to be creative in their approach to meeting the RFP requirements. This should encourage the greatest number of qualified Contractors to submit proposals.

The Mount Pleasant Police Department desires a total system solution from a single Contractor or primary Contractor. At a minimum, the Contractor must be able to propose systems, which employ well-defined, widely used interfaces, communication protocols and programming languages. Contractor must be able to provide a data dictionary to users, and provide for access to application's data without depending solely on the Contractor's interface (e.g., compatible with widely used third party tools for ad-hoc query and report generation). It is desired that a single Contractor provide all software, hardware, training, service and support that make up this project. The Contractor should be willing to work closely with the Mount Pleasant Police Department's staff to assist in the procurement of any necessary hardware/software/cabling integration with existing Town computer resources, and conversion of existing records and geographical data. A primary contractor who chooses to employ project subcontractors will be responsible for arranging their participation and fully guaranteeing their performance. **All such proposed subcontractors must be identified within the proposal.**

**V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

**SUMMARY DESCRIPTION OF PROJECT CONTINUED**

**2. Preparation of Proposal**

All proposals should be complete and should convey all of the information requested by the Town. If errors are found in the Offeror's proposals, the Town will be the sole judge as to whether the variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically, providing a straightforward and concise description of the Offeror's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be found in that single volume. This RFP requires that each Offeror provide two (2) unbound originals, clearly marked as such, and eleven (11) copies of their proposal.

If the proposal includes any comments(s) over and above the specific information requested in this RFP, this information is to be included as a separate appendix to the proposal.

The Town of Mount Pleasant will not be responsible for ANY expenses incurred by any firm in preparing and submitting a proposal, or traveling to the Town for conducting an interview or demonstration. All proposals shall provide a straightforward and concise delineation of the firm's capabilities to satisfy the requirements of this request.

Offeror must include sales tax and all other applicable taxes and fees in their proposals.

All proposals and supporting materials, including correspondence relating to this RFP, become the property of the Town of Mount Pleasant.

**3. Total Law Enforcement System**

The information in this section must contain a description of the proposed application software, computer systems, system software and third party software products proposed for the Total Law Enforcement System.

?? Provide descriptions of ALL software modules and options that constitute line item components of the Offeror's Total Law Enforcement System application. The core components of the application are CAD, RMS, MDS and CMS.

?? Provide a list of all server hardware components.

**V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

**SUMMARY DESCRIPTION OF PROJECT CONTINUED**

3. Total Law Enforcement System Continued

- ?? Provide a list of all system software components.
- ?? Provide manufacturer's specification data for each proposed component.
- ?? Provide a statement that the response times required in (response section) will be achieved.
- ?? Provide information on the expandability of the proposed hardware.
- ?? Provide information on the expected reliability of the proposed hardware.
- ?? Provide information on the availability of manufacturer's authorized hardware support and maintenance in the Mount Pleasant, South Carolina area. Describe alternate maintenance plans available.
- ?? If the Offeror wishes to offer alternate hardware platforms, then the above information should be repeated for each alternative.
- ?? Provide information on the relational database utilized. Specify any high-end limitations in database capacity (e.g. number of bytes, number of records, indexes, etc.)
- ?? Provide the minimum functional specifications for CAD dispatch, CAD call taker, CAD supervisor, CAD training, RMS and CMS PC clients necessary to operate with the proposed system.
- ?? Provide descriptions and functional specifications of any other hardware and/or software products that may be required beyond the scope of this RFP, if any.

4. System Interfaces

Describe how the proposed system modules will interface and integrate with each other, as well as, how the system will interface and exchange information with Local, State, and National criminal history data bases.

**V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

**SUMMARY DESCRIPTION OF PROJECT CONTINUED**

**5. Training and Implementation**

In this section, provide information on the proposed approach for training and implementation.

?? State the reasons for choosing the proposed implementation approach and the benefits thereof.

?? Describe the approach to installation and implementation of the proposed application software system(s). This should include, but not be limited to, a detailed discussion of the approach to:

?? Installation of the standard, unmodified version of software.

?? Completion of modifications necessary to meet the RFP requirements.

?? Acceptance testing.

?? Integration of existing Mount Pleasant Police records and street index file, and the Court records into the proposed applications software systems.

?? Implementation.

?? Describe the training approach and methodology for end users, as well as, systems personnel.

**Operations Staff Training:**

Offeror must outline a training plan for customer operations staff which will enable them to operate and support the system. This plan will include any courses to be provided off-site, classroom training and on-the-job training necessary for computer operators. Describe any prerequisite knowledge or skills required.

**V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

**SUMMARY DESCRIPTION OF PROJECT CONTINUED**

5. Training and Implementation Continued:

**User Training:**

Offeror must describe the types and amounts of user training that will be supplied at no additional cost. Offeror must include a plan that results in adequate training for system operation.

More advanced training will be required for selected group of sworn and civilian personnel in the "Train the Trainer" mode for personnel selected as Field Training Officers both in Field Operations and Telecommunications. These personnel will subsequently train newly hired personnel in operations of the system into the future.

?? Describe all other basic installation services, which are included in the licensed application software purchase cost.

?? Describe additional installation and implementation support services, if any, that would be appropriate and would contribute to a successful implementation. Explain why these services are necessary.

6. Implementation Work Plan

The implementation work plan should consider all services being proposed. However, tasks related to additional implementation support services as described above should be clearly identified as "OPTIONAL" tasks.

?? Describe the implementation steps and elapsed time for installing the proposed system.

?? Provide a detailed work plan with tasks and sub-tasks to be undertaken, major dependencies between tasks, and deliverables associated with each task. This work plan should be consistent with costing proposal.

?? Define the level of effort. Include a project staffing chart showing the tasks and estimated man-hours for contractor, subcontractor, and Mount Pleasant Police personnel. Identify team members to be assigned to each task.

?? Attach a Gantt chart showing elapsed time by task by month.



**V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

**SUMMARY DESCRIPTION OF PROJECT CONTINUED**

7. System Documentation:

A reproducible copy of the following system documentation is to be provided prior to final system acceptance:

- General system design and reference information
- Overview of system transaction flow and control
- List of all application programs, with summary of their purpose or function
- Detailed program documentation within each source module
- File definition and record layouts
- Definition of all system control tables
- Report and terminal display formats

**Operating System Documentation:**

A complete set of operating system and supporting software documentation must be provided.

**Hardware Documentation:**

Complete documentation must be provided for each piece of equipment being provided. A single set of documentation is required for all primary system components. A complete user's manual is required for each terminal and printer being provided.

Offeror must specify what type and level of hardware documentation is being proposed.

8. System Pricing

The information in this section must be a cost proposal for all software and server hardware required for the system. If more than one system solution is being proposed, include cost information for each proposed solution.

The Offeror will provide pricing for the purchase of the system plus warranty/maintenance for five (5) years. All pricing for purchase and warrant/maintenance shall be on a firm fixed-price basis. Pricing estimates or pricing based on the use of the escalators tied to government-supplied indices will not be accepted. Alternatives to direct purchase of the system, such as installment payments and lease to purchase plans, will be considered.

**V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

**SUMMARY DESCRIPTION OF PROJECT CONTINUED**

**8. System Pricing Continued:**

**Appendix A** contains a **Proposal Pricing Package** which must be used to complete the pricing of the proposed solution. **This package is required** and **must be completed for the proposed solution.** If more than one solution is proposed, a **Pricing Package must be completed for each option proposed.**

**a. Hardware/Software:**

Provide purchase prices for all hardware and software (system and applications) required for the total system as identified. Include and separately identify transportation costs. If alternate configurations are being proposed, provide this information for each alternative.

Provide line item purchase prices for hardware and software (system and application) that constitute optional and/or desirable components of a Total Law Enforcement System, but are not otherwise listed as mandatory within the scope of this RFP. Clearly label these items as "OPTIONAL".

**b. Hardware/Software Maintenance:**

Provide information on any continuing costs (per year) for maintenance agreements covering the hardware and software (system and application).

If alternate maintenance plans are being proposed, provide cost information for each plan.

If alternate hardware configurations are being proposed, provide maintenance cost information for each configuration.

**c. Application Software Costs (additional):**

For each proposed module provide information on the proposed license fee and other costs including:

- i. The initial license fee for the standard unmodified application. (Basis of calculation)

- ii. The cost-by-module of all modifications. What modifications or additions are allowable?
- iii. Cost of customized programming required to meet the terms of the RFP, if any.

**V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

**SUMMARY DESCRIPTION OF PROJECT CONTINUED**

8. System Pricing Continued:

c. **Application Software Costs (additional):**

- iv. Third Party software licenses required for type system
- v. Transportability of license (e.g. other agencies)
- vi. Implications of adding support for another jurisdiction or agency.
- vii. The cost of implementation and training to include user and technical documentation.
- viii. The cost of annual, continuing maintenance (Maintenance fees cannot exceed the previous year's costs by more than 15%).

Summarize all of the above costs on the Cost Proposal Summary Forms provided.

d. **Other Costs:**

To the extent not already included in the above costs, state all other costs to implement the proposed system(s). Include appropriate supporting information detailing these costs.

e. **Payment Schedule:**

Describe the proposed payment schedule for the total cost. The schedule should reflect payment requests, which parallel actual deliverables, successful systems tests, and implementation milestones achieved and final acceptance. The Town cannot make payments in advance of actual deliverables such as signing of the contract, or on specified dates unrelated to the Contractor's on-site efforts.

9. Warranty Information

Provide warranty information including policies and terms.

10. Terms and Conditions

This proposal section is to include the Terms and Conditions under which the proposal is being submitted, such as the following:

- ?? Proposal (including pricing) effective period
- ?? Suggested payment schedule
- ?? Agency responsibilities
- ?? Exceptions of RFP requirements

**V. SCOPE OF SERVICES AND SPECIFICATIONS CONTINUED:**

**SUMMARY DESCRIPTION OF PROJECT CONTINUED**

10. Terms and Conditions Continued

- ?? Comments on (Terms and Conditions) items contained in *Section 2* of this RFP

11. Data Migration

The Town recognizes the problems associated with data migration. Data file mapping will be accomplished, with assistance of current vendor and/or an outside consultant, as necessary. For the purposes of this RFP, a daily or hourly rate for migration programming services will be acceptable.

**Appendix A** contains a **Proposal Pricing Package** which must be used to complete the pricing of the proposed solution. **This package is required** and **must be completed for the proposed solution.** If more than one solution is proposed, **a Pricing Package must be completed for each option proposed.**

12. Optional Items:

Provide information concerning other special features, capabilities, application software and/or hardware that may be of interest to the Police Department in evaluating the proposal.

## **VI. EVALUATION/CRITERIA:**

### **1. Proposal Evaluation Process:**

The evaluation of the proposals will be done by a committee comprised of representatives from the Town of Mount Pleasant and other persons deemed necessary for proper evaluation by the Town. All parties submitting proposals must provide, as a minimum, the information listed herein and the proposals submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities. In addition to the information and forms required elsewhere herein, the submittal should address the following:

- A. The firm's capability and experience
- B. Specific Experience of a comparable nature. Include a list of governments, with the name, address and telephone number of the contact person, for which comprehensive plans have been produced by the Offeror within the past five (5) years.
- C. How the team will be structured; who will be assigned what responsibilities. Include resumes of key personnel and the number of support personnel, including office locations.
- D. Propose time schedule, including benchmarks for project milestones and payments to the vendor.

The following additional general criteria will be used in evaluation and should be addressed in offerors' proposals:

- A. The ability to meet or exceed the functional requirements of the RFP.
- B. Total costs to be incurred in procuring the system, subsequent hardware, software warranty and maintenance for a total of five (5) years from the date of acceptance.
- C. The cost benefits of the proposed system, taking into account system capabilities and features, options and enhancements, expandability, and hardware/software/networking that will be procured beyond the scope of this RFP.
- D. The demonstrable ability of the user to quickly and easily learn and use the system.
- E. The administrative and development capabilities of the system.
- F. The capability of the proposed system to meet future growth requirements and implement software enhancements without replacement of hardware components.

**G. VI. EVALUATION/CRITERIA CONTINUED:**

**1. Proposal Evaluation Process Continued:**

- G. Offeror support capabilities for ongoing maintenance and enhancement of the systems purchased and the existence of active user groups or a network of users of the proposed software and hardware.
- H. The ability of the Offeror to provide any optional items that are specified in this RFP.
- I. The financial stability and reputation of the Offeror. **(MANDATORY: Submit last two years' audited financial statements or equivalent).**
- J. The number of successfully implemented systems in accordance with deadlines and maintenance of systems similar to that proposed, which are presently operational in the public safety environment.
- K. The Offeror's experience in successfully implementing Computer-Aided Dispatch, Records Management, and Mobile Data systems with interfaces to E-911 and local, state and national computer systems.
- L. The Offeror's agreement to the Town's contract terms.

**2. Evaluation:**

A Selection Committee, consisting of Town Staff, and others as deemed necessary, will review and evaluate all proposals, which are submitted. This committee, using the Evaluation Criteria as set forth herein will develop a short list of, not to exceed, three (3) firms believed to be the most qualified.

**3. Short List/Interviews:**

In order to select a single most qualified Offeror, interviews may be conducted by the Selection Committee with the selected "Short List" firms. Offerors shall be afforded ample notification prior to the scheduling of any interviews. Any Offeror who fails to attend such scheduled interviews will be considered as non-complying and his/her Proposal may be rejected.

Upon completion of all interviews the Selection Committee will select and recommend one firm to the Bids and Purchase Committee for award consideration. The Bids and Purchases Committee, upon concurrence of the recommendation shall authorize the Town's Project Representative to enter into negotiations with the selected firm.

**4. Negotiation Phase:**

All negotiations between the Town and any Offeror shall be in accordance with the general conditions of the solicitation. The Town shall negotiate a fee considered fair and reasonable between both parties based on the actual project requirements. A model contract will have been prepared and made available to both parties for review and finalization during these negotiations.

**VI. EVALUATION/CRITERIA CONTINUED**

4. *Negotiation Phase Continued:*

The participation in the submittal or the selection phase of this process including interviews does not commit the Town of Mount Pleasant to award a contract or to pay any costs incurred by any Offeror relating to this solicitation.

VII.

**TOWN OF MOUNT PLEASANT**  
**SUBMITTAL FORM**  
**Page 1/5**  
**QUALIFICATIONS**

1. The following are qualifying data questions that would relate to a "qualified" Law Enforcement Computer System vendor.

- a) How many years has your organization been in business? \_\_\_\_\_ Years
- b) How long has your organization had a sales and service facility in the Charleston area? \_\_\_\_\_  
\_\_\_\_\_ Years/Months
- c) Are you licensed by the State of South Carolina Contractors' Licensing Board for communications and instrumentation? Yes/No  
Bidders' License No. \_\_\_\_\_
- d) How many installations of this scope and magnitude has your organization successfully completed in the Tri-County area? \_\_\_\_\_

List three (3) of these references:

Company _____	Contact Name: _____
Address: _____	Telephone #: _____
_____	Fax Number: _____
Projected Completion Date _____	Actual Completion Date _____
Budgeted Amount \$ _____	Final Amount \$ _____

Company _____	Contact Name: _____
Address: _____	Telephone #: _____
_____	Fax Number: _____
Projected Completion Date _____	Actual Completion Date _____
Budgeted Amount \$ _____	Final Amount \$ _____

Company _____	Contact Name: _____
Address: _____	Telephone #: _____
_____	Fax Number: _____
Projected Completion Date _____	Actual Completion Date _____
Budgeted Amount \$ _____	Final Amount \$ _____



VII.

**TOWN OF MOUNT PLEASANT**  
**SUBMITTAL FORM**  
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**QUALIFICATIONS CONTINUED:**

e) **Training requirements:** Operations staff training plan for Operations Staff will enable them to operate and support the system. This plan will include any courses to be provided off-site, classroom training and on-the-job training necessary for computer operators. Describe any prerequisite knowledge or skills required.

User training will result in adequate training for system operation. More advanced training will be required for a selected group of sworn and civilian personnel in the "Train the Trainer" mode for personnel selected as Field Training Officers, both in Field Operations and Telecommunications. These personnel will subsequently train newly hired personnel in operations of the system into the future.

Describe the training that will be provided. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

f) List the key personnel that will be designated to this project and their primary area of responsibility.

<b><u>POSITION</u></b>	<b><u># YEARS OF EXPERIENCE</u></b>	<b><u># YEARS WITH ORGANIZATION</u></b>
Project Manager		
Installers		
Service Manager		
Training Personnel		
Service Technicians		

VII.

**TOWN OF MOUNT PLEASANT**  
**SUBMITTAL FORM**  
**Page 3/5**

**QUALIFICATIONS CONTINUED:**

<b><u>POSITION</u></b>	<b><u># YEARS OF EXPERIENCE</u></b>	<b><u># YEARS WITH ORGANIZATION</u></b>
Number of Service Technicians in your Charleston area Office who holds manufacturers' certification on the proposed system?		
How many other of the service technicians hold manufacturers' certification on the proposed system?		

1. Do you have a service center that is staffed twenty-four (24) hours a day, seven (7) days a week, including holidays? **Yes/No (Circle One)** Location: \_\_\_\_\_
2.
  - a) If not, how are service calls placed? \_\_\_\_\_
  - b) How are technicians paged? \_\_\_\_\_
  - c) How are they paged after hours, weekends and holidays? \_\_\_\_\_
3.
  - a) Can your service center access the proposed system remotely to perform diagnostics and repairs? **Yes/No (Circle One)**
  - b) How extensive is the remote capability? \_\_\_\_\_
  - c) What percentage of service calls on the proposed system are cleared remotely?  
 \_\_\_\_\_%
4. What is your contractual response time for remote access? \_\_\_\_\_
5. What is your contractual response time for on-site response? \_\_\_\_\_
6. What is your definition of an emergency service call? \_\_\_\_\_

VII.

**TOWN OF MOUNT PLEASANT**  
**SUBMITTAL FORM**  
**Page 4/5**

**QUALIFICATIONS CONTINUED:**

7. a) Is there a premium charged for emergency service calls? **Yes/No (Circle One)**  
b) During warranty period? \_\_\_\_\_  
c) After warranty period? \_\_\_\_\_
8. What is your warranty on the proposed system? \_\_\_\_\_
9. a) Can an extended maintenance agreement be purchased? **Yes/No (Circle One)**  
b) For how many years? \_\_\_\_\_ (minimum of five (5) years required)  
c) At what cost per year? \_\_\_\_\_
10. What is included in the warranty for parts and labor? \_\_\_\_\_
11. What is included in the maintenance agreement for parts and labor? \_\_\_\_\_
12. What is the percent of discount given for purchasing an extended warranty at time of placement/installation (after warranty time has expired)? \_\_\_\_\_%

**Offerors' Anti-Trust/Non-Collusion Statement**  
**(Must be completed and included with Offerors' Submittal)**

I, the undersigned, certify that this submittal does not violate any Federal or State antitrust laws and that I have received and read the Invitation for Proposals and understand that this submittal is subject to all conditions thereof. The undersigned offers and agrees, if this submittal is accepted within ninety (90) days from the date of the opening, to furnish any or all items proposed and to deliver such items or services to the Town of Mount Pleasant within a timely manner as indicated in this submittal.

VII.

**TOWN OF MOUNT PLEASANT**

**SUBMITTAL FORM**

**Page 5/5**

**QUALIFICATIONS CONTINUED:**

**Offerors' Anti-Trust/Non-Collusion Statement**

**(Must be completed and included with Offerors' Submittal) Included**

A signature below indicates that the Offeror herein, his agents, servants, and/or employees have not in any way colluded with anyone for and on behalf of the Offeror or themselves, to obtain information that would give the Offeror an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

\_\_\_\_\_  
OFFEROR

BY: \_\_\_\_\_

\_\_\_\_\_  
Printed Signature

TITLE: \_\_\_\_\_

\_\_\_\_\_  
STREET ADDRESS OR P.O. BOX

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

DATE: \_\_\_\_\_

**VIII.**

**MODEL PROPOSED CONTRACT:**

MAY BE FURTHER DEVELOPED, DEFINED  
AND CLARIFIED PRIOR TO AWARD,  
AS AGREEABLE BETWEEN BOTH PARTIES

## CONTRACT AGREEMENT

**WITNESSETH**

---

2. **PERIODS OF SERVICE:**

A) Schedule:

The Contractor shall commence work immediately and proceed in a professional manner. It is expected that all work shall be completed and the system fully tested and operational within one hundred and twenty (120) days of the date of this agreement.

3. **PAYMENT FOR SERVICES:**

A) The Owner shall pay to the Contractor \_\_\_\_\_,  
(\$ \_\_\_\_\_) Dollars for a fully operational total law enforcement computer system as follows.

Equipment Delivery	\$ _____	40%
System Installed & Tested	\$ _____	40%
Initial Training Completed	\$ _____	10%
System Acceptance	\$ _____	10%

**TOTAL COMPENSATION \$ \_\_\_\_\_ 100%**

Request for payment shall be submitted to the Town through the Town Purchasing Office, for acceptance and approval of the system by the Police Department. The approved statement shall be paid by within fifteen (15) days after acceptance of the system.

B) This contract, including any approved modifications shall be inclusive of all costs. Any other or additional costs not approved by the Town shall be the responsibility of the Contractor.

C) The Owner reserves the right to withhold payment of sums due the Contractor in the event that the Owner becomes credibly informed that any representations of the Contractor are wholly or partially inaccurate, until the inaccuracy and the cause thereof is corrected to the Owner's satisfaction.

8. **OWNER'S RESPONSIBILITY:**

A) Access:

The Owner shall make provisions for the Contractor to access required facility areas as required to perform such work, including short term equipment storage area, as may be required during the system installation.

8. **OWNER'S RESPONSIBILITY CONTINUED:**

B) Owner's Representatives:

The Owner shall designate in writing one person to act as Owner's Representative with respect to the work to be performed under this Contract. This representative shall have complete authority to transmit instructions, receive information, interpret and define Owner's policy and decision, with respect to the work and services to be provided by this contract. This representative shall be Pfc. David Geddings of the Police Department, or his designee as conveyed in writing under his signature.

9. **CONTRACTOR'S RESPONSIBILITIES:**

The services performed under this contract shall be consistent with sound professional practices, and shall incorporate any Federal, State and local regulations and standards that are applicable at the time the Contractor rendered its services.

Services performed under this contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by a member of the profession currently practicing in the area under similar conditions.

10. **MISCELLANEOUS:**

A) Use and Ownership Documents:

The study, plans, recommendations and other documents or things prepared by the Contractor for the project shall become and be the sole property of the Owner. The Contractor shall be permitted to retain copies thereof for its records and for its future professional endeavors. Such study, plans, recommendations and other documents or things are not intended for use on other projects by the Owner or others. Any reuse by the Owner or by third parties without the written approval of the Contractor shall be at the sole risk of the Owner and the Owner shall indemnify and hold harmless the Contractor from any and all liability costs, claims, damages, losses and expenses including attorney's fees arising out of, or resulting from such reuse; provided, however, that this agreement to indemnify and hold harmless shall not apply to any reuse of documents retained by or through the Contractor.

B) Successors and/or Assigns:

The Contractor shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the Owner. Subject to the provisions of the immediately preceding statement, the Owner and the Contractor respectively, bind themselves, their successors and/or assigns and legal representatives to the other party to



this contract and to the successors, assigns and legal representatives of such other party with respect to all covenants of this contract.

10. **MISCELLANEOUS CONTINUED:**

C) *No Third-Party Beneficiaries:*

Nothing contained herein shall create a contractual relationship with, or any rights in favor of any third party.

D) *Limits of Liability:*

Services to be performed by the Contractor under this contract are intended solely for the benefit of the Owner. Nothing contained herein shall confer any rights upon or create any duties on the part of the Contractor toward any person or persons not a party to this contract, including, but not limited to any contractor, subcontractor, supplier or the agents, officers, employees, insurers, or sureties of any of them.

The Contractor agrees to the fullest extent permitted by law, to indemnify and hold the Owner harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by the Contractor's negligent acts, errors or omissions in the performance.

The Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by the Owner's negligent acts, errors or omissions and those of his or her contractors, subcontractors or Contractors or anyone for whom the Owner is legally liable, and arising from the project that is the subject of this contract.

The Contractor is not obligated to indemnify the Owner in any manner whatsoever for the Owner's own negligence.

E) *Termination, with or Without Cause:*

This contract may be canceled by the owner with or without cause as stipulated within the General Terms and Conditions of the solicitation and which by reference are part of the contract documents.

F) *Abandoned or Suspended Work:*

If any work performed by the Contractor is abandoned or suspended in whole or in part by the Owner, other than for default by the Contractor, the Contractor shall be paid for services performed prior to receipt of a written notice from the Owner of such abandonment or suspension in an amount equal to work performed as of the date of abandonment or suspension.

10. **MISCELLANEOUS CONTINUED:**

G) **Sub-Contractors:**

If applicable, all of the Sub-Contractors presented by the contractor to the Owner in writing and/or at the project interview shall be the Sub-Contractors used for the project. The Contractor shall not substitute any Sub-Contractors in place of the Sub-Contractor presented to the Owner without the consent of the Owner, for good cause shown.

NOTWITHSTANDING any provisions to the contrary, this contract shall be considered to include the following documents. Any amendments to this contract shall only be by written instrument signed by both parties:

- a) Advertisement for Proposals
- b) Invitation to Offerors
- c) Instructions to Offerors
- d) General Terms and Conditions
- e) Scope of Work and Specifications
- f) Agreement or Purchase Order
- g) Offeror's Proposal
- h) Contractor's Certificate of Insurance
- i) Any Addenda
- m) Any Change Orders, Supplements or Modifications

By executing this contract, the Contractor represents to the Owner that the Contractor is professionally qualified to act as the Contractor for the project and is properly licensed by all public entities having jurisdiction over the Contractor and the project. The Contractor further represents to the Owner that the Contractor will maintain all necessary licenses, permits or other authorizations necessary to act as Contractor for the project until the Contractor's remaining duties hereunder have been satisfied. The Contractor assumes full responsibility to the Owner for the improper acts and omissions of its Sub-Contractors or others employed or retained by the Contractor in connection with the project.

Execution of this contract by the Contractor constitutes a representation that the Contractor has become familiar with the project and the facility conditions where the project is to be implemented.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date above first written.

TOWN OF MOUNT PLEASANT

BY: \_\_\_\_\_  
R. M. Burdette  
ITS: Town Administrator

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
CONTRACTOR

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

NOTICE OF AWARD

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT DESCRIPTION:

INSTALLATION, TRAINING AND  
MAINTENANCE/MANAGEMENT OF A TOTAL  
LAW ENFORCEMENT COMPUTER SYSTEM  
FOR THE POLICE DEPARTMENT, TO BE  
INSTALLED AT THE POLICE HEADQUARTERS,  
100 ANN EDWARDS LANE, MT. PLEASANT,  
SOUTH CAROLINA

The Owner has considered the proposal as submitted by you for the above-described WORK in response to its Request for Proposals dated the \_\_\_\_ day of \_\_\_\_\_, 199\_. You are hereby notified that your Proposal has been accepted for items in the amount of \_\_\_\_\_ and 00/100 (\$\_\_\_\_\_) Dollars.

You are required as per the Instructions to Offerors to execute the Agreement within three (3) calendar days and furnish the required Consultant's Certificate of Insurance, Labor, Material and Performance Bond and Payment Bond within ten (10) working days from the time and date of this Agreement. If you fail to execute said Agreement and to furnish said bonds, and insurance documents within the specified time, the Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Proposal as abandoned and as a forfeiture of your Performance Bond. The Owner will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the Owner.  
DATED this \_\_\_\_ day of \_\_\_\_\_, 199\_, at \_\_\_\_ o'clock \_\_. M.

Owner: Town of Mount Pleasant

By: \_\_\_\_\_

R. Mac Burdette

Title: Town Administrator

ACCEPTANCE OF NOTICE:

Receipt of the above NOTICE OF AWARD is hereby acknowledged by  
\_\_\_\_\_, by \_\_\_\_\_, its \_\_\_\_\_ this the \_\_\_\_ day of  
\_\_\_\_\_, 199\_, at \_\_\_\_ o'clock \_\_. M.

\_\_\_\_\_  
CONTRACTOR

BY: \_\_\_\_\_

\_\_\_\_\_

Printed Signature

Title: \_\_\_\_\_

NOTICE TO PROCEED

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_, 199\_  
Project: INSTALLATION, TRAINING  
AND MAINTENANCE/MANAGEMENT  
\_\_\_\_\_ OF A TOTAL  
LAW ENFORCEMENT COMPUTER  
SYSTEMS FOR THE POLICE  
DEPARTMENT, TO BE INSTALLED AT  
THE POLICE DEPARTMENT 100 ANN  
EDWARDS LANE, MT. PLEASANT,  
SOUTH CAROLINA

You are hereby notified to commence work in accordance with the Agreement dated  
\_\_\_\_\_, 199\_, on \_\_\_\_\_, 1998 and you are to complete the work as prescribed within  
the agreed schedule. The date of completion of all work is therefore \_\_\_\_\_, 199\_.

Owner: Town of Mount Pleasant  
By: \_\_\_\_\_  
R. Mac Burdette  
Title: Town Administrator

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED

is hereby acknowledged by \_\_\_\_\_  
by \_\_\_\_\_, its \_\_\_\_\_, this  
the \_\_\_\_ day of June, 199\_, at \_\_\_\_ o'clock \_\_.M.

\_\_\_\_\_  
CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

**SYSTEM SPECIFICATIONS AND REQUIREMENTS**

**PROPOSAL FORMS**

## **IX. EXPLANATION OF ABBREVIATIONS**

ALI	Automatic Location Identifier
ANI	Automatic Number Identifier
AVL	Automatic Vehicle Locator
BA	Breath Analysis (alcohol)
BOLO	Be On the Lookout for
CAD	Computer Aided Dispatch
CFS	Call(s) For Service
CJICS	Criminal Justice Information Center System
CMS	Court Management System
CRT	Computer Remote Terminal
CSO	Community Service Officer
DOB	Date Of Birth
DUI	Driving Under the Influence
E-911	Enhanced 911
FBI	Federal Bureau of Investigation
LAN	Local Area Network
MDS	Mobile Data System
MO	Modus Operandi
MPPD	Mount Pleasant Police Department
NCIC	National Crime Information Center
NIC	File Number Assigned by NCIC
NRVC	Non Resident Violator Compact
OCA	Original Case Assignment (number)
RDBMS	Relational Database Management System
RFP	Request For Proposal
RMS	Records Management System
SCDOT	South Carolina Department of Transportation
SCIBRS	South Carolina Information Based Reporting System
SLED	State Law Enforcement Division (South Carolina)
SQL	Structured Query Language
SRT	Special Response Team
SSN	Social Security Number
UCR	Uniform Crime Report
UCC	Uniform Crime Code(s)
WAN	Wide Area Network



**X. SYSTEM SPECIFICATION FORMS**

**1. GENERAL SYSTEM SPECIFICATIONS**

**This section and section VII contain response documents, which must be completed and submitted with the proposal.** Failure to complete and return these sections of the RFP will be a basis for disqualification. These sections are to be returned on the original form provided. In no case shall requirements be re-typed or altered in any way from those provided within. These forms will not be provided electronically, however the Town of Mount Pleasant will provide unbound copies of the SYSTEM SPECIFICATION FORMS upon request.

**Each item in these sections must be marked with one of the following “status codes”:**

- [A] Requirement is included and may be demonstrated in the proposed software package**
- [B] Requirement will be provided by proposed modifications to the base software package in the price proposed.**
- [C] Requirement will be provided by a standard option. The cost of these options must be provided in the cost section of the proposal, with reference to the RFP section and function.**
- [D] Requirement will be provided by new custom software programming. The cost of the modification must be provided in the cost section of the proposal, with reference to the RFP section and function.**
- [E] Requirement is not being proposed.**

**In the event that additional information is to be provided to further describe the method in which the proposed system meets the specific requirement, a plus (+) must be entered to the left of the status code box on the response form, such as +[B].**

**A proposal section which addresses each requirement identified with a plus (+) must be included following the response forms. Each requirement being addressed must be identified by RFP section number and function. Those items marked with an asterisk to the right of the status code box (| |\*) are mandatory requirements.**

**X. SYSTEM SPECIFICATION FORMS**

**1. GENERAL SYSTEM SPECIFICATIONS**

**Current Operating Environment:**

Police Department

Patrol Operations

Actual number of sworn members of Department:	93
Actual number of sworn members in Patrol:	53 Patrol
Community Service Officer	6
Animal Control Officers	3
Patrol Officers on duty per shift:	8 to 16
Number of marked, controlled vehicles:	61 Marked Units
	7 Marked Trucks
	4 Community Service Vehicles
	2 Marked Motorcycles
	24 Unmarked
Number of special units controlled:	2

Communications Operations

Number of dispatch positions:	2
Number of call-taker positions:	2 (Can dispatch as well)
Number of remote locations:	0
Number of telephone report positions:	0
Number of communications supervisor positions:	1
Number of personnel in Communications:	16 total
	5 per shift

Average Daily Volumes

Calls for Service:	175
Incidents based on calls for service:	95
Incoming E-911 telephone calls:	40
Incoming 7-digit telephone calls:	200
Traffic Stops	75
Officer-initiated incidents	20

During a given shift, approximately 25 incident reports are created and approximately 60 SLED/NCIC inquiries are run. It is anticipated that there will be an exponential increase in the

**Town of Mount Pleasant  
Required Response Form**

number of SLED/NCIC inquiries when officers are able to perform these inquiries without Telecommunications intervention.

**X. SYSTEM SPECIFICATION FORMS**

**1. GENERAL SYSTEM SPECIFICATIONS**

**Fire Department**

**Field Suppression Operations**

Actual number of sworn members of Department:	72
Actual number of sworn members in suppression:	66
Number of stations:	6
Number of engines:	6
Number of ladder trucks:	2
Number of other units controlled:	4

**Communications Operations**

Number of remote locations:	6
-----------------------------	---

**Average Daily Volumes**

Calls for Service:	25
Incoming E-911 telephone calls:	20
Incoming 7-digit telephone calls:	10
Incidents based on calls for service:	10

**Court Management**

Annual Number of cases handled:	10,000 to 11,000
---------------------------------	------------------

**X. SYSTEM SPECIFICATION FORMS**

**1. GENERAL SYSTEM SPECIFICATIONS**

**1.1 System Reliability**

[ ]\* 1.1.1 The Computer-Aided Dispatch (CAD) system shall be designed for 24-hour per day, 7-day per week operation. The loss of a single CRT, console, printer, or other incremental piece is not considered to be a system failure. However, the inability of the system to perform a major system function shall be considered a system failure. The reliability rate shall be based upon any consecutive 7-day period. The system shall have a 99.99% availability (50 minutes per year unavailability). System back-up must be accomplished while the system is in use.

[ ]\* 1.1.2 The Records Management System (RMS) and the Court Management System (CMS) shall be designed for 24-hour per day, seven-day per week operation. The loss of a single CRT, console, printer, or other incremental piece is not considered to be a system failure. However, the inability of the system to perform a major system function shall be considered a system failure. The reliability rate shall be based upon any consecutive 7-day period. The system shall have a 99.9% availability (500 minutes per year unavailability). System back up must be accomplished while the system is in use.

[ ]\* 1.1.3 The Mobile Data System (MDS) shall be designed for 24-hour per day, seven-day per week operation. The loss of a single remote terminal or other incremental piece is not considered to be a system failure. However, the inability of the system to perform a major system function shall be considered a system failure. The reliability rate shall be based upon any consecutive 7-day period. The system shall have a 99.9% availability (500 minutes per year unavailability). System back-up must be accomplished while the system is in use.

**1.2 CAD Response Times**

[ ]\* 1.2.1 A rapid response is required for the CAD system at all times. The maximum acceptable response time to any activity at peak periods is two (2) seconds.

**1.3 Records and Court Management Systems Response Times**

All transaction and response times are at maximum workload, with a minimum of 1,000,000 cases on file.

[ ]\* 1.3.1 Select and display specified Master Incident Record by case number, five (5) seconds.

**X. SYSTEM SPECIFICATION FORMS**

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.3 Records and Court Management Systems Response Times**

- [ ]\* 1.3.2 Select and display specific Master Name Record by personal identification number, five (5) seconds.
- [ ]\* 1.3.3 Search and display all history of a specific person by personal identification number, five (5) seconds.
- [ ]\* 1.3.4 Select and display specific arrest record by case number, five (5) seconds.
- [ ]\* 1.3.5 Select and display specific court docket information by case number, five (5) seconds.
- [ ]\* 1.3.6 Select and display all incidents at a specific address, two (2) minutes.
- [ ]\* 1.3.7 Select and display all names at a specific address, two (2) minutes.
- [ ]\* 1.3.8 Search field interview file for a match of height, weight, race, and age in a specific area of Town, two (2) minutes.

**1.4 General System Description**

This RFP section describes the requirements for a Total Law Enforcement System consisting of a computerized Records Management System (RMS) that is integrated with a Computer-Aided Dispatching system (CAD) and also integrated with a Court Management System (CMS). The CAD system provides several items and services that are needed and shared by the RMS. The RMS system provides several items and services that are needed and shared by the CMS. Both the CAD and the RMS must be accessible by a Mobile Data System (MDS) from remote workstations located in patrol vehicles, with all functionality available to the user based upon his or her authorization. Where the word "file" is used herein, it is not intended that the Offeror's system must have a specific computer file by that name -- instead it is intended that the proposed system have the capabilities described for that functional "file".

- [ ]\* 1.4.1 The system must be designed in a modular form, in such a manner that the system can be implemented in independent phases, over a period of time.
- [ ]\* 1.4.2 Data must be presented in real-time to the user station where it is displayed as part of an intuitive graphical user interface.

**X. SYSTEM SPECIFICATION FORMS**

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.4 General System Description**

- [ ]\* 1.4.3 Calls for Service (CFS) Data - This data is collected during the call taking and dispatching operations. Upon disposition of each event, CAD passes the CFS data to the RMS.
- [ ]\* 1.4.4 Court Docket / Charge Data - This data is collected at the report level (arrest) or at the court level (tickets). This information passes from CMS to RMS or vice versa, as required.
- [ ]\* 1.4.5 Geo/Street Index File - The Geo/Street Index File is maintained as a part of the CAD system. However, when the CAD and RMS Systems operate on different computers, a Geo/Street Index File will reside on both the CAD and RMS computers to minimize system response times.
- [ ]\* 1.4.6 Report Number Assignment - CAD maintains this since most formal report numbers are assigned during handling of the dispatched event. All the other modules will have access to the master report number file. Since some events ultimately result in court proceedings, the CMS must be able to integrate this information into the court files.
- [ ]\* 1.4.7 The Total Law Enforcement System must be designed as a comprehensive, database-oriented storage and retrieval system. In addition, it should utilize a relational database management system. The system must be structured to operate in an interactive mode so that the user is able to interact with the computer following a set of predefined transactions. The system should then return one (1) or more responses for every input or request made by the user.
- [ ]\* 1.4.8 Most of the interaction between the user and the computer should be via pre-formatted, fill-in-the-blank video screen layouts. This computer-user interaction takes place on an immediate basis (real-time) so that transactions, which add to or change the database, are applied as they are received. Any subsequent retrieval will display the current information.
- [ ]\* 1.4.9 The system will be an integrated system. Information which has more than one (1) use will be input only once and then distributed to applicable functions and transactions on an automatic basis.
- [ ]\* 1.4.10 The system must have a built-in archiving facility.

**X. SYSTEM SPECIFICATION FORMS**

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**[ ]\* 1.4 General System Description**

- [ ]\* 1.4.11 The system must utilize Structured Query Language (SQL) capabilities. This allows a user with proper system access to develop site-specific queries with relative ease.
- [ ]\* 1.4.12 Selected users must have the ability to implement real-time SLED/CJICS/FBI/NCIC and other law enforcement agency access. This capability must exist and be controlled through user access definition.
- [ ]\* 1.4.13 Ad-Hoc Report Writer - The system must include an ad-hoc report writer and inquiry language, in which users can develop and save their own queries with minimal training, and the underlying database must be supported by common ad-hoc query and report generation tools.
- [ ]\* 1.4.14 Address Verification - Key addresses, such as incident location, must be address-verified and the system must calculate or assign the associated reporting district codes (tract number / patrol neighborhood)
- [ ]\* 1.4.15 Interface - All sub-systems of the system (CAD, RMS, CMS, MDS) must accept information from each other in a completely seamless manner.
- [ ]\* 1.4.16 Security - The system must include a security facility with control at terminal, transaction and function (add, modify, delete, inquiry) levels. The system must provide security and referential integrity at the database level, rather than at the application interface. The system should make use of function keys for sign-on/sign-off, and provide the ability to set or change passwords. Each user must have a separate account for which his/her privileges are defined. In addition, the system must have the ability to limit entry by time-of-day, terminal, or function. Security classifications must be allowed at the individual and group levels as well as at the record and data element levels. The Systems Administrator must be allowed to specify and change all security parameters.
- [ ]\* 1.4.17 Virus Protection – The entire system must be protected from any form of computer virus at each and every level. Offeror should indicate how this would be accomplished.
- [ ]\* 1.4.18 The system must provide for transaction logging.



**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.4 General System Description**

- [ ]\* 1.4.19 Graphical User Interface - The system should provide Graphical User Interface where applicable. The interface should provide seamless screen navigation based on operation in process (i.e. automatically opening a name window as an incident report is entered). The interface should support generic operations for text (e.g. cut, paste, copy) and must support multiple input techniques - mouse, menu selection and/or keyboard. There must be a key set up in the program, so that if a procedure is taking too long, the key can be pressed to end the procedure immediately. The interface must have multiple options for accomplishing a task (menu selection, button and/or accelerator keys), and must provide "undo" mechanisms to allow the user to reverse an operation.
  
- [ ]\* 1.4.20 Menu/Commands - The system must support user-defined menus and command line operations.
  
- [ ]\* 1.4.21 User-Defined Data Archiving and Purge - A facility must be provided for user-defined archiving and purging of data in support of the Mount Pleasant Police Department's data archive policy. The system must be capable of archiving and retrieving archived data, transparent to the user. An audit capability must be included.
  
- [ ]\* 1.4.22 On-line Report Input - The system must include a facility for the direct input of officer reports and the production of the written version of a report as an on-line function. The system must be capable of printing required paper documents in final form.
  
- [ ]\* 1.4.23 Data Validation - The application must provide data validation where applicable. Where possible, data entry errors must be prevented as opposed to generating error messages after the fact. Error messages must be specific and meaningful to the party responsible for correcting the problem.
  
- [ ]\* 1.4.24 Edits - Screen edits such as alpha, numeric, mandatory, ranges and code values should be set by Database Administrators in an on-line mode. The system must provide code tables that are configurable by an authorized user or administrator.
  
- [ ] 1.4.25 The system should provide spell checker with user-configurable dictionary.
  
- [ ]\* 1.4.26 The system must use master tables for fundamental entities such as persons, addresses, vehicles and property so that these entities can be efficiently linked. The system must provide the capability for authorized users to efficiently merge these entities if duplicates are entered in error.

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.4 General System Description**

- [ ]\* 1.4.27 Help - The system must provide context-sensitive on-line help, as well as, printed user manuals.
- [ ]\* 1.4.28 Single Entry Concept - When the same information is required in more than one function, the user will enter the information only once. The system must automatically disseminate the information and update all applicable functions.
- [ ]\* 1.4.29 Searches - The system should provide for effective search capabilities to include:
  - [ ]\* 1.4.29a Exact matches
  - [ ] 1.4.29b Soundex (e.g., Cathy versus Kathy)
  - [ ] 1.4.29c Similar names (e.g., Jim vs. James, Chuck vs. Charles)
  - [ ]\* 1.4.29d Wildcard searches (e.g., Kat\* would match Kathy, Katherine, or Kate)
  - [ ]\* 1.4.29e Text searches of narrative data
- [ ] 1.4.30 Letter Writing - The system must be capable of writing letters based upon information extracted from the records database. This facility is needed to enable the Police Department to perform mail-outs of data in the system to meet state audit requirements, expungement requirements, etc. These letters will become a permanent part of the official record.
- [ ] 1.4.31 The system should support multiple jurisdictions, in such a manner that certain data can be private within an agency, and other data can be shared among agencies. For example, officer schedules and training records could be private, but arrests and incident reports could be shared. In addition, the system should provide individual sequence numbering for cases and events.
- [ ]\* 1.4.32 The system must be scaleable to support expected increases in the number of concurrent users in the future.
- [ ]\* 1.4.33 The system should provide a non-production mode of operation to support testing, training and demonstrations.
- [ ]\* 1.4.34 The system should support scanned documents.

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.5 Personnel Administrative System**

- [ ] 1.5.1 The system must provide the capability to generate work schedules, track work hours (including vacations, sick time, injured time), and track education/training courses completed, and qualifications attained. The system should track any department-owned equipment issued. The system must contain a secure file for Office of Professional Standards functions.

**1.6 Personnel/Payroll**

- [ ] 1.6.1 A personnel master record containing personal data and current assignment must be maintained for each employee. A complete history of training and skills must also be included in the Personnel application. Post-certification tracking should be supported. A complete payroll section must be provided which will include all of the normal payroll functions.
- [ ] 1.6.2 A complete survey of a person's employment with the agency must be available on-line. This will include all promotions, assignments, transfers, etc. This function must also include a comprehensive duty roster, which can be used to produce an up-to-the-minute readout of everyone on duty (current and future). This facility should include a "calendar" capability for court appearances, appointments, activity exceptions (such as vacation, training, sick leave, off-time) and "global" events such as special events which affect an entire division or shift.
- [ ] 1.6.3 This function should automatically track performance by officer, shift, division, or department using incidents, citations, field contacts, arrest reports, and special assignments.

**1.7 Training/Qualifications Tracking**

- [ ]\* 1.7.1 The system must allow for entry of all training and qualifications attained by members of the department. It must also permit the entry and updating of all required subjects and courses, and allow for entry of all training schedules, personnel to attend, instructors, course credits, etc. The system must also generate a series of standard reports which include:
- [ ]\* 1.7.1a Subjects and Courses Listings
  - [ ]\* 1.7.1b Firearms/Use of Force Training/Qualifications
  - [ ]\* 1.7.1c Personnel Training Records
  - [ ]\* 1.7.1d Personnel Training Summary-by-Month-by-Course
  - [ ]\* 1.7.1e Monthly Training Summary
  - [ ]\* 1.7.1f Re-certification Training Requirements Completed/Required

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.7 Training/Qualifications Tracking**

- ☐\* 1.7.1g Roll call training information

**1.8 Office of Professional Standards**

- ☐ 1.8.1 The Office of Professional Standards module must allow for tracking of internal and external complaints and ensuing investigations. At a minimum, this module must:
- ☐ 1.8.1a Allow for the entry/retrieval of complaint information to include, at a minimum, employee information, complainant information, complaint disposition, action, appeal action, etc.
- ☐ 1.8.1b Automatically produce sequentially numbered complaints for internal tracking.
- ☐ 1.8.1c Allow for an unlimited number of witnesses/employees associated with a case.
- ☐ 1.8.1d Produce individual histories (i.e. name, race, age, assignment, etc.) for employees/witnesses so those patterns can be identified and evaluated. This must include, at a minimum, complaint data, location of officer involved, complaint disposition and complaint statistics.

**1.9 Relational Database Management System (RDBMS)**

- ☐\* 1.9.1 The CAD, RMS and CMS applications must be designed to share one relational database management system (RDBMS). Duplicate data should be maintained, only where necessary, to provide the required level of application redundancy.
- ☐\* 1.9.2 In selecting a relational database management system (RDBMS), the following criteria shall be used:
- ?? Conformance to the basic relational model
  - ?? Use of Structured Query Language (SQL)
  - ?? ACID-complaint (Atomic, Consistent, Isolated, Durable) transaction processing
  - ?? Advanced technology
  - ?? Hardware/software failure recovery
  - ?? Data management tools
  - ?? Application development tools

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.9 Relational Database Management System (RDBMS)**

[ ]\* 1.9.3 The RDBMS shall provide the following functional features:

- ?? Speed
- ?? Portability
- ?? Graphical User Interface Environment
- ?? System can remain fully operational during back-ups
- ?? Minimal disaster recovery time
- ?? Updates not performed until "committed"
- ?? Development on remote systems transportable to host
- ?? Distributed database(s) with seamless access by users
- ?? Interfaces to word processing, spreadsheet, and other database programs
- ?? Field level "HELP"
- ?? Scrolling capabilities
- ?? Elimination of redundant entries
- ?? Potential disk space savings

**1.10 Graphical User Interface/Mapping/Geographic Display Features**

[ ]\* 1.10.1 At a minimum, the following Graphical User Interface features must be provided:

- ?? The system will use pop-up menus and windows to communicate with users.
- ?? Users can switch from one window to another; and interrupt and reactivate processes, as required.
- ?? The system must utilize color to enhance legibility and functionality. The Graphical User Interface ("pop-up" windows, entry forms, etc.) shall utilize colors to highlight critical information and to guide users to the proper area of the screen.

[ ]\* 1.10.2 At a minimum, the following geographic file features must be provided:

- ?? The system shall maintain a fully operational computer-based geographic file of all streets, blocks, and intersections in the entire area under control of the dispatch center. It shall operate on full street addresses, partial street names, intersections, and commonly recognized place names with a high degree of flexibility for abbreviated and misspelled entries. The file can be updated at any time through an authorized CAD terminal.

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.10 Graphical User Interface/Mapping/Geographic Display Features**

[ ]\* 1.10.2 continued

?? On-line access to the geographic file shall be by address (house number and street name), intersection, or landmark name. It shall be possible to abbreviate or misspell street names in either anticipated or unanticipated ways and have the system take steps to find the correct location. Alternate names for the same street can be defined, for example, Interstate Highway 526 can also be shown as I-526. It must also be possible to use the geographic file to determine the reporting area for a location without entering an event.

?? If a call location is not found in the geographic file, the CAD system user can quickly override the verification procedure and enter the call for dispatching. A record of these overrides must be maintained for supervisory review to allow for corrections or updating of the GEO-file/incident report.

[ ] 1.10.3 At a minimum, the following mapping and geographic display features must be provided:

?? Only a single keyboard and/or mouse will be utilized to control both CAD and geographic display functions, as well as 800 MHz Dispatch and SLED/NCIC.

?? The geographic display will be fully integrated with the CAD system. Information will be passed to the CAD system from the geographic display (e.g. addresses, unit ID's, incident ID's, demand/patrol zone ID's, etc.). Information will also flow from CAD to the geographic display (e.g., pan and zoom commands, adding incidents, removing incidents, moving unit locations, etc.).

?? The geographic display will utilize layered technology. Each layer (overlay) will be composed of a class of features. For example, one layer would contain Interstate highways, another layer would contain major streets, another layer waterways, another layer selected building footprints, etc.

?? The geographic display will automatically display a predefined set of overlays (e.g., highways, major streets, etc.) that are dependent on the scale of the map currently being displayed. As the system moves closer (zooms) into an area, more and more detailed information would be automatically displayed.

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.10 Graphical User Interface/Mapping/Geographic Display Features**

[ ] 1.10.3 Continued

?? System users are able to interactively select the overlays to be displayed.

?? Streets are automatically labeled on the geographic display. The nearest cross street to an incident, the street that the incident is located on, and user-selectable number of additional streets would be labeled.

**1.11 System/Network Security**

[ ]\* 1.11.1 The system will be protected from unauthorized entry/access.

[ ]\* 1.11.2 Only users with valid user identification and passwords will be allowed entry into the system. Passwords must be encrypted.

[ ]\* 1.11.3 The system supervisor will have a separate user ID and password, which will permit him/her to perform system administration functions.

[ ]\* 1.11.4 The system supervisor will be able to add and delete users.

[ ] 1.11.5 System users will be able to change their passwords.

[ ]\* 1.11.6 The system supervisor will be able to modify any user's name and password.

[ ]\* 1.11.7 The system supervisor will be able to set specific access levels for each user in the system.

[ ]\* 1.11.8 A user's access level will determine which programs can be executed, which databases can be accessed, and the type of database access allowed (i.e., no access, read only access, modify/write access, database level security)

[ ]\* 1.11.9 The system supervisor will be able to organize users into user groups and to set different access levels for each group.

[ ]\* 1.11.10 The entire system must be protected from any form of computer virus at each and every level. Offeror should indicate how this will be accomplished.

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.12. NAME**

The focal point of the Name function is the Master Name Index. This will provide a center for the collection of both summarized and detailed information pertaining to specific individuals.

**1.12 Master Name File**

- [ ]\* 1.12.1 The system must contain a Master Name Index, which references all entries for an individual. A single entry concept must be employed so that name information is automatically added to the Master Name File as it is entered into other parts of the system. Master Name information must be accessible by name and by key identifiers; such as driver's license number, social security number, etc. The system must allow the operator to inquire by full name, last name only, partial last name, partial first name, aliases, monikers, or nicknames (e.g., John Brown, Brown, Bro, Joh, Johnny Brown, Brownie or John John, etc.). The system shall also allow the operator to inquire by driver's license number, social security number, address, height, weight, FBI number, State Identification Number, phone number, sex, and race; with the capability to use any number of the above elements in combination. The system will return all possible matches or partial matches to the input information, but will only list an individual or business one time, regardless of the number of involvements with the Mount Pleasant Police or Court systems, on the initial response screen. The operator will then have an opportunity to select the desired record and receive an exploded version of the selected file, listing all information associated with the individual or business. Once the operator has chosen a name, all known names, aliases, nicknames or monikers, social security numbers, driver's license numbers, addresses (current or previous), height, weight, sex, race, eye color, hair color, build, MO's, ethnicity, and any other physical characteristics or associated information must be returned.

**1.12 Major Functions/Types of Data (Name)**

- [ ]\* 1.12.2 Record Basic Name and Identification Details
- [ ]\* 1.12.3 Monikers/Nicknames - multiple entries (any number)
- [ ]\* 1.12.4 Aliases - multiple entries (any number)
- [ ]\* 1.12.5 Scars, Marks, and Tattoos
- [ ]\* 1.12.6 Cautions / Hazards to include on-site hazards to personnel
- [ ]\* 1.12.7 On-line Merge of Duplicate Master Name Records (by authorized supervisor only)
- [ ]\* 1.12.8 Automatic Update based upon Name Match Rules
- [ ]\* 1.12.9 Exact Match searches
- [ ] 1.12.10 Soundex Processing
- [ ] 1.12.11 Similar Name Searches

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**



**Town of Mount Pleasant  
Required Response Form**

**1.12 Major Functions/Types of Data (Name)**

- [ ]\* 1.12.12 Wildcard Searches
- [ ]\* 1.12.13 Multiple Surnames
- [ ]\* 1.12.14 Weighted Searches
- [ ]\* 1.12.15 Cases
- [ ]\* 1.12.16 Vehicles
- [ ]\* 1.12.17 Special Registrants
- [ ]\* 1.12.18 Court Orders
- [ ]\* 1.12.19 Known Offender References
- [ ]\* 1.12.20 Pawn Tickets
- [ ]\* 1.12.21 Traffic Citations
- [ ]\* 1.12.22 Field Contacts
- [ ]\* 1.12.23 Warrants
- [ ]\* 1.12.24 Criminal History
- [ ]\* 1.12.25 Charge Dispositions
- [ ]\* 1.12.26 Incident
- [ ]\* 1.12.27 Modus Operandi
- [ ]\* 1.12.28 Arrest/Assault Risk
- [ ]\* 1.12.29 Known Associates
- [ ]\* 1.12.30 Sex Offender
- [ ] 1.12.31 Medical Warnings
- [ ] 1.12.32 Mental Instability
- [ ]\* 1.12.33 The system must allow the user to add multiple supplemental information fields to the Personal Identification Number or Master record.

Example:

Name	DOB	SSN
John Doe	022565	123456789
AKA: John Roe	032860	987654321
	091763	123894567
		456789123

**1.12 Reports and Screen Views (Name)**

- [ ]\* 1.12.34 Name Inquiries
- [ ]\* 1.12.35 Name Recap
- [ ]\* 1.12.36 Reports of Criminal History must return with the individual's name, sex, race, DOB, address(es), phone number(s), SSN(s), drivers' license number(s), ethnicity, height, weight, hair color, eye color, build, occupation(s), modus operandi(s), alias(es), associates, ID number(s), warrants, offense/activity summary **sorted in the order of most recent first and earliest last**, and disposition(s).

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.13 Master Name File Searches**

- [ ]\* 1.13.1 Name searches must check all name-related fields (i.e., name, alias, etc.). When a name is returned by the system it must be identified as an alias, nickname, etc.
- [ ]\* 1.13.2 Searches of descriptive data must allow for range searches where height, weight, date of birth, age, and address fields are to be included in the search.
- [ ]\* 1.13.3 Partial searches must allow for inquiry on addresses or names of individuals when only a portion of the name or address is known.
- [ ]\* 1.13.4 The system must provide the capability to edit/sort the results of a search based on any or all fields.
- [ ]\* 1.13.5 The system must provide the capability to output the final results of a search to a printer or file.

**1.14 Choices of Accuracy**

At a minimum, the Master Name File must support operations (searches, reports, etc.) based upon the following:

- [ ]\* 1.14.1 Last name only
- [ ]\* 1.14.2 Last name, first initial
- [ ]\* 1.14.3 Partial last name, no first name
- [ ]\* 1.14.4 Partial last name, complete first name
- [ ]\* 1.14.5 No last name, complete first name
- [ ]\* 1.14.6 Full Name
- [ ]\* 1.14.7 Names must be tagged as owner, arrestee, suspect, witness, complainant, associate, officer, telecommunicator, victim, etc. The system must be capable of accepting more than one role for a person, per incident.
- [ ]\* 1.14.8 By entering a specific name, date of birth, social security number, etc., the user must be able to print or view (by scrolling) a report that details the complete involvement of a person with the Town of Mount Pleasant Police Department and/or Court in any and all ways (i.e. case, pawn, accident, arrest, citation, etc.). The system must also be capable of printing the screen on demand at any point in the review of the report.
- [ ]\* 1.14.9 From the screen display of the above report, the user must be able to highlight a case number, name, address, car tag, citation, etc., and view the related information.

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.14 Choices of Accuracy**

- [ ]\* 1.14.10 The system must have the ability to record/search scars, marks, and tattoos. The capability of recording the type and location of scars, marks and tattoos must be included with the system.
- [ ]\* 1.14.11 The system must include fields for modus operandi details.

**1.15 Incident**

- [ ]\* 1.15.1 The Incident function will be used to collect, store and process key information relating to incidents. In a CAD, and RMS environment, the basic information will be collected at dispatch time and is then supplemented by the input of field reports. The incident function shall serve as a base for many of the other functions and automatically update all applicable functions.
- [ ]\* 1.15.2 The system must capture all necessary information for the generation of reports/requests to and from SLED/CJICS/FBI/NCIC.
- [ ]\* 1.15.3 The following are examples of the types of information that must be included within the Incident Function:
- ?? Role of person (includes witness, suspect, victim, complainant, etc.). The system must be capable of accepting more than one role for a person, per incident.
- ?? Booking Information (includes additional charges and arrest details).
- ?? Warrants (includes affiant, charge(s), defendant, issuing magistrate)
- ?? Fraudulent documents.
- ?? Traffic Accident/Collision Reports.
- ?? Boats/Vehicles/Aircraft.
- ?? Property (includes various subdivisions of property in accordance with SLED/UCR requirements).
- ?? Event Narrative

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.15 Incident**

- [ ]\* 1.15.4 The incident function must capture all required UCR data (such as race, sex, age, relationships, etc.) from incident and /or arrest reports. In addition, this function must be capable of providing reports as required by SLED/CJICS Incident Based Reporting System (SCIBRS).

**1.16 Property**

- [ ] 1.16.1 This component should track materials from Purchase Order through receiving, issuing and reordering. It must also provide for tracking permanent, numbered items such as weapons, computer terminals, radios, and special equipment. This function will track current supplies and whether an item is still being ordered, or on back order. Cost accounting should also be an available function within this component.

**1.17 Systems Integration**

- [ ]\* 1.17.1 Of primary concern is the ability to blend various functions into an integrated system. Crucial to this process is the single entry concept, where, for example, an incident can be traced from the initial Call for Service through the CAD system to the RMS and CMS applications, as appropriate. Redundant entry and/or storage of information must be virtually eliminated, saving both data entry time and disk storage space.

**1.18 CAD/RMS/CMS Interaction**

- [ ]\* 1.18.1 The CAD application must receive the highest priority of service from the total system. If there should be a failure of the equipment supporting the CAD applications, a back-up of the CAD application shall automatically, transparently be involved on the RMS computer, where it will either replace or run concurrently with the RMS application. When RMS system is unavailable, the CAD application must "queue" traffic for the RMS application; and once the system is again operational, the CAD system will pass all queued traffic to the RMS system. The same shall apply between the RMS and CMS systems. When the three (3) applications are running on the same computer, the CAD application will be given a higher priority than the RMS/CMS application.
- [ ]\* 1.18.2 The CAD system must support many features, which are shared by both MDS and RMS. Among these are Geo-file database(s) for address verification and a control file for Call and Report Number assignment.

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.18 CAD/RMS/CMS Interaction**

- [ ] 1.18.3 The Geo-file database serves both CAD and RMS address processing. Under this processing concept, the RMS terminal has locations verified and reporting areas assigned in the same fashion as those transactions which originate in the CAD system.
- [ ]\* 1.18.4 The RMS application will receive the majority of the initial data from the CAD system. Each activity relating to an event or CFS will result in the building of an incident within the CAD system. Once the incident has been processed by the CAD application, it shall be passed to a suspense file, where it will be retrieved by the RMS system. It then becomes part of the Incident function and is added and integrated into the location and name functions.
- [ ]\* 1.18.5 The total system must be a custom-designed system that meets the varying needs of the user. To accomplish this task, the base system shall be continually improved upon to provide the utmost in reliability and efficiency. The following is a summary list of some of the main features required of this system, many of which have been covered in greater detail earlier in this section:
  - 1.18.5a Address Verification - Locations and addresses must be verified and standardized, using geographic database files established for the user's area or jurisdiction. The ability to update this file from magnetic media provided by such services, as E-911, without overwriting existing data, is required. Ability to massage the data from authorized terminal and user access is also required.
  - 1.18.5b Edits - Screen edits such as alpha, numeric, mandatory, ranges and code values shall be set by Database Administrators in an on-line mode.
  - 1.18.5c Fast Response - The System shall be dedicated to providing a prompt response to user requests. This facet becomes more important as the size of the databases and the number of users increase.
  - 1.18.5d Function Keys/Pull-Down Menus - Frequently used transactions should be initiated by pressing a function key or by selecting from a pull-down menu. The assignment of a function key to a specific transaction should be accomplished by making an entry in a table.
  - 1.18.5e Help - The system should provide context-sensitive, on-line help by simply pressing a specific key, "mouse click" icon, or from a pull-down menu. In addition, a "Help Search" index should be available.

**1. GENERAL SYSTEM SPECIFICATIONS (Continued)**

**1.18 CAD/RMS/CMS Interaction**

- 1.18.5f Inquiry Language - The total system must include an ad-hoc report writer and inquiry language, in which users can develop and save their own queries with minimal training, and the underlying database shall be supported by common ad-hoc query and report generation tools.
- 1.18.5g Multi-System Transactions - Transactions must be directed to various systems by means as simple as a check box. For example, a name may be directed to the system database and at the same time directed to the State and National Crime information systems.
- 1.18.5h On-line Orientation - The total system must be structured to respond to the user environment so interaction can be accomplished on-line. Reports should normally be printed at the user's location rather than being directed to printers in the computer room.
- 1.18.5i Output Options - Many inquiries into the system must have their own output directed to various locations as defined by the user. These must include the requesting terminal, the logical terminal printer or any printer on the system or the Town LAN/WAN.
- 1.18.5j Security - The total system must provide security features such as the use of function keys for sign-on/sign-off, and the ability to set or change passwords. Each user should be entered into a security grouping with group access limited to specific functions. In addition, entry into the system should be limited by time of day, terminal and function.
- 1.18.5k Single Entry Concept - When the same information is required in more than one (1) function, the user will enter the information only once. The system must automatically disseminate the information and update all applicable functions.
- 1.18.5l Training - The training provided must allow the user to become familiar with the system's capabilities. A comprehensive training schedule should be designed in conjunction with the needs of the user. This training should be conducted using a "train the trainers" methodology.

**1.19 Programming Capabilities**

- [ ] 1.19.1 The system must provide mechanism(s) for allowing authorized users to implement substantial changes and/or modifications to the application programs, database, layout, screens, menus, etc.

**2. COMPUTER-AIDED DISPATCHING APPLICATION**

**2.1 Introduction**

A Computer-Aided Dispatching (CAD) system is required for the Town of Mount Pleasant. The CAD must be capable of providing computerized support for dispatching requirements of the Mount Pleasant Fire Department, as well as, the Police Department. The CAD system requirements are provided herein.

**2.2 General System Requirements**

- [ ]\* 2.2.1 The CAD system shall be an integrated system of computers, consoles, CRT/mouse/keyboard terminals, monitor displays, printers, local and/or remote administrative terminals, communications, databases, and software. The CAD system shall be capable of interfacing to Local, Regional, State and Federal databases, and other interfaces as specified in Section V of this RFP, as well as, with the RMS.
  
- [ ]\* 2.2.2 The objectives of the CAD system are to:
  - ?? Streamline the processing of emergency Calls for Service from the general public and improve the ability to handle peak call loads.
  - ?? More effectively process the selection of units of reassignment to calls and ensure that the optimum units are selected.
  - ?? Reduce the time required for initial alerting and dispatch communications to assigned units and provide them with complete and accurate dispatch information.
  - ?? Simplify the unit status monitoring function and relieve telecommunicators of most of the workload of this function by supporting direct entry of status information from the field.
  - ?? Provide the capability for Police Department employees to make various database inquiries.
  - ?? Provide like services for the Fire Department, with tracking of "run" assignments based upon fire district location and equipment/manpower allocation standards.
  - ?? Provide initial input to the RMS.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.3 Computer-Aided Dispatch System Description**

In addition to the requirements described in Section V, this section describes the specific features required of the CAD system. The discussion is intended to be “functional” in describing requirements. Offerors may wish to provide details concerning the manner in which their proposed system meets these requirements.

**2.4 Assignment of Case Numbers**

- [ ]\* 2.4.1 A sequence of “case”, “report” or “tracking” numbers must be kept independently from the number assigned to each incident.
- [ ]\* 2.4.2 Each agency may have multiple series of case numbers, identified by leading/trailing alphanumeric characters on the numbers.
- [ ]\* 2.4.3 Case numbers shall be assigned to an incident by telecommunicator request unless assigned automatically, as will be required for certain codes. In the case of automatic assignment, the telecommunicator must be able to over-ride assignment by entering a number or deleting automatic number, which can then be reused.
- [ ] 2.4.4 A single incident may be associated with multiple case numbers.
- [ ]\* 2.4.5 A single case number may reference multiple incidents.

**2.5 Date and Time Display**

- [ ]\* 2.5.1 The date and time stamp, and display clocks must be based on a twenty-four (24) hour clock.
- [ ]\* 2.5.2 The telecommunication display screen must show the current date and time, at all times.
- [ ]\* 2.5.3 The failure of the computer processor must not result in the loss of this date and time display.

**2.6 Call Taker Functions**

- [ ]\* 2.6.1 Upon entry of an event, the CAD system compares its location with a geographic data file (Geo- file) to assure that it is actually within the dispatching jurisdiction. The Geo- file can also determine if the address falls into a neighboring jurisdiction, in which case the system will display the appropriate



**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.6 Call Taker Functions**

2.6.1 Continued

agency name and telephone number on the screen so the telecommunicator can refer it to the caller or transfer the call using the E-911 call transfer capability.

- [ ]\* 2.6.2 Upon verification of the address, the CAD system provides additional information, such as neighborhood, patrol neighborhood, reporting district (Tract Number), fire “run” information, name of nearest cross street, and whether or not there is any special premise or hazard information at that address.
- [ ]\* 2.6.3 The system will have a CFS queue screen.
- [ ]\* 2.6.4 The system will have a CFS data entry screen.
- [ ]\* 2.6.5 Upon receipt of a call on the E-911 system, the CAD system automatically creates a CFS data entry screen, importing all ALI data.
- [ ]\* 2.6.6 Offeror will clearly define maintenance responsibility for Customer Service Record data, Master Street Address Guide, Selective Routing Data, Emergency Service Zone Data and Automatic Location Information.
- [ ]\* 2.6.7 The Master Street Address Guide must be updated at least monthly.
- [ ]\* 2.6.8 The system will automatically number each CFS. Each incident will be assigned a unique number that reflects, at minimum, the year and incident sequence number within the year, by jurisdiction.
- [ ]\* 2.6.9 The system will automatically time stamp incident-related events, including the time each call is received, the time the incident is dispatched, arrival time, and “close-out” time. The system will be able to “add on” incident-related events without losing previous time stamps.
- [ ]\* 2.6.10 The system will automatically perform address verification. Each address manually entered into the system will be checked against the system’s Geo- file for validity, spelling, etc.
- [ ]\* 2.6.11 Incident locations can be entered as street address, street intersections, landmarks, mile markers, and name of business.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.6 Call Taker Functions**

- [ ]\* 2.6.12 In the event that the system cannot verify an address, the telecommunicator can place a free-format description of the location in the address field to assist dispatch activities.
  
- [ ]\* 2.6.13 The system will automatically convert an incident's address or location into an X, Y coordinate for use by the mapping and geographic display.
  
- [ ]\* 2.6.14 The system will provide the telecommunicator with the ability to display a vicinity map to an active CFS and the location of nearby units and incidents. The map will zoom into the proper area automatically. Either a single command, mouse, icon, or function key is required to initiate the vicinity map function.
  
- [ ]\* 2.6.15 If an invalid or incomplete address is entered, the system will assist the telecommunicator in finding the proper address by displaying potential street names and valid address ranges.
  
- [ ] 2.6.16 If a valid address cannot be found, the telecommunicator can use a graphic map display to pinpoint the location of an incident. The system will use the graphically entered incident location in the same manner as a valid incident address.
  
- [ ]\* 2.6.17 To avoid repeated searches for specific invalid addresses, the information about the address (e.g., its X, Y coordinate location, jurisdiction, etc.) is stored in temporary files accessible to each workstation. If a non-validated address is entered into the system, a record will be maintained of this information and provided to the System Administrator for resolution.
  
- [ ]\* 2.6.18 The telecommunicator can manually enter the jurisdictional information for an invalid or incomplete address, if known.
  
- [ ]\* 2.6.19 Once a valid incident location is entered into the system, the system will automatically assign a CFS to its proper geographic sub-area (e.g., patrol neighborhood, fire response zone, etc.).
  
- [ ]\* 2.6.20 There are basically two (2) ways to enter a call. The first requires the telecommunicator to "click" an icon or press a function key that instructs the computer to display an event entry form on the CRT screen. The telecommunicator then fills in the blanks. The second approach allows the telecommunicator to enter each item of information directly, followed by a code that identifies the item. The computer processes the information and places it in

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.6 Call Taker Functions**

2.6.20 Continued

the appropriate location on the event entry form. The first approach may be referred to as “format” entry and the second approach as “command line” entry.

- [ ] 2.6.21 Another source from which CFS are received is private alarm companies. A CAD alarm file shall be developed which contains, for each subscriber, an account number, the business/residence name, the business/residence address, type of alarm (burglary, fire, water flow, smoke, etc.), business/residence telephone number and business/residence owner or contact information. Upon entry of the account number, the CAD system will retrieve the applicable alarm file information and insert it into the event entry format screen in the applicable data fields.
- [ ] 2.6.22 The Alarm file data updates should be automatically imported from the Town Business License Alarm permitting system, through the Town WAN connection, on a daily basis.
- [ ]\* 2.6.23 The telecommunicator shall be able to over-ride incident type code validation.
- [ ]\* 2.6.24 A permanent record of the fact that the incident type code was over-ridden shall be retained in the incident record.
- [ ]\* 2.6.25 The supervisor must be able to update the incident type codes and related information on-line.
- [ ]\* 2.6.26 The incident display must automatically provide the following information:
  - ?? Description of type code
  - ?? Priority level (i.e., 1, 2, 3, 4, or 5)
  - ?? In-progress or just-occurred indication
  - ?? Dispatch to-on-scene time-out value
  - ?? On-scene-to-next-status-change time-out value
  - ?? Specific or non-standard incident routing
  - ?? Reporting party name
  - ?? Reporting party address
  - ?? Reporting party phone number
  - ?? Vehicle description
  - ?? Suspect description

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.6 Call Taker Functions**

- [ ]\* 2.6.27 A text information field, unlimited in size, must be provided. It must be sufficient to allow accurate information gathering to be conducted by the telecommunicator.
- [ ]\* 2.6.28 Any special units required for the call shall be entered.
- [ ]\* 2.6.29 The number of back-up units and type shall be entered.
- [ ] 2.6.30 The CAD system shall provide the capability for the field officer to enter an event using the MDS for traffic stops and for subject stops. Icon(s) or function keys should be used to expedite such data entry operations.
- [ ]\* 2.6.31 The telecommunicator will have access to an event timer that can be set for dispatch incidents at a predetermined time. If it is determined that the incident being reported is to be handled at a later time, the call, upon completion of the entry, can be “filed” until that time. When that time arrives (the assigned waiting time period expires), the call will be routed to the appropriate telecommunicator position for dispatch.
- [ ]\* 2.6.32 The system will automatically assign each incident a priority, based on its incident code. The priority assignment can be over-ridden by the telecommunicator.
- [ ]\* 2.6.33 The complaint information is stored in a “fill-in-the-blank” type window and provides room for the complainant’s name, call back number, home address and home phone number.
- [ ]\* 2.6.34 A field is available to the telecommunicator to indicate whether the call is in progress or not.
- [ ]\* 2.6.35 A field is available to indicate how calls are received (i.e., automatically, E-911, officer generated, telephone, walk-in).
- [ ]\* 2.6.36 A field is available to indicate whether the officer is to contact the complainant.
- [ ]\* 2.6.37 A field is available for indicating an automatic alarm number. If a smart interface is available, it can be connected to the system to automatically initiate a CFS. In this situation the alarm location, number, and incident code will be filled in automatically.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.6 Call Taker Functions**

- [ ]\* 2.6.38 The system will automatically route a CFS to the proper dispatch location and jurisdiction of the incident.
- [ ]\* 2.6.39 The telecommunicator will be able to route incidents to the dispatch station immediately after the incident code and location are established.
- [ ]\* 2.6.40 The telecommunicator taking the call will be able to enter additional information about the incident into the CFS entry screen after a call has been dispatched.
- [ ]\* 2.6.41 Information entered by the telecommunicator receiving the call, after the call has been dispatched will immediately appear on the CFS screen at the dispatch station associated with the incident. The queues of dispatch stations involved with the incident will be updated to inform them that new information is available about specific incidents.
- [ ]\* 2.6.42 The telecommunicator receiving or dispatching the incident can enter an unlimited number of comments, vehicles, and persons associated with an incident.
- [ ]\* 2.6.43 Telecommunicators will be able to place lower priority calls on hold. Any available telecommunicator will be able to retrieve calls on hold.
- [ ]\* 2.6.44 The system automatically notifies the telecommunicator of the existence of any “notes”, alarms, previous incidents, and other relevant information about an incident. This information is displayed in a “pop-up” window alert after address verification and incident categorization is completed in the CFS data entry screen. Telecommunicators can scroll through the “pop-up” window to access any notes or alerts related to a specific incident.
- [ ]\* 2.6.45 The CFS queue will display each active CFS, its incident code(s), location, and relevant incident time(s).

**2.7 E-911**

- [ ]\* 2.7.1 E-911 information will be provided by the BellSouth Telephone Company. The CAD system must interface directly to the telephone company's E-911 system.
- [ ]\* 2.7.2 The telecommunicator shall be able to answer the E-911 telephone call prior to displaying an incident input form. Information from E-911 (calling number and service address) shall be displayed on the incident entry screen when the telecommunicator “clicks” an ICON or presses a function key.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.7 E-911**

- [ ]\* 2.7.3 The system must use the E-911 location as the location and phone number of the caller without specific operation action, unless manually over-ridden.
  
- [ ]\* 2.7.4 If the E-911 information is over-ridden, it must still be recorded in the incident record for later review.
  
- [ ]\* 2.7.5 The E-911 location information must be validated using the on-line Geo-file.
  
- [ ]\* 2.7.6 The caller's telephone number and address will automatically be displayed on the call position CRT screen when it is received on an E-911 telephone line, since the CAD system is interfaced to the telephone company's Automatic Number Identification (ANI) system and Automatic Location Identification (ALI) system. Manual input of the caller's telephone number and address will be allowed if the information is received from a non-E-911 source.
  
- [ ] 2.7.7 All incoming E-911 information, both ANI and ALI data, must be stored in a separate file, whether or not the information actually generates a CAD response. This data file must record all information and time stamp all incoming data. These records must be accessible to the department's E-911 telecommunications' supervisor for searches and record checks. The data file must be made available for backing-up of old records. This can be done by using a separate PC, which has a separate interface with the E-911 system. This PC will provide storage/retrieval of E-911 information.
  
- [ ]\* 2.7.8 The system will automatically determine which agencies (e.g., MPPD, Sheriff, etc.) have jurisdiction over an incident, based on the incident's geographic location and emergency sequence number. A manual over-ride of this feature must be provided.
  
- [ ] 2.7.9 The CAD system should automatically insert administrative line caller identification information into the call entry screen in a similar manner, and shall be consistent with the requirements of the E-911 entry, with the same call-routing and area designation results.
  
- [ ]\* 2.7.10 When the Geo-file check is made, the CAD system searches for nearby calls already entered into the system that possibly may be duplicates of the call being entered. A summary line of data for each possible duplicate call is displayed on the receiving telecommunicator's CRT screen. In some instances this allows the telecommunicator to thank the reporting party and indicate that the call is already being addressed. In other instances the new call is distinct from other recent, nearby calls and requires its own dispatch action.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.8 Dispatch Capabilities**

- [ ]\* 2.7.1.1 The system will use the geographic location, as well as, the address of incidents to search for potential duplicate, nearby incidents. The radius for the search will be definable by the System Administrator.
- [ ]\* 2.8.1 Response modes (i.e., Code 2, Code 3, etc.) are assigned by supervisors. The system must track and time stamp response codes as entered by the telecommunicator. The telecommunicator must be able to update response codes by ICON or function key. Response codes may be changed during the course of a call response, and all such changes must be tracked.
- [ ]\* 2.8.2 The system will display shortest path and routing information (e.g., proceed on Main street, turn left on King, etc.) for units assigned to an incident. The information will be available to the telecommunicator via a single ICON selection or function key.
- [ ]\* 2.8.3 Dispatching telecommunicator can establish specific geographic areas to monitor on CRT, and this is easily changed through ICON or function key.
- [ ] 2.8.4 The system will automatically recommend an initial dispatch based on the incident code, location and jurisdictional policy.
- [ ]\* 2.8.5 The system will automatically display the appropriate Fire Department “run” for all fire calls based upon the call type code, location and jurisdictional policy.
- [ ]\* 2.8.6 The telecommunicator may over-ride any system recommendations and manually assign resources to an incident.
- [ ]\* 2.8.7 The system will provide the telecommunicator with access to information fields that include all personnel and their home telephone, car telephone and pager numbers as appropriate.
- [ ]\* 2.8.8 The system will provide the telecommunicator with access to information fields for “on-call” personnel, including, but not limited to, Special Response Team, Duty Investigator, Duty Commander, and after hour’s response personnel of all departments of Town government.
- [ ] 2.8.9 The textual status display showing units, their location, and their status is to be augmented by a status map that graphically displays the location of units in the entire jurisdiction or any selected subset.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.8 Dispatch Capabilities**

- [ ]\* 2.8.10 The system will provide the cross street (nearest intersections) for an address for all calls or upon request of the telecommunicator.
- [ ]\* 2.8.11 The telecommunicators are automatically notified of any relevant alarms associated with an active CFS (e.g., hazardous materials, previous criminal activity, etc.).
- [ ]\* 2.8.12 The system will include the ability to dispatch a partial CFS while obtaining additional information concerning the incident as it is being entered by the receiving telecommunicator.
- [ ]\* 2.8.13 The telecommunicator can retrieve all of the relevant information about an active CFS.
- [ ]\* 2.8.14 The telecommunicator will be able to initiate a new CFS (e.g., traffic stop) based upon field information. This "officer generated" CFS will be initiated through a command line or short data entry screen. The system must be capable of routing the information to computers for warrants, names, and/or license number checks.
- [ ]\* 2.8.15 Any CRT position within the telecommunications section can be utilized for any call receiving or dispatch function, as required. ICON selection or single function key selection should implement appropriate CRT functions.
- [ ]\* 2.8.16 The status of all in-process calls is displayed on the CFS queue screen. Each telecommunicator can easily customize the queue display to meet his/her specific needs. For example, the following information can be displayed: CFS Number, CFS status, associated alerts, associated hazards, incident codes, incident address, time received, assigned units, etc.
- [ ]\* 2.8.17 The system will use color to differentiate between the status of calls and units (i.e., awaiting dispatch, en-route, on- scene, off duty).
- [ ]\* 2.8.18 Unit availability tables will be displayed to telecommunicator on the unit status screen.
- [ ]\* 2.8.19 The telecommunicator may "pick-up" any call on his/her dispatch queue.
- [ ]\* 2.8.20 Any telecommunicator will be able to update the status of units and incidents whether or not assigned to him/her.



**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.8 Dispatch Capabilities**

- [ ]\* 2.8.21 Telecommunicators must be able to update information fields on any CFS records.
- [ ]\* 2.8.22 The system must support a visual warning for incidents in the pending list when any warning is indicated, such as:
  - ?? Wait time has exceeded allowable maximum (by priority)
  - ?? Supplemental information has been added to incident
  - ?? Incident cancellation has been requested
  - ?? Pre-assigned unit is available
  - ?? Hazard information
- [ ] 2.8.23 The system should:
  - ?? Provide a Hazardous Materials file; listing hazardous chemicals/materials by alphabetical listing, by ID number, and by Chemical Reference Guide number. This interface must be available to the telecommunicator at any time.
  - ?? Provide an indication in this display, which clearly indicates the incident that is currently being reviewed by the telecommunicator.
- [ ]\* 2.8.24 In the event that the complete incident cannot be displayed at one time, the most recent information shall always be presented without any additional operator action.
- [ ]\* 2.8.25 The displayed incident must automatically scroll or re-display, as required, to display newly added information.
- [ ]\* 2.8.26 Telecommunicators must be able to reassign units that have been dispatched to an incident to a different incident or back to their home base.
- [ ]\* 2.8.27 Any telecommunicator can select a resource group to monitor and obtain unit status information. The system must allow telecommunicator to also limit the calls and units they are monitoring to specific agencies or resource groups.
- [ ] 2.8.28 The system will automatically inform the telecommunicator if a pre-plan or major incident procedure relevant to a CFS type is available. The system will enable the telecommunicator to access this policy or procedure on-line. (i.e. Special Event Operation Plan Documents)

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.8 Dispatch Capabilities**

- [ ]\* 2.8.29 The system will automatically inform the telecommunicator of certain event times. The timers are set by the System Administrator and inform the telecommunicator when certain events are exceeded. For example, if an officer has not made radio or telephone contact within a certain time period (dependent on his/her incident type) the system will automatically notify the telecommunicator to attempt to contact the officer.
- [ ]\* 2.8.30 The system will allow for the storage and retrieval of different initial dispatch policies for different parts of the jurisdiction.
- [ ]\* 2.8.31 The system will utilize the proper dispatch policy of the incident type and location when recommending units.
- [ ]\* 2.8.32 In the event that a fire call generates a need for police response, or the opposite is true, the CAD system will allow the telecommunicator to create a fire or police call as appropriate, by selecting an ICON or function key to duplicate existing information into the appropriate department dispatch screen.
- [ ]\* 2.8.33 The system will only recommend available units for dispatch.
- [ ]\* 2.8.34 The system will provide telecommunicators with access to Federal, State and Local computer systems for performing license number checks, name searches, and warrant searches. This capability will be automatic or selective depending on the desires of the telecommunicator.
- [ ]\* 2.8.35 The dispatching telecommunicator is notified of any additional information gathered by the telecommunicator receiving the information as it is received. This information appears in real-time.
- [ ]\* 2.8.36 The unit status display contains information on each unit's identification number, last known location, current status, and the incident code to which it is assigned.
- [ ]\* 2.8.37 The system provides on-line availability to recommended general call information as a prompt, based upon the call type entered. Selection of this feature should be by single ICON or function key.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.9 Priority Incident Interrupt**

- [ ]\* 2.9.1 The telecommunicator must be able to interrupt and suspend an incident that is being entered, in order to service an incident which has a higher priority or urgency.
- [ ]\* 2.9.2 Following the entry of a high priority incident, the telecommunicator must be able to resume entry of an interrupted incident at the point it was suspended.
- [ ]\* 2.9.3 An indication shall be continuously displayed to the telecommunicator to indicate the number of incidents suspended, if any.
- [ ]\* 2.9.3 Occasions occur when a unit has been assigned to a CFS, and another CFS of higher priority is received that should be immediately assigned to that unit. The proposed CAD system shall provide a method of preempting the unit from the first CFS and assigning it to the second. This must be done without losing the original event. It shall cause the event to be reassigned to another unit or to be held and placed back in its original place by priority and time in the CFS queue for subsequent dispatch or resume.
- [ ]\* 2.9.4 It is mandatory that this reassignment, as described above, be done with only one simple command which shall preempt the original unit and either assign the event to another unit or return the event to the event queue.
- [ ]\* 2.9.5 There shall be no limit to the number of calls which may be suspended.

**2.10 Out of District Display**

- [ ]\* 2.10.1 Any telecommunicator must be able to display dynamic unit and incident status for any dispatch control area outside the area(s) currently being monitored.

**2.11 Administrative Capabilities**

- [ ]\* 2.11.1 The Supervisor and individual users can redefine system work stations (e.g., which stations are call takers, dispatchers, etc.)
- [ ] 2.11.2 The supervisor can select to view the display of a specific workstation on his/her console or to route the display to a large screen projector and/or monitor.
- [ ]\* 2.11.3 The supervisor console can review the status of any active CFS.
- [ ]\* 2.11.4 The supervisor must be able to over-ride any activities initiated by a telecommunicator.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.11 Administrative Capabilities**

- [ ]\* 2.11.5 The supervisor must be able to monitor any system transactions.
- [ ]\* 2.11.6 The supervisor must be able to dynamically control the routing within the system (e.g., what types of CFS get routed to which terminals).
- [ ]\* 2.11.7 The supervisor must be able to generate standard and ad-hoc reports.
- [ ]\* 2.11.8 The supervisor must have the ability to update resource and personnel tables.

**2.12 Maintenance Functions**

- [ ] 2.12.1 The system will allow for the creation of new symbols (fire engines, ambulances, specific incident types, etc.) and for the editing of existing symbols, if symbols are used.
- [ ] 2.12.2 The system will allow for the specification of alternate font size for street and feature labels, and for the selection of the number of features to be labeled.
- [ ] 2.12.3 The system will allow for graphical entry of new streets or terrain features (rivers, shopping centers, etc.) and for the modification of existing graphic features.
- [ ]\* 2.12.4 The maintenance function must allow for entering of Geo-file information on an as needed on-line basis.
- [ ]\* 2.12.5 The maintenance function must allow for the fire “run” designations to be updated, changed, amended, as needed, in an on-line basis.
- [ ]\* 2.12.6 All CFS records will be stored on-line for at least one (1) year. A method of off-line storage and retrieval will be provided. Access to off-line storage will be seamless to the operator.

**2.13 Wrecker Rotation**

- [ ]\* 2.13.1 The system shall have the ability to maintain a wrecker/tow truck rotation list. This list shall automatically recommend a wrecker/tow truck for use when needed. Maintenance of the list will include the ability to suspend wrecker/towing companies from the list for a specified period of time, cancel wreckers/towers previously dispatched (returning them to the top of the list), add new companies and remove closed companies.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.13 Wrecker Rotation**

- [ ]\* 2.13.2 A report listing all calls accepted (tows), calls rejected, calls canceled, and other data concerning the rotational wrecker services shall be available on demand.
- [ ]\* 2.13.3 Maintenance of the wrecker/tower rotation list will be conducted at the user level.
- [ ]\* 2.13.4 The file of wrecking/towing companies shall include information about their wrecking/towing capabilities, contact information, (e.g. name, telephone number, etc.) and position within the rotational assignment scheme.
- [ ]\* 2.13.5 Telecommunicators must be able to obtain wrecker and tow trucks from a rotating wrecker/tower queue.
- [ ]\* 2.13.6 Wreckers/towers that are dispatched based on citizen requests do not lose their turn in the rotation queue.

**2.14 Report Functions**

- [ ]\* 2.14.1 A standardized set of management reports shall be provided, which will be used to analyze the occurrence of incidents by type, geographic area, time-of-day and day-of-week, and to examine the average response times. The Offeror shall indicate what reports are provided by the proposed system. Examples of the types of reports that are desirable are the following:

**2.14.1a Event Recap Reports**

- [ ]\* 2.14.1a.i Event Type-by-Day-of-Week (Detail)
- [ ]\* 2.14.1a.ii Event Type Summary
- [ ]\* 2.14.1a.iii Jurisdiction Wide - Total Calls for Service
- [ ]\* 2.14.1a.iv Patrol-area / Neighborhood by-event-type-by-day of week
- [ ]\* 2.14.1a.v Patrol-area / Neighborhood by-shift-by-event-type-by day of week
- [ ]\* 2.14.1a.vi Patrol-area / Neighborhood by-shift-by day of week
- [ ]\* 2.14.1a.vii Reporting area (tract) by-event-type-by day of week
- [ ]\* 2.14.1a.viii Reporting area (tract) by-shift-by-event-type-by day of week
- [ ]\* 2.14.1a.ix Events handled by unit and/or same type of units (i.e., detective, traffic, CSO, etc.)

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.14.1b Time Analysis Reports**

- [ ]\* 2.14.1b.i Average response time and maximum response time in minutes
  - ?? Event receipt to on-scene-by-priority-by day of week
  - ?? Event receipt to on-scene-by-priority-by-day-by hour of day
  - ?? Event receipt to on-scene by patrol-neighborhood-by-priority-by-day of week
  - ?? Event receipt to on-scene by patrol neighborhood-by-priority-by-day-by-hour of day
  
- [ ]\* 2.14.1b.ii On-Scene time in minutes
  - ?? Time on-scene by priority
  - ?? Time on-scene by call type
  - ?? Time on-scene-by-officer-by-day-by hour of day

**2.14.1c Management Reporting**

- [ ]\* 2.14.1c.i Management reports shall be produced on a demand basis, with output to either a display terminal or a printer, or in some cases, by off-line or “batch” processing.
  
- [ ]\* 2.14.1c.ii Management reports may be generated by any authorized terminal within the total system.
  
- [ ] 2.14.1c.iii Management reports may be displayed in graphic form, including, but not limited to:
  - ?? Bar charts
  - ?? Pie charts
  - ?? 3-dimensional charts
  
- [ ]\* 2.14.1c.iv Management reports may be tailored to meet specific needs of the Police and Fire Departments.

**2.14.1d Other Required Reports**

- [ ]\* 2.14.1d.i Total activity breakdown by time, date, day-of-week
- [ ]\* 2.14.1d.ii Activity by unit
- [ ]\* 2.14.1d.iii Analysis of response codes
- [ ]\* 2.14.1d.iv Analysis of call queuing (wait times in telecommunications)
- [ ]\* 2.14.1d.v Call receipt activity analysis

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.14.1d Other Required Reports Continued**

- [ ]\* 2.14.1d.i Dispatch activity analysis
- [ ]\* 2.14.1d.ii Unit response time analysis
- [ ]\* 2.14.1d.iii Premise hazards and warning information
- [ ]\* 2.14.1d.iv Report of over-ridden locations (Geo-file exceptions)
- [ ]\* 2.14.1d.v Activity summary by officer
- [ ]\* 2.14.1d.vi Percent of daily shift expended on CFS, administrative duties, and preventative patrol by officer, by unit, by reporting area, by shift and by patrol neighborhood.

**2.15 Remote Computer Interfaces**

- [ ]\* 2.15.1 The CAD system will interface and integrate with the RMS system on a real-time basis and in a seamless manner.
- [ ]\* 2.15.2 The CAD system will provide the capability to interface with SLED/CJICS/FBI/NCIC services. The interface link must operate at 19.2 KBS or greater.
- [ ]\* 2.15.3 The CAD system will provide the capability to interface with other local law enforcement agencies.
- [ ] 2.15.4 When the required minimum vehicle or person identification information has been entered into the CAD system, the interfaces will cause the information to be automatically routed to SLED/CJICS/FBI/NCIC and RMS services for wants/warrants, vehicle registration or driver's license inquiries. The same information will also be routed to local law enforcement agencies for similar checks. All of these inquiries will be the result of a single entry by the terminal operator.
- [ ] 2.15.5 Access to SLED/CJICS/FBI/NCIC must utilize fill-in-the-blanks input forms.
- [ ]\* 2.15.6 The system will provide an interface to E-911 ANI and ALI systems.
- [ ]\* 2.15.7 The system must be accessible through the MDS, from the field by "lap top" type computer.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.16 Information Control**

- [ ]\* 2.16.1 Information displayed in response to local or remote inquiries shall be displayed to the operator, using a method that allows rapid and understandable review. These functions shall include:

- ?? Page forward to next page
- ?? Page backward to previous page
- ?? Go directly to first page
- ?? Go directly to last page
- ?? Re-display the current page
- ?? Go to any specific page
- ?? Go to the next page which contains any specified character string

- [ ]\* 2.16.2 Any information displayed may be permanently attached to an incident or unit history record.

**2.17 Address Verification**

- [ ]\* 2.17.1 When a street name is entered, the system shall perform an address verification check. If there is no ambiguity, the full street name shall be placed in the event history record, and the call is accepted. If an ambiguity exists, a list of possible choices will be displayed. One approach is to use a SOUNDEX methodology to select similar sounding names. Another approach would be to list all streets in the Geo-file with the same first two (2) or more letters, in the WILDCARD search methodology. If one of the displayed street names is the one desired, the telecommunicator chooses it, and the full spelling, as shown in the Geo-file, shall be moved to the event entry form.

- [ ]\* 2.17.2 This same idea shall be followed when streets have the same name but different direction or type. For example, if the telecommunicator enters OAK without a direction or type, all OAK streets, avenues, ways, etc. are displayed for selection.

**2.18 Duplicate Call Detection**

- [ ]\* 2.18.1 After a call has been checked for errors and any address verification functions have been completed, a check shall be made for possible duplicate calls. The Offeror shall describe the method for accomplishing this.
- [ ]\* 2.18.2 If a duplicate CFS is detected, the telecommunicator can cancel the duplicated CFS, merging necessary information into one CFS.



**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.19 Premise History/Hazard File Inquiry**

- [ ]\* 2.19.1 The system shall provide a file containing premise history/hazards data stored by location. This data may include information on threats against Public Safety officials, hazardous substances stored, locations of invalids, etc.
- [ ]\* 2.19.2 Each time a call is entered, an automatic check for any information in the premise history/hazards file for that address will be conducted. If any information is found, it shall be made available by alerting the telecommunicator, who can then display the information by using an ICON or function key selection. Any hazards, cautions or other premise information concerning that address can then be relayed to the officers/fire personnel on the call response.

**2.20 Premise History/Hazard File Inquiry**

- [ ]\* 2.20.1 The CAD system shall provide at least the following capabilities for the premise history/hazard file:
  - ?? Allow on-line entry of text message, plus the current date and an optional expiration date.
  - ?? Automatically check the file on all events and display the message to the telecommunicator, or provide an indicator that a premise history/hazards message exists for that address. The telecommunicator can display that message by using an ICON or function key selection or command.
  - ?? Periodically purge the file of expired records.
  - ?? Periodically print the entire file, or any part desired, for examination upon entry of an appropriate command.
  - ?? The file must be automatically accessible during incident entry and at any time during the incident.
  - ?? A permanent notification of the presence of hazard information must be recorded in the incident history.
  - ?? The actual text of the premise history/hazards record shall be stored in the incident history record only for specific types of hazards, as defined during history/hazard entry.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.20 Premise History/Hazard File Inquiry**

- ?? Premise history/hazards file records may be entered for permanent retention.
- ?? Premise history/hazards file records which are scheduled for expiration within a specified number of days shall be listed upon request, and the expiration date can be extended if desired.
- ?? Multiple premise history/hazards records may be entered for a single location.
- ?? In the case of multiple records for a single location, each individual record shall have an independent purge cycle.
- ?? Premise history /hazards file data may be accessed by user-specified distance from any incident or on-duty unit request.

**2.21 Special Purpose Files**

The following special purpose files shall be a part of the CAD system:

- [ ] 2.21.1 Scratch Pad File - The CAD system shall provide the capability to create and retrieve free form information in a Scratch Pad File. The Scratch Pad File shall provide versatility in storing and retrieving a wide variety of special information such as, but not limited to:
  - ?? Telephone number lists
  - ?? CAD operating instructions (HELP)
  - ?? Address lists
  - ?? Equipment inventory
  - ?? Notification procedures
- [ ]\* 2.21.2 Personnel File - An on-line file of all Police and Fire personnel shall be provided to contain information such as name, rank, badge (employee) number, call sign, date of hire, date of rank, shift, skills, address, telephone numbers, blood type, emergency notifications, emergency medical alerts, etc. This file must be the master personnel file interfaced to all other functions.

**2. COMPUTER-AIDED DISPATCHING APPLICATION (Continued)**

**2.21 Special Purpose Files**

- [ ]\* 2.21.3 Business "Rolodex" File - An on-line file of business addresses and related information shall be provided to contain information such as name, address, owner, emergency contact numbers, etc. This file shall provide telecommunicator with easy access to pertinent information about a business or emergency number.
- [ ] 2.21.4 This information should be automatically imported from the Town Business License computer on a regular basis.

**2.22 Catastrophic Processing**

- [ ]\* 2.22.1 A plan must be in place to address any period of total system unavailability, which may be due to reasons beyond local control. With this in mind, a reliable method of cutting over from automated to manual operation shall be provided.
- [ ]\* 2.22.2 If the system is not operational for a period of time, events that were recorded manually must be entered into the system. This activity shall be accomplished concurrently with the entering of new events.

**2.23 Automatic Vehicle Location System**

- [ ] 2.23.1 The CAD system shall interface with an Automatic Vehicle Location (AVL) system to provide the telecommunicator with nearest unit data prior to incident dispatch. This data will be provided to the telecommunicator, in addition to normal unit recommendations, which are based on reporting area and type of units required. The telecommunicator will be able to view all possible unit information and determine the most appropriate unit(s) for response.

**3.     RECORDS MANAGEMENT APPLICATION**

**3.1   Law Enforcement Records Management Applications**

- [   ]\*   3.1.1   The Records Management System (RMS) must contain a comprehensive set of functions that will provide the Mount Pleasant Police Department with a diverse array of tools to manage information needs. The following base set of functions must be included:

- ?? Incident
- ?? Name (including aliases, monikers, etc.)
- ?? Location
- ?? Property
- ?? Investigative Case Management
- ?? Traffic Management
- ?? Crime Statistics
- ?? Officer Activity
- ?? Criminal Records
- ?? Crime Analysis
- ?? Gang Activity (restricted access; Law Enforcement Only)
- ?? Evidence (restricted access; Law Enforcement Only)
- ?? Juvenile Records (restricted access; Law Enforcement Only)
- ?? Mobile Data Terminal Inquiries
- ?? Law Enforcement Personnel
- ?? Missing Persons
- ?? Warrants
- ?? Narcotics
- ?? Vehicles
- ?? UCR
- ?? Sex Offender (restricted access; Law enforcement Only)
- ?? Known Associates
- ?? Licenses and Permits (from Business License System)
- ?? Neighborhood Organizations

**3.2   Master Case/Incident System**

- [   ]\*   3.2.1   The system must have the ability to record all details related to case/incident and to index this information by name(s), date(s), case number(s), location(s), items stolen and/or vehicles involved.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.3 Major Functions/Types of Data**

- [ ]\* 3.3.1 CAD transfer of Incident record (must be automatic and transparent from CAD to RMS)
- [ ]\* 3.3.2 Persons of Interest
- [ ]\* 3.3.3 Property of Interest (must include value and description)
- [ ]\* 3.3.4 Vehicles of Interest (must include value and description)
- [ ]\* 3.3.5 Report Follow-up
- [ ]\* 3.3.6 Interface to Master Name Index
- [ ]\* 3.3.7 Interface to Case Management
- [ ]\* 3.3.8 Interface to UCR
- [ ]\* 3.3.9 Interface to Master Locations Index
- [ ]\* 3.3.10 Interface with CMS
- [ ]\* 3.3.11 Arrest Reporting
- [ ]\* 3.3.12 Multiple Charges with Hierarchy Processing for UCR
- [ ]\* 3.3.13 Incident Cross-reference (grouping of incidents for collaborative tracking)
- [ ]\* 3.3.14 Follow-up Indicator System (Report and Review missing document report)
- [ ]\* 3.3.15 Interface with SLED/CJICS/FBI/NCIC

**3.4 Reports and Screen Views**

- [ ]\* 3.4.1 Incident Log
- [ ]\* 3.4.2 On-line Inquiries
- [ ]\* 3.4.3 Pending Report List (due from officers but not yet received)
- [ ]\* 3.4.4 Pending Follow-up List (due from officers but not yet received)
- [ ]\* 3.4.5 Daily Group A Incident List

**3.5 Data Entry**

- [ ] 3.5.1 The system must allow data entry even if a case had not been dispatched yet. This will allow officers to start a case and issue a case report number when complainants walk into the office, which is a common occurrence.
- [ ]\* 3.5.2 The CAD and RMS computers (if separate machines) must be interfaced so that all dispatch data is stored on the RMS machine as soon as the last unit has cleared.
- [ ] 3.5.3 The system will be able to scan documents and store information or data for retrieval.
- [ ]\* 3.5.4 The system must provide a method of permanent storage (possibly off-line) and retrieval of data. The system must be able to search for reports by name(s) of person(s), date(s) of incident(s), case report number, address(es) of incident(s), type(s) of incident(s), social security number(s) of person(s), officer, owner's name, occupant(s), service area, or any combination of the above.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.5 Data Entry Continued**

3.5.4 Continued

The return screen must display the above information, in a manner determined by the operator.

- [ ]\* 3.5.5 A query program is required that will allow the user to search the database for the location of a file by entering one or more of the following: Name (victim, complainant, suspect, witness, etc.), date, time, address, case report number, type of call (CAD or UCR code), and officer(s).
- [ ]\* 3.5.6 The system must automatically fill in case data fields from the dispatch data, allowing data entry clerks to override the information if the written report does not confirm its validity.
- [ ]\* 3.5.7 Records personnel or officers must be able to enter reports under any case report number sequence, as long as the number is a valid case number assigned by the CAD.
- [ ]\* 3.5.8 A report must be printed each day that identifies those reports which have not been entered into the RMS but that have been dispatched and a written report was required. This report must list the responsible officer by name.
- [ ] 3.5.9 The operator must be able to rearrange the sequence of fields on the screen to match the sequence of paper reports.
- [ ] 3.5.10 The Police Department must be able to add fields of data to the files(s).
- [ ]\* 3.5.11 Data entry of names must be linked to the Master Name File. The entry of a name must cause a window to open that will allow the operator to choose a previous name or make this a new name to link to the name file.
- [ ]\* 3.5.12 Addresses must be linked to a Master Address File. This file must be the same as that used by the CAD system. Unidentified addresses must cause the user to choose a valid address or enter a new address. New addresses will cause a list to be produced for the supervisor to check and verify. The list will continue to grow until each entry is corrected or accepted.
- [ ]\* 3.5.13 The entry of a date of birth will cause an apparent/current age to be filled in automatically. The apparent age may be used while leaving the DOB blank. The apparent age is updated to reflect the current date, each time a query is made, but does not affect the actual master file.

**3.     RECORDS MANAGEMENT APPLICATION (Continued)**

**3.5    Data Entry**

- [   ]\*   3.5.14   Comment blocks must utilize basic word processing capabilities and variable length records so that narrative type information can be entered.
- [   ]\*   3.5.15   All data entry must be case insensitive (upper or lower case treated the same).
- [   ]\*   3.5.16   Entry of apartment number, room number, etc., must be allowed. Address matching should not use the additional number. This would allow a complete query of all calls to a specific street address, apartment complex, etc., with the resulting list indicating the individual apartment numbers as a field in the printout. However, capability must exist to include this additional number in cases where the specific apartment is the target of the search.
- [   ]\*   3.5.17   Detectives and crime analysts must be able to add data to records after data entry, subject to security restrictions.
- [   ]\*   3.5.18   Users must be able to store suspect data and arrestee data without entering a name.

**3.6    Special Flags**

- [   ]\*   3.6.1     The system must be capable of flagging selected locations or persons and tracking contacts accordingly.

**3.7    Major Functions/Types of Data**

- [   ]\*   3.7.1     Special Registrants (i.e. house arrest)
- [   ]\*   3.7.2     Juveniles
- [   ]\*   3.7.3     Intelligence Subjects
- [   ]\*   3.7.4     Gang Members
- [   ]    3.7.5     Safe House Volunteers
- [   ]    3.7.6     Members of Crime Watch Programs
- [   ]    3.7.7     Addresses of Special Licenses and Permits
- [   ]\*   3.7.8     Place special flags on caution factor sites
- [   ]    3.7.9     Place special flags on vacant houses or buildings, high rise buildings and subscribers
- [   ]\*   3.7.10    Hate Crimes
- [   ]\*   3.7.11    Seasonal Crimes

**3.8    Reports and Screen Views**

- [   ]\*   3.8.1     Lists by type of flag

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**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.8 Reports and Screen Views**

- ☐\* 3.8.2 System Contacts
- ☐\* 3.8.3 On-line inquiries

**3.9 Location**

- ☐\* 3.9.1 The location function shall keep a running history of incidents at a given location. Selected subjects related to the location (persons with warrants, arrestees, suspects, witnesses, victims, etc.) must also be recorded in this file.
- ☐\* 3.9.2 The following are the types of information that must be included in the location function:
  - ?? Commonplace Names
  - ?? Alarm Permits (from the Business License System)
  - ?? Security Surveys
  - ?? Neighborhood Watch Records
  - ?? Cautions/Hazards Remarks
  - ?? Selected Persons (arrestees, suspects, witnesses, victim, etc.)

**3.10 Master Location File**

- ☐\* 3.10.1 There must be a Master Location File, which references key locations throughout the system. This file must be accessible by specific address, range of addresses or by commonplace name.

**3.11 Major Functions/Types of Data**

- ☐\* 3.11.1 Record Basic Location Information
- ☐\* 3.11.2 Automatic Assignment of multiple reporting districts
- ☐\* 3.11.3 Intersections
- ☐ 3.11.4 Blockface addresses (zip codes)
- ☐\* 3.11.5 Commonplace Names
- ☐ 3.11.6 Map coordinates (latitude and longitude)
- ☐\* 3.11.7 Cautions / Hazards
- ☐\* 3.11.8 Residents
- ☐\* 3.11.9 Residence Checks
- ☐\* 3.11.10 Case references
- ☐\* 3.11.13 Specific Address Searches
- ☐\* 3.11.14 Address Range Searches
- ☐\* 3.11.15 Alarm Permits (From Business License System)



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**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.11 Major Functions/Types of Data**

- [ ] 3.11.16 Security Surveys
- [ ] 3.11.17 Neighborhood Watch Records
- [ ]\* 3.11.18 Selected Persons (arrestees, suspects, witnesses, victims, etc.)
- [ ]\* 3.11.19 Known Associates

**3.12 Report and Screen Views**

- [ ]\* 3.12.1 Address Inquiries
- [ ]\* 3.12.2 Address Recap (a report that gives total number of times that each address had been linked to incidents, arrests, and home addresses of individuals).

**3.13 Property/Evidence Management**

- [ ]\* 3.13.1 The evidence function must be bar code oriented.
- [ ]\* 3.13.2 The system must assign a unique evidence bar code number for each item of evidence.
- [ ]\* 3.13.3 The system must keep strict control of evidence, and keep a record of who handles it. This module of the RMS must have a high degree of internal security.
- [ ]\* 3.13.4 The system must automatically search for a match in the lost/stolen/pawned property files whenever an item is entered as evidence.
- [ ] 3.13.5 The system should provide for the bar coding of evidence and property at the time of collection.
- [ ]\* 3.13.6 The system must allow entry of bar code information by keyboard or bar code reader.
- [ ]\* 3.13.7 The system must be able to record the individual(s) to whom the evidence has been consigned. The system must track when evidence has been turned over to another agency, such as the drug lab for analysis, and when it was returned and who handled it. It must be capable of recording each time evidence changes hands. It must be able to direct the evidence officer to the exact location within the evidence storage facility of each item of evidence. It must link a particular piece of evidence to a particular person or case.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.13 Property/Evidence Management**

- [ ]\* 3.13.8 Entry of evidentiary items must be linked to the report writing system, so as to eliminate duplicated input. The evidence technician must be able to access each piece of evidence, along with all identifying data (association to case, association to person within the case, association with other cases, etc.) and amend this information as required.
- [ ]\* 3.13.9 The system must be capable of producing an inventory list of any or all items in storage.
- [ ]\* 3.13.10 There are several elements, which must comprise the Property Management Function of the RMS. These include:
  - ?? Property of Interest
  - ?? Vehicles of Interest (including vehicle parts)
  - ?? Boats of Interest
  - ?? Pawned Property Records
  - ?? Evidence Tracking
- [ ]\* 3.13.11 All categories of property must be interrelated to provide overall management of the property functions within the agency. Whenever property is input, checks must be made in all related files to see if a report is already on file. For example, the input of a stolen property report results in an automatic check of the pawned property file, evidence file (for found property) etc.
- [ ]\* 3.13.12 Property stored in the evidence storage facility must include a location, tag indexing capability. Release and disposition information must also be maintained and an evidence-tracking component must be provided to follow property in and out of the facility. In addition to inquiries by tag, serial numbers (including owner applied numbers), and case number, the system must also include a search by description. It must also provide a property report, which may be selected by age, type/category, status, or disposition. Report sequence may be defined on-line.
- [ ]\* 3.13.13 The system must provide on-line chain of possession with written documentation available as well.
- [ ] 3.13.14 The system should provide for evidence examination requests and results electronically.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.13 Property/Evidence Management**

- ☐\* 3.13.15 The system should allow evidence technician to develop, track and print an order for destruction, conversion, or return of evidence and/or property on-line.
- ☐\* 3.13.16 The system must provide for an audit trail of all evidence, and enable the technician to provide an evidence to location, evidence to officer, location to evidence audit report on demand.
- ☐ 3.13.17 The system should provide for the preparation of evidence status requests (published to officers periodically) on-line, based on age of evidence/property.
- ☐ 3.13.18 The system should provide for electronic crime scene diagramming capability, through an integrated computer aided drawing function, with the ability to link the diagrams with the appropriate case number.
- ☐ 3.13.19 The system should provide an electronic Standard Operating Procedure and Checklist for major crimes and major crime scene searches.

**3.14 Property and Evidence**

- ☐\* 3.14.1 The RMS must have a facility to managing all property and property reports handled by the Mount Pleasant Police Department. Property data must be readily available department-wide. **Office supplies, and equipment issue are not part of this system.**
- ☐\* 3.14.2 The evidence storage facility must have a system to record the location, value, case number, officer, chain of custody, descriptions, quantity, and disposal date for items found, evidence, and property that is being safeguarded. An on-line report must automatically alert the evidence technician of “hits” on property that is being entered that has been previously reported stolen, lost or pawned. The system must also have the capability of alerting the technician when property already in evidence is being reported stolen or lost. The system must have the capability to be linked to Local auto/stolen/lost/found/pawned file(s) and SLED/CJICS/FBI/NCIC.

**3.15 Major Functions/Types of Data**

- ☐\* 3.15.1 Property of Interest
- ☐\* 3.15.2 Property Room Management
- ☐\* 3.15.3 Pawned Property
- ☐\* 3.15.4 Stolen Property
- ☐\* 3.15.5 Stolen Auto

**3.     RECORDS MANAGEMENT APPLICATION (Continued)**

**3.15   Major Functions/Types of Data**

- [   ]\* 3.15.6   Drugs
- [   ]\* 3.15.7   Found Property
- [   ]\* 3.15.8   Property being Safeguarded
- [   ]\* 3.15.9   Evidence
- [   ]\* 3.15.10   Evidence Tracking
- [   ]\* 3.15.11   Property cross-reference (i.e., stolen, pawned, etc.)
- [   ]\* 3.15.12   Interface with Case Management
- [   ]\* 3.15.13   Interface with Master Name Index

**3.16   Reports and Screen Views**

- [   ]\* 3.16.1   Property Search by Key or Description
- [   ]\* 3.16.2   Pawned Property Report
- [   ]\* 3.16.3   Evidence List
- [   ]\* 3.16.4   Property Aging
- [   ]\* 3.16.5   Destroyed Property
- [   ]\* 3.16.6   Converted Property
- [   ]\* 3.16.7   Evidence/Property by Officer
- [   ]\* 3.16.8   .Evidence/Property by Event (case number)

- [   ]\* 3.16.9   Information on any motor vehicles, boats, vehicle parts, trailers, etc., must be entered into the system. Such information includes:

- ?? All vehicle information (including boats and airplanes) required to meet criteria for NCIC)
- ?? Date and time (brought over from incident)
- ?? Status
- ?? Location of recovery
- ?? Vehicle Storage location (brought over from wrecker information)
- ?? Towing Company (brought over from wrecker information)
- ?? Recovery/Arresting officer
- ?? Owner contacted
- ?? Letter sent
- ?? Arrest (brought over from arrest/booking)
- ?? Log number
- ?? Condition of vehicle
- ?? Owner, address, phone (brought over from name index)
- ?? Property removed from motor vehicle
- ?? Date/time released
- ?? Released by

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**3.                    RECORDS MANAGEMENT APPLICATION (Continued)**

**3.16    Reports and Screen Views**

- ?? Other disposition information
- ?? Date and time of disposition
- ?? Validation information
- ?? Indicate whether or not an NCIC entry/inquiry was made
- ?? Value
- ?? Date/time of recovery if needed
- ?? User-defined edits
- ?? Remarks

[    ]\*    3.16.10    The system must allow searches for partial tags.

[    ]\*    3.16.11    The system must provide fields for: year of manufacture, model, make, color/color, tag number, tag state, tag type, tag year, tag county, vehicle identification number, vehicle style, owner applied number and other NCIC-required fields for vehicles, boats and aircraft.

[    ]\*    3.16.12    The system must allow searches for the vehicle based on any single or combination of data elements captured.

[    ]\*    3.16.13    The system must be able to receive data from County and State tag offices (NCIC).

[    ]\*    3.16.14    Recovered stolen property or found property could be of any type. The following types of information must; therefore, be captured:

- ?? All property information required to meet the criteria of NCIC
- ?? Time and date (brought over from incident)
- ?? Location of recovery
- ?? Status
- ?? Type of property
- ?? Recovery/arresting officer
- ?? Any identification number or marks
- ?? Any attached or removable parts
- ?? Condition of item
- ?? Validation information
- ?? User-defined edits
- ?? Value
- ?? Remarks
- ?? Indicate whether or not NCIC entry/inquiry was made
- ?? Date/time of recovery if needed

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.16 Reports and Screen Views (Continued)**

- ?? Owner contacted
- ?? Letter Sent
- ?? Vehicle cross reference (i.e., stolen, recovered, abandoned)

- [ ]\* 3.16.15 All data elements captured in the incident report must be automatically brought into the evidence/property module without re-entry.
- [ ]\* 3.16.16 Evidence recovered by the Evidence Technician can be entered by the technician in the Evidence/Property Module and shared by RMS incident report.

**3.17 National Incident Base Reporting (NIBRS)**

- [ ]\* 3.17.1 The system must capture all information required for the NIBRS reports submitted to the State of South Carolina. The system must be capable of producing the reports in the format presently required by the State.

**3.18 Uniform Crime Reporting**

- [ ]\* 3.18.1 The system must be able to support reporting of UCR information to the State. In addition, the Police Department requires local reporting of selected Group A and B offenses. State how UCR program interacts with other components of the system. (UCR Requirements can be obtained from SLED)
- [ ]\* 3.18.2 The system must pass UCR certification by SLED.
- [ ]\* 3.18.3 The system must be capable of electronic transfer of UCR data to SLED, in accordance with SLED/NCIC certification requirements.

**3.19 Major Functions/Types of Data**

- [ ]\* 3.19.1 Group A and Group B reporting
- [ ]\* 3.19.2 Arson reporting
- [ ]\* 3.19.3 Arrested persons report
- [ ]\* 3.19.4 Audit
- [ ]\* 3.19.5 Crime trend analysis
- [ ]\* 3.19.6 Interface with Arrest/Booking process
- [ ]\* 3.19.7 Interface with Warrants/Court Docket



**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.20 Prosecution Case Management**

- [ ]\* 3.20.1 The system must provide the officer with all needed reports from any arrests. The system must be capable of generating a report detailing the cases pending for any specific day, along with the police and civilian witnesses needed. The system should also identify simultaneously any evidence needed for the case so that it can be located and prepared. If evidence has not been returned from analysis by agencies outside the Mount Pleasant Police Department, the system should generate a report indicating this situation.
- [ ]\* 3.20.2 This function should coordinate directly and automatically with the CMS to import court schedule information.
- [ ]\* 3.20.3 The system must identify whether a person arrested has any other Police Department case pending, and if bail or bond is pending. The system must allow for easy query regarding the status of cases and court appearance dates.
- [ ]\* 3.20.4 The system should generate predefined reports including the number of arrests for particular crimes, the success rate of prosecution of crimes, repeat offenders and officer arrest activities.

**3.21 Warrants**

- [ ]\* 3.21.1 The RMS Warrants Function must allow the user to identify warrants held against individuals who have had contact with the system. This function must work in conjunction with the Master Name Index, where if the individual has an outstanding warrant; the necessary information will appear on a name scan. In addition, this function must have the ability to print affidavits and to gather statistics on the warrant distribution process. This function must also be linked to the CAD and CMS systems for inquiry and update. The main Warrants Issue module will be resident within the CMS System.
- [ ]\* 3.21.2 The system must update warrants function to cancel or clear a pending warrant upon entry of the arrest report associated with that particular warrant.

**3.22 Search and Seizure Warrants**

- [ ]\* 3.22.1 The system should enable officers to develop requests for search warrants on-line for printing on any standard laser printer as required. These typically include narrative area for description of property, probable cause; description of property sought and warrant return.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.22 Search and Seizure Warrants**

- [ ] 3.22.2 Information required, available from incident report(s) should be imported into the warrant as desired, in a “copy / paste” type methodology.
- [ ]\* 3.22.3 System should link search warrant to incident by case number.
- [ ]\* 3.22.4 The following elements are required to support the expungement process for removing arrest information:
  - ?? The Records Personnel must have a secure expungement file with limited access. This file will contain the Name of the arrestee, DOB and other identifiers; Attorney’s name, Date Expungement Order was issued, Date Expungement Order was received, and Date Expungement Order was completed. This module must have the capability of generating letters to individuals and/or agencies identified in the dissemination log as having received computerized criminal history information or copies of arrest records.
  - ?? Once the letters have been generated, the date, time and names of the individual or agency to whom the letter was sent must be brought over automatically to the remarks field (or other appropriate area) of the expungement file.
  - ?? When Records Personnel identify the data to be expunged from the RMS, the system will automatically cancel all arrest information pertaining to that charge on the arrest record in the RMS and CMS applications. The system will also automatically notify the Sheriff’s Office to cancel and remove from files any and all information pertaining to the arrest records for only those charges that were expunged (either electronic message or automatic letter).
  - ?? Once the record has been expunged, only the date of the expunged record will remain as part of the original arrest record. If an arrest record has several charges and only one charge is expunged, the system must only cancel out the charge that is expunged and leave other charges as part of the arrest record.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.33 Dispositions**

- [ ]\* 3.33.1 The following elements are required to allow for the recording of disposition information:
- ?? Date of disposition
  - ?? Judge
  - ?? Fine amount
  - ?? Restitution amount
  - ?? Case number
  - ?? Document number
  - ?? Sentence information
  - ?? Disposition code
  - ?? User-defined edits
  - ?? PTI (Pre-Trial Intervention) information
  - ?? PTI disposition
  - ?? PTI disposition date
  - ?? Remarks
- [ ]\* 3.33.2 Records Personnel handling dispositions must have the capability to retrieve the arrest by name, other identifiers (SSN, OLN, etc.), OCA, warrant or ticket number. Once the record has been retrieved, the clerk will update the arrest with the disposition information.
- [ ]\* 3.33.3 Dispositions handled by the Municipal Court of the Town of Mount Pleasant must be automatically entered, in real-time, as the case is concluded and the court docket is updated.
- [ ]\* 3.33.4 A complete history/audit of the disposition for each charge must be maintained.
- [ ]\* 3.33.5 This file must connect to the dissemination log.

**3.34 Pawn Shop and Antique Store**

- [ ] 3.34.1 The file must record the date, store name, person's name, height, weight, sex, date of birth, phone number, social security number, driver's license number, ticket number, etc.
- [ ] 3.34.2 The file must also describe the item, make, model, size, color, caliber, serial number; owner applied number, quantity, class and sub-class of item.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.34 Pawn Shop and Antique Store**

- ☐ 3.34.3 The file must be linked to the incident file and SLED/CJICS/FBI/NCIC for automatic search for serial numbered items.
- ☐ 3.34.4 The file must be linked to the Master Name File.
- ☐ 3.34.5 The file must be linked to the Master Location File.
- ☐ 3.34.6 The file must be linked to the Property Room File.
- ☐ 3.34.7 The system must print a report that lists any pawned property that has been reported stolen in SLED/CJICS/FBI/NCIC or local reports.
- ☐ 3.34.8 The system must print a list of items pawned by name of person, address, ticket number, SSN.
- ☐ 3.34.9 The system must list/print property sorted by category and sub-category for a specified period.
- ☐ 3.34.10 The system must print a list of items recovered from pawnshops that were stolen property, sorted by name of pawnshop and type of property.
- ☐ 3.34.11 The system must be able to give statistical reports of number of each type item pawned for a specified period, sorted by most frequent to least frequent or by item description.
- ☐ 3.34.12 The system must be able to accept data on diskette from the pawnshops in a standardized format.
- ☐ 3.34.13 The system must be able to match serial numbers of items pawned to serial numbers of items stolen locally with a “fuzzy” search (i.e. a close match).

**3.35 Traffic Management**

- ☐\* 3.35.1 This function ties together enforcement (citations) and accident data to give a comprehensive view of the traffic situation. The system must provide a cooperative analysis of accident and enforcement activity. In addition, it should summarize detailed data and build a statistical file showing year-to-date statistics and statistical information over the past five years. Inquiries should return citation and accident records by location, time range, vehicle description, and persons involved.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.36 Major Functions/Types of Data**

- [ ]\* 3.36.1 Citations
- [ ] 3.36.2 Citation Accountability (CMS)
- [ ]\* 3.36.3 Traffic Collisions
- [ ]\* 3.36.4 Accident/Enforcement Analysis
- [ ]\* 3.36.5 Interface with Master Name Index

**3.37 Reports and Screen Views**

- [ ]\* 3.37.1 Accident/Citation by day-of-week
- [ ]\* 3.37.2 Accident/Citation by time
- [ ]\* 3.37.3 Accident/Citation by Officer
- [ ]\* 3.37.3 Accident/Citation by primary factor/violation
- [ ]\* 3.37.4 High Severity Accident locations (sorted from High to Low monthly / yearly)

**3.38 Criminal Records**

- [ ]\* 3.38.1 The system must provide an automatic search for warrants, wanted or missing persons when the name of the arrested person is entered.
- [ ]\* 3.38.2 Information entered for each arrest must include personal identifying data, date/time of arrest, charges, property involved, arresting officer, date/time of scheduled court appearance(s), bond amount (if any), charging document number (i.e., warrant / ticket number), etc., and text based narrative.
- [ ]\* 3.38.3 Charges must be validated as they are entered into the system.
- [ ]\* 3.38.4 The system should not require personal or descriptive information to be entered when a prior arrest exists, unless that information has since changed.
- [ ]\* 3.38.5 The system must allow for modifications to personal and descriptive information when a prior arrest exists, without affecting the existing data on the prior arrest. All data must be maintained as historical information.
- [ ]\* 3.38.6 For multiple arrests, which have been linked to two Master Name Records, later determined to be the same person, the system must allow merging of the data into one Name record with appropriate amendment authority.
- [ ]\* 3.38.7 The system must have a facility for storing logical criminal records information including fingerprint classification and other extended identification information. The system must include an audit facility for tracking all requests for criminal records information.

**3.     RECORDS MANAGEMENT APPLICATION (Continued)**

**3.39   Major Functions**

- [   ]\* 3.39.1   Criminal Identification
- [   ]\* 3.39.2   Identification Details (i.e., alias, occupation, fingerprint class)
- [   ]\* 3.39.3   Dissemination Management
- [   ]\* 3.39.4   Interface with Arrest/Booking
- [   ]\* 3.39.5   Interface with Master Name File

**3.40   Reports and Screen views**

- [   ]\* 3.40.1   Rap Sheet
- [   ]\* 3.40.2   Dissemination Log
- [   ]\* 3.40.3   On-line inquiries
  
- [   ]\* 3.40.4   The RMS must be designed to support Local, County, or State level criminal identification and record keeping functions. It must meet Federal Triple-I (Interstate Identification Index) standards.
  
- [   ]\* 3.40.5   The incident function booking transaction must transfer data automatically from arrest reports to the Criminal Records Function. Additional identification particulars should then be added, as well as, law enforcement and court dispositions.
  
- [   ]\* 3.40.6   The CMS ticket/court docket function must transfer data automatically from citations to the Criminal Records Function. Additional identification particulars should then be added, as well as, law enforcement and court dispositions.
  
- [   ]\* 3.40.7   The system must produce an on-line rap sheet showing the complete criminal history of an individual. An on-line dissemination log must also be maintained each time that a rap sheet is retrieved.

**3.41   Crime Statistics**

- [   ]\* 3.41.1   The Crime Statistic Function must support on-line entry of UCR data and on-line printing of Group A and B returns. It can be used to classify and count offenses in addition to those included in UCR reports. Summary counts must be kept for a 10-year period. The arrest reports will be used to produce either a tape or a report, which includes an arrest and citation log plus a breakdown of arrested persons by age, sex, ethnicity, and race. The process must include a suspense file to ensure that all appropriate incidents are classified. It must also provide an on-line audit facility to examine any count on the UCR report while tracing back to the incidents and property values which comprise that count.

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**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.41 Crime Statistics**

- [ ]\* 3.41.2 The Crime Statistics Function must support SCIBRS guidelines as outlined by SLED/NCIC.

**3.42 Investigative Case Management**

- [ ]\* 3.42.1 The Investigative Case Management Function must begin with the processing of incidents. All incidents, which meet pre-established criteria, must be scheduled for investigative follow-up. These incidents should be retained in a suspense file until a case assignment is made or a "no-assignment" is input. Once a case is assigned, the supervisor must have the ability to set follow-ups or, optionally, the system will assign follow-up dates based upon the solvability factor. Investigative activity should be input to the case, including time spent on a particular activity. Some of the activity reports cause the case status to be changed. The system must set the case status in the incident record and coordinate with any property on file to ensure that the appropriate property action takes place when a case is closed.
- [ ]\* 3.42.2 The system must require a higher security level to gain access to investigative information.

**3.43 Major Functions/Types of Data**

- [ ]\* 3.43.1 Patrol and Detective Cases
- [ ]\* 3.43.2 Pending Case Assignments
- [ ]\* 3.43.3 Solvability Factors
- [ ]\* 3.43.4 Case Assignment
- [ ]\* 3.43.5 Case Activity Reporting - total time spent on a case
- [ ]\* 3.43.6 Case Status Control
- [ ]\* 3.43.7 Interface with Evidence
- [ ]\* 3.43.8 Interface with arrest
- [ ]\* 3.43.9 Interface with Master Name File
- [ ]\* 3.43.10 Interface with Master Location File
- [ ]\* 3.43.11 Interface with incidents
- [ ]\* 3.43.12 Follow-up Management
- [ ]\* 3.43.13 Text processing
- [ ]\* 3.43.14 Report Management
- [ ]\* 3.43.15 Format Management
- [ ]\* 3.43.16 Records Database Inputs
- [ ]\* 3.43.17 On-line Report Input
- [ ]\* 3.43.18 Known Associates



**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.44 Reports and Screen Views**

- [ ]\* 3.44.1 Case Load Analysis
- [ ]\* 3.44.2 Investigator Activity Statistics
- [ ]\* 3.44.3 Case Aging
- [ ]\* 3.44.4 Case Closing Analysis
- [ ]\* 3.44.5 Case Assignment and clearance statistics
- [ ]\* 3.44.6 Unassigned cases
- [ ]\* 3.44.7 Division case counts
- [ ]\* 3.44.8 Follow-up due report
- [ ]\* 3.44.9 Field Reports (including full narrative)
- [ ]\* 3.44.10 Report Status (i.e., pending, entry, approved, needs follow-up, etc.)

**3.45 Report Writing**

- [ ]\* 3.45.1 The system must support on-line investigative case file notes. The Mount Pleasant Police Department requires an automated report writing and dissemination facility that links the case file notes with the incident report, warrants, and other related information. This module must have security features at the individual detective level.

**3.46 Crime Analysis**

- [ ]\* 3.46.1 The Crime Analysis Function should include a complete file structure specifically for the crime analyst. It should collect information from the Incident Function and transfer this information to the crime analysis file(s) for further data input and modification. From there, the crime analysis database must have the ability to analyze crime patterns and crime series and to output a series of crime analysis products. This function should provide for a definition of the geographical area being served in terms of "Crime Cluster Areas". From these definitions, the system can cycle through the database, identifying and developing active crime patterns. The system must utilize controls, which can be set dynamically, to identify a pattern in terms of an activity threshold and time period being analyzed. The system should also track crime activity in adjacent cluster areas to determine if a pattern is spreading or moving into adjacent areas. The Crime Analysis Function must include Crime Targeting, a very powerful inquiry capability to search on MO, dates, times, vehicle descriptions, victim vulnerability, etc. Searches will be made on any combination of data elements.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.47 Major Functions and Types of Data**

- [ ]\* 3.47.1 Crime Targeting
- [ ]\* 3.47.2 Offender Profiling
- [ ]\* 3.47.3 Crime Pattern Analysis
- [ ]\* 3.47.4 Interface with Master Name Index
- [ ]\* 3.47.5 Interface with Master Location File
- [ ]\* 3.47.6 Interface with Incidents
- [ ]\* 3.47.7 Interface with arrest/booking
- [ ]\* 3.47.8 Modus Operandi

**3.48 Reports and Screen Views**

- [ ]\* 3.48.1 Inquiries and reports on any combination of data elements.
- [ ]\* 3.48.2 Distribution of all Uniform Crime Codes (UCCs) by UCC and month for all pending or closed cases.
- [ ]\* 3.48.3 Distribution of all UCCs by UCC and month for unfounded cases.
- [ ]\* 3.48.4 Distribution of all UCCs by zone, service area, and time of day.
- [ ]\* 3.48.5 Distribution of crimes selected by UCC and/or by group of UCCs.
- [ ]\* 3.48.6 Response time, dispatch delay, and travel time by zone, service area, patrol area, unit, hour of day, and shift for emergency calls, immediate calls, and delayed or routine calls.
- [ ]\* 3.48.7 Preventive patrol time by zone, patrol area, unit, service area, hour of day, and shift.
- [ ]\* 3.48.8 Time on administrative calls by zone, service area, and hour of day, and shift as a whole or by dispatch code.
- [ ]\* 3.48.9 Time on calls for service by zone, patrol area, unit, service area, hour of day, shift and day of week.
- [ ]\* 3.48.10 Time spent on special events (i.e., man-hours expended on Christmas Parade).
- [ ]\* 3.48.11 For backup units, the number of calls by dispatch code and the total time expended by patrol area, zone, service area, unit, hour of day, day of week, and shift.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.48 Reports and Screen Views**

- [ ]\* 3.48.12 Average time spent per call for service by zone, patrol area, unit, service area, shift, day of week, hour of day for the primary unit, the backup unit and combined.
- [ ]\* 3.48.13 The number of repeat calls at the same specified address during a specified period.
- [ ]\* 3.48.14 List of addresses that have 'x' or more repeat calls in a specified period of time, the number 'x' being provided at the time the program is run.
- [ ]\* 3.48.15 Number of officer-initiated, police-to-citizen contacts; by officer, shift, day-of-week, hour-of-day, service area and patrol zone.
- [ ]\* 3.48.16 Number of residential security surveys conducted; by officer, patrol area, service area, zone, and shift.
- [ ]\* 3.48.17 Number of times that officers make crime target-hardening recommendations to residents and business operators in assigned neighborhood; by officer, zone, shift and service area.
- [ ]\* 3.48.18 Number of commercial security surveys to victims of commercial burglary; by officer, zone, shift and service area.
- [ ]\* 3.48.19 Number of neighborhood crime meetings attended by officers; by officer, zone, shift and service area.
- [ ]\* 3.48.20 Number of field interviews conducted by officer, zone, shift and service area.
- [ ]\* 3.48.21 Daily Team report
- [ ]\* 3.48.22 Burglary Summary Analysis
- [ ]\* 3.48.23 Crimes by Day-of-Week/Time-of-Day analysis
- [ ]\* 3.48.24 Crime Analysis Logs
- [ ]\* 3.48.25 Pattern Analysis
- [ ]\* 3.48.26 Pattern Alert Bulletin/Memo

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.48 Reports and Screen Views**

- [ ]\* 3.48.27 False Alarm reports (number of repeat calls to each address in a year's period). For this report, the separate apartment, office, and suite numbers must be considered separate addresses.
- [ ]\* 3.48.28 Average time spent per call for service; by unit, service area, shift, day-of-week, and hour-of-day, for primary and backup units.
- [ ]\* 3.48.29 Print a daily report that details how many of each Group A and B cases have been received during the 24-hour period. The report should include type of case, address, date, time of discovery, time of occurrence, time of report, patrol area, business name.
- [ ]\* 3.48.30 Print a report of special interest (i.e. B.O.L.O., runaways, houses and businesses to pay special attention to, stolen auto list).
- [ ]\* 3.48.31 A daily report is needed that will describe how many of each type of case occurred each day, month-to-date, year-to-date and for the same periods the previous year. The report should do a linear forecast of the year-end totals at the current rate for each type of case.
- [ ]\* 3.48.32 A daily bulletin listing the type of call for service, OCA number, and location, broken down by patrol neighborhood, for dissemination.

**3.49 Modus Operandi**

- [ ]\* 3.49.1 The system must provide for a user-defined table of MOs. MOs must be capable of being associated with the person and the incident.

**3.50 Alarm Permit**

- [ ] 3.50.1 This component stores alarm permit information, retrieved from the Business License System. Combined with incident records, it should provide a comprehensive picture of alarm registrations and activity for those locations that have an alarm.

**3.51 Alarm Permit**

- [ ] 3.51.1 The system must be capable of tracking false alarms and assisting in follow-up procedures whenever a threshold level is exceeded for any given location.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.51 Alarm Permit**

- [ ] 3.51.2 The system should provide for exchange of information with the Business License Office (Town Government) as false alarms are received.

**3.52 Major Functions/Types of Data**

- [ ] 3.52.1 Alarm Permits
- [ ] 3.52.2 False Alarms
- [ ] 3.52.3 Alarm Activity
- [ ] 3.52.4 Alarm Vendor and/or maintenance company
- [ ] 3.52.5 Interaction with CAD System
- [ ] 3.52.6 Interaction with incident system
- [ ] 3.52.7 Interaction with Master Name File Reports and Screen Views
- [ ] 3.52.8 Interaction with Master Location File Reports and Screen Views
- [ ] 3.52.9 False Alarm Reports

**3.53 License and Permit**

- [ ] 3.53.1 This component should include reports showing license status and expiration dates. Depending upon the application, the permit and license principals should be added to appropriate files and the address of holder should be added to the Location files. In the case of businesses, the name of the business will be automatically added as a commonplace name.

**3.54 Dissemination**

- [ ]\* 3.54.1 The system must have a dissemination log which includes date, name of inquiring person, agency, whether or not criminal history or an incident was disseminated (indicating OCA number), and subject's name. Also, the log must interface with dispositions in the RMS and CMS to allow for automatic generation of letters when a record/file must be expunged.
- [ ]\* 3.54.2 MPPD is only allowed to disseminate to the Public, information which has been generated by internal sources. The system must be able to differentiate between all Computerized Criminal History information on the Mount Pleasant Police Law Enforcement System and disseminate, to the Public, only that information which has been generated by MPPD. On the other hand, MPPD is allowed to disseminate all computerized criminal history information to any Law Enforcement Agency. Operators must be allowed to designate type of dissemination.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.54 Dissemination**

- [ ]\* 3.54.3 The system must be able to delete sensitive information from reports to be disseminated to the public.

**3.55 Juvenile Records**

- [ ]\* 3.55.1 A complete juvenile records component must be included within the RMS. It must automatically track all contacts with persons who are juveniles and create suspense entries for monitoring by Records Personnel. It must be a stand-alone function, ensuring that names do not enter the Master Name Index file unless the juvenile is arrested or in some other way identified as an adult.
- [ ]\* 3.55.2 Juvenile records should indicate if a “pick-up” order has been issued.
- [ ]\* 3.55.3 Report printing must include an automatic block of juvenile information. This may be in the form of a selection for “public dissemination or the media”, which would then block juvenile information based on age.
- [ ]\* 3.55.4 An expungement option must exist to flag Records Personnel when a juvenile reaches appropriate age, so that qualified juvenile records may be archived and/or expunged as required.
- [ ]\* 3.55.5 Since courts can declare juveniles to be triable as adults, in some cases, an override feature must be provided to enable that information to be recorded in the Master Name Index for the specific charge(s) only. Previous or subsequent records, not adjudicated as adult records, must remain protected.

**3.56 Neighborhood Watch**

- [ ] 3.56.1 The Neighborhood Watch Function should enable the maintenance of an in-line file of watch grouped captains and members. In addition, it must include records on meetings held and significant criminal incidents in the neighborhood watch area. Member lists and mailing labels are to be provided.
- [ ] 3.56.2 The names and addresses of watch group captains are to be automatically added to the Name and Location files. The system must also include a security survey program to record the results of residential and commercial security surveys by address. Subsequent activity at that location is to be noted on a special report for follow-up.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.57 Gang Activity**

- [ ]\* 3.57.1 This component must allow for the collection of data concerning gang activities including group meetings, associates, and locations. The person is also associated with the Name function as having belonged to a gang.

**3.58 Missing Persons**

- [ ]\* 3.58.1 The system must have the ability to track missing persons. The information recorded must be consistent with existing State/National Information System entry information and the Department's tracking requirements.
- [ ]\* 3.58.2 This component should assist in the location of missing persons through the identification of physical characteristics and habits. Information included is the use of known associates, hangouts and last known contact.
- [ ]\* 3.58.3 The system must allow a user to "flag" a person that is missing or wanted.
- [ ]\* 3.58.4 The system must display the wanted or missing flag when a search is requested for that name.

**3.59 Patrol Design/Scheduling**

- [ ] 3.59.1 The system must support "patrol plans" for officer coverage through the use of a "Daily Shift Plan". In advance of a shift, a daily plan should be established for a date and shift. For ease of data entry, creation of a number of "master" plans should be supported for predicting staffing scenarios. The appropriate master plan should be automatically loaded into the daily plan, which contains units with their primary and backup patrol assignments, as well as, scheduled officer(s) and team assignments. Any changes to reflect sicknesses, annual leaves, etc. should be made at roll call. When units are signed on, their coverage should default to that defined in the "working" daily plan, although the telecommunicator should be able to override the assignments at any time. The unit coverage should also map each unit to the appropriate terminal for the purpose of unit status display.

**3.     RECORDS MANAGEMENT APPLICATION (Continued)**

**3.60   Narcotics**

- [   ]\*   3.60.1   The system must provide investigative tools to help officers manage narcotics information about:
- ?? People  
?? Places  
?? Property or evidence  
?? Vehicles  
?? Organizations  
?? Events
- [   ]\*   3.60.2   The system must assist the investigator in analyzing the data and exposing relationships that might be overlooked by traditional methods.
- [   ]\*   3.60.3   The system must assist the department in receiving the appropriate share of disposed assets by documenting activity in multiple-agency investigations, tracking the value of seized assets, and providing information to allow equitable distribution of forfeited property.
- [   ]\*   3.60.4   The system must provide the department with information indicators for analyzing drug activity. One example would be to provide statistics indicating the success rate for dealing with specific drug-related problems in a community.
- [   ]\*   3.60.5   Given the sensitive nature of narcotics investigations, security is a major priority. Special precautions must be taken to make the narcotics portion of the system safe and secure with complete audit capabilities for logging and tracking the use of information.
- [   ]\*   3.60.6   The system must allow the department to determine not only the categories of information to be included in the database, but also the level of detail. The system must allow for the linking of information from one individual/incident to another. The system must link all known associates of each person with all other known associates, and so on. This will allow an inquiry about any person in a group to lead the investigator to all other members of the group.
- [   ]\*   3.60.7   The system must allow for on-line reporting by narcotics officers. The officer must have the capability to limit reports to a "secure" area during the course of an investigation, and forward the report to the Master File only upon conclusion of the investigation. The officer would be required to enter a code to automatically transfer the report from the secure area when ready.



**3.     RECORDS MANAGEMENT APPLICATION (Continued)**

**3.60   Narcotics**

The highest of security levels would be required to access this information, with a transaction log to indicate any and all accesses.

- [   ]\*   3.60.7   Narcotics function must have access to Search Warrant and Warrant modules, with the additional ability to require a higher level of security for information in these files related to narcotic investigations.

- [   ]\*   3.60.8   This secured information is not available to any remote dial in or RF terminal.

**3.61   Field Reporting**

- [   ]\*   3.61.1   All reports must allow for inclusion of unlimited number of names (suspects, victims, witnesses, etc.), property, offenses, and call types. Narrative must not be limited. Report printing programs must control where and how information appears on report, following and meeting all SLED guidelines and requirements.

- [   ]\*   3.61.2   Information entry screens for all persons and property must be exactly the same, regardless of type of person or type of property. A separate field may be utilized to determine person's or property's relationship to the report. Report printing programs must address appearance of printed report, as well as required information for property or persons, as related in previous standard.

- [   ]\*   3.61.3   Listing of required reports:

?? Incident Report  
?? Supplemental Information Report  
?? Supplemental Narrative Report  
?? Arrest and Booking Report  
?? Vehicle Towing Sheet  
?? Vehicle Accident Reports  
?? Evidence/Found Property Sheet  
?? Warrant Affidavit  
?? Warrant  
?? Field contact Data  
?? Individual Contact Reports  
?? Type Contact Listing

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.61 Field Reporting**

- [ ]\* 3.61.4 The system shall provide for officers to enter full incident reports from any peripheral unit attached to the system, and from the field. The Field Report Writing Module shall enable the department's report writing process to be "paper-less" in that all reports shall be entered, in their entirety, without the necessity of paper forms.
- [ ]\* 3.61.5 Property secured as evidence, found property, confiscated, or kept for security shall be entered in the same manner into the report, with a designator to indicate the type reason for property being held. It must be possible for the officer or evidence technician to print the evidence sheet without further input. This property will automatically be attached to the Evidence/Property system.
- [ ]\* 3.61.6 The system shall enable the officer to complete a warrant affidavit, on-line, importing important information, such as defendant name, etc., from the report. The officer shall be able to print the affidavit on standard 8.5" X 11" plain paper, from any laser printer. The affidavit and all pertinent data for warrant issue shall migrate to the CMS as required, where the Court Administrator's personnel can enter warrant number, judge's name and print the warrant without further data entry required.
- [ ]\* 3.61.7 The system must allow an officer to enter a partial report without loss of data. The system should automatically save the information each time the officer tabs to another field on the report.
- [ ]\* 3.61.8 The system must allow an officer to "flag" a report as complete to freeze existing data and enable the supervisor's review capability.
- [ ]\* 3.61.9 The system must provide messaging to notify supervisors when completed reports are available for review.
- [ ]\* 3.61.10 The system must allow for supervisory approval/disapproval of report on-line, with the ability to return the report to the originating officer for correction. Supervisor must be able to attach "notes" to the report indicating corrections required, and should be able to review these notes when report is returned to ensure corrections have been made.
- [ ]\* 3.61.11 The system must allow for Records Personnel to return reports to supervisors on-line when corrections are needed. Records Personnel must be able to attach "notes" to the report indicating corrections required, and should be able to review these notes when report is returned to ensure corrections have been made.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

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**3.61 Field Reporting**

- [ ]\* 3.61.12 Upon records approval of a report, all data elements will be permanently captured by the system as if the report had been entered from within the Records Office, to include names, property, offenses, values, status, narrative and all other appropriate elements.
- [ ]\* 3.61.13 The system must provide an audit trail of changes to completed reports.
- [ ]\* 3.61.14 The system must provide a field interview module to track field contact information. All names in the field interview module must be automatically entered into the Master Name File. This module must be capable of being searched by location, officer, name, associated information and vehicle information.
- [ ]\* 3.61.15 Reports must print in the format approved by SLED for Incident, Supplemental Information, Supplemental Narrative, and Arrest and Booking Reports.
- [ ]\* 3.61.16 Vehicle towing information and evidence/property tracking forms must also be automated and accepted by the RMS.
- [ ]\* 3.61.17 All available data must be transmitted to the RMS in as close to “real-time” as is possible by proposed system, which should be detailed by the Offeror.

**3.62 Vehicle Accident Reports**

- [ ]\* 3.62.1 The system shall provide for officers to enter full vehicle accident reports from any peripheral unit attached to the system, and from the field. This includes SCDOT codes and information. The accident report should be accessible by case number or FR-10 (Financial Responsibility) number, name, license tag, or any other appropriate data element search.
- [ ]\* 3.62.2 The system shall allow for on-line accident diagramming, through computer aided drawing capability, which is automatically linked to the accident report format.
- [ ]\* 3.62.3 The system must allow an officer to enter a partial accident report without loss of data. The system should automatically save the information each time the officer tabs to another field on the report.
- [ ]\* 3.62.4 The system must allow an officer to “flag” an accident report as complete to freeze existing data and enable the supervisor’s review capability.

**3. RECORDS MANAGEMENT APPLICATION (Continued)**

**3.62 Vehicle Accident Reports**

- [ ]\* 3.62.5 The system must provide messaging to notify supervisors when completed reports are available for review.
- [ ]\* 3.62.6 The system must allow for supervisory approval/disapproval of report on-line, with the ability to return the report to the originating officer for correction. Supervisor must be able to attach “notes” to the report indicating corrections required, and should be able to review these notes when report is returned to ensure corrections have been made.
- [ ]\* 3.62.7 The system must allow for Records Personnel to return reports to supervisors on-line when corrections are needed. Records Personnel must be able to attach “notes” to the report indicating corrections required, and should be able to review these notes when report is returned to ensure corrections have been made.
- [ ]\* 3.62.8 Upon records approval of a report, all data elements will be permanently captured by the system as if the report had been entered from within the Records Office, to include names, property, offenses, values, status, narrative and all other appropriate elements.
- [ ]\* 3.62.9 The system must provide an audit trail of changes to completed reports.
- [ ]\* 3.62.10 The system must provide for printing of accident reports in the manner approved by the South Carolina Department of Transportation.

**4. MOBILE DATA APPLICATION**

**Law Enforcement Mobile Data System (MDS)**

The Police Department intends to create a Mobile Data System (MDS), comprised of “lap top” type computers and appropriate communications interfaces to enable the officer on the street to remotely perform data entry, inquiry and messaging from the police vehicle in a transparent manner.

**4.1 General System Specifications**

- [ ]\* 4.1.1 The MDS must be comprised of mobile, “lap top” type computers capable of remote interface, supporting all functionality of the CAD, RMS and CMS. Offeror must detail hardware/software requirements proposed.
- [ ]\* 4.1.2 The MDS must include interfaces to CAD, RMS and CMS, with a message-switching device to control communication from the field unit to the master system.
- [ ]\* 4.1.3 “Lap top” type computers must be moveable from vehicle to vehicle with little connection required.
- [ ]\* 4.1.4 All communications equipment must be standardized throughout the system, to ensure compatibility.
- [ ]\* 4.1.5 Required mobile communications connections for vehicles must be installed in all vehicles.
- [ ]\* 4.1.6 The MDS must include sufficient security software/hardware to ensure that no part of the system may be compromised by unauthorized access. Offeror should detail methodology.
- [ ]\* 4.1.7 The system must have the ability to interface to the CAD, RMS, and CMS systems to obtain, update information.
- [ ]\* 4.1.8 The MDS must be of an open architecture to enable the MDS to easily interact with other agencies utilizing any form of MDS communication protocol. This can be accomplished at any level within the system. Offeror should detail methodology.

**4. MOBILE DATA APPLICATION (Continued)**

**4.2 Messaging and Data Communications**

- [ ]\* 4.2.1 A messaging system must be available to enable the officer to send and receive messages to and from any authorized user assigned to the system. These messages should be as near real-time as possible if the addressee is signed onto the system, or if the addressee is not signed onto the system, held in a message queue.
- [ ]\* 4.2.2 All messages must be saved to the communications server, in a message history file.
- [ ]\* 4.2.3 Administrator must be able to assign officers to specific groups to facilitate message communication and dissemination by group.
- [ ]\* 4.2.4 Sender must be able to attach a return receipt to any message or group of messages to document receipt.
- [ ]\* 4.2.5 When an officer signs onto the system, an automatic message waiting notice should post on the screen, advising of pending messages in the message queue.
- [ ]\* 4.2.6 MDS "lap top" type computers shall allow officers to prepare PC Type files (e.g. Word documents, Excel files, etc.), off-line in PC mode, and save to a diskette.
- [ ]\* 4.2.7 MDS must allow officers to send such PC files, over the network remotely, to designated printers on the system, from the vehicle, or print from diskette at a main network computer.
- [ ]\* 4.2.8 All data transmissions must be encrypted. Offeror should detail the methodology.

**4.3 Mobile Records Management Function**

- [ ]\* 4.3.1 The MDS must contain a comprehensive set of functions that will enable the police officer to remotely (from the police vehicle) perform any RMS function available to him/her, based upon security allocation, at an in-house workstation. Functions to be performed in such a manner include, but are not limited to:
  - ?? Incident Report Writing
  - ?? Arrest Report Writing
  - ?? Accident Report Writing

**4.     MOBILE DATA APPLICATION (Continued)**

**4.3    Mobile Records Management Function**

- ?? Supplemental Report Writing
- ?? Evidence Reporting
- ?? Log on / log off functions
- ?? Direct Data Entry
  - ?? Field Interview Information
  - ?? Towed Vehicle Information
  - ?? Patrol Log
- ?? Inquiry
  - ?? Name Checks
  - ?? Vehicle License Check
  - ?? Property Check
  - ?? Limited Crime Analysis
  - ?? Sex Offender Inquiries
  - ?? Permits / License Inquiries
  - ?? Known Associate Information
  - ?? Warrant Information

**4.4    Major Functions and Types of Data**

- [   ]\* 4.4.1   Any RMS function available to the officer at a normal, in-house workstation must also be available to that officer remotely, from the “lap top” type computer, at the police vehicle in the field.
- [   ]\* 4.4.2   The MDS will provide connection to and communication with the host system from the “lap top” type computer in the police vehicle, in as transparent a manner as possible. The user should not have significant, observable difference in operation.

**4.5    Reports and Screen Views**

- [   ]\* 4.5.1   With the functionality of the MDS being substantially the same as the RMS in-house workstation functionality, the user should observe no difference in screen views for any function.
- [   ]\* 4.5.2   The user must be able to create any report from the field that would be allowed on the RMS in-house workstation. The user should have the same option to view the report on screen. Selection of the print feature will direct the report to print on the in-house printer designated by the user.

**4. MOBILE DATA APPLICATION (Continued)**

**4.6 Field Report Writing Function**

[ ]\* 4.6.1 Listing of required reports:

- ?? Incident Report (MDS Attachment One)
- ?? Supplemental Information Report (MDS Attachment Two)
- ?? Supplemental Narrative Report (MDS Attachment Three)
- ?? Arrest and Booking Report (MDS Attachment Four)
- ?? Vehicle Towing Sheet (MDS Attachment Five)
- ?? Vehicle Accident Reports (MDS Attachment Six)
- ?? Evidence/Found Property Sheet (MDS Attachment Seven)
- ?? Warrant Affidavit (MDS Attachment Eight)
- ?? Warrant (CMS Attachment Fifteen)
- ?? Field contact Data (MDS Attachment Nine)
- ?? Individual Contact Reports
- ?? Type Contact Listing

[ ]\* 4.6.2 The system shall provide for officers to enter full incident reports from the police vehicle in the field. The Field Report Writing Module shall enable the department's report writing process to be "paper-less" in that all reports shall be entered, in their entirety, without the necessity of paper forms.

[ ]\* 4.6.3 All report forms must print on plain 8-½ X 11" plain paper. The following printed reports must meet SLED standards and approval:

- ?? Incident Report (MDS Attachment One)
- ?? Supplemental Information Report (MDS Attachment Two)
- ?? Supplemental Narrative Report (MDS Attachment Three)
- ?? Arrest and Booking Report (MDS Attachment Four)
- ?? Vehicle Accident Reports (SCDOT Standards)(MDS Attachment Six)

[ ]\* 4.6.4 The system shall enable the officer to complete a warrant affidavit, on-line, importing important information, such as defendant name, etc., from the report. The officer shall be able to print the affidavit on standard 8-½ X 11" plain paper, from any laser printer. The affidavit and all pertinent data for warrant issue shall migrate to the CMS as required, where the Court Administrator's personnel can enter warrant number, judge's name and print the warrant without further data entry required.

[ ]\* 4.6.5 The system must allow an officer to enter a partial report without loss of data. The system should automatically save the information each time the officer tabs to another field on the report.



**4. MOBILE DATA APPLICATION (Continued)**

**4.6 Field Report Writing Function**

- [ ]\* 4.6.6 The system must allow an officer to “flag” a report as complete to freeze existing data and enable the supervisor’s review capability.
- [ ]\* 4.6.7 The system must provide messaging to notify supervisors when completed reports are available for review.
- [ ]\* 4.6.8 The officer must be able to enter information just as though he/she was operating from an in-house, regular RMS workstation.
- [ ]\* 4.6.9 The system must allow for supervisory approval/disapproval of report on-line, from the vehicle, with the ability to return the report to the originating officer for correction. Supervisor must be able to attach “notes” to the report indicating corrections required, and must be able to review these notes when report is returned to ensure corrections have been made.
- [ ]\* 4.6.10 The system must provide an audit trail of changes to completed reports.
- [ ]\* 4.6.11 The system must provide a field interview module to track field contact information. All names in the field interview module must be automatically entered into the Master Name File. This module must be capable of being searched by location, officer, name, associated information and vehicle information.
- [ ]\* 4.6.12 Vehicle towing information and evidence/property tracking forms must also be automated and accepted by the RMS.
- [ ]\* 4.6.13 All available data must be transmitted to the RMS in as close to “real-time” as is possible by proposed system, which should be detailed by the Offeror.

**4.7 Vehicle Accident Reports**

- [ ]\* 4.7.1 All requirements applied to field report writing must, as well, apply to field vehicle accident report writing in the same manner.
- [ ]\* 4.7.2 The system should allow for on-line accident diagramming, through computer aided drawing capability, which is automatically linked to the accident report format.

**4. MOBILE DATA APPLICATION (Continued)**

**4.8 Mobile Computer Aided Dispatch Function**

- [ ]\* 4.8.1 The MDS must contain a comprehensive set of functions that will enable the police officer to remotely (from the police vehicle) perform any CAD function available to him/her, based upon security allocation, at an in-house workstation. Functions to be performed in such a manner include, but are not limited to:

- ?? CFS Information
- ?? Log on / log off functions
- ?? Direct Data Entry
  - ?? Towed Vehicle Information
  - ?? Patrol Log
  - ?? Residence Checks
- ?? Inquiry Throughput to SLED/NCIC
  - ?? Name Checks
  - ?? Vehicle License Check
  - ?? Property Check
  - ?? Sex Offender Inquiries
  - ?? Permits / License Inquiries
  - ?? Warrant Information

**4.9 Major Functions and Types of Data**

- [ ]\* 4.9.1 Any CAD function available to the officer at a normal, in-house workstation must also be available to that officer remotely, from the "lap top" type computer, at the police vehicle in the field.
- [ ]\* 4.9.2 The MDS will provide connection to and communication with the host system from the "lap top" type computer in the police vehicle, in as transparent a manner as possible. The user should not have significant observable difference in operation.

**4.10 Reports and Screen Views**

- [ ]\* 4.10.1 With the functionality of the MDS being substantially the same as the in-house CAD workstation functionality, the user should observe no difference in screen views for any function.
- [ ]\* 4.10.2 The user must be able to create any report from the field that would be allowed on the in-house CAD workstation. The user must have the same option to view the report on screen. Selection of the print feature will direct the report to print on the in-house printer designated by the user.

**4. MOBILE DATA APPLICATION (Continued)**

**4.10 Reports and Screen Views**

- [ ] 4.10.4 Supervisors should have the capability to view pending, current and previous Calls For Service, and take any override action deemed appropriate, remotely from the supervisor's vehicle. Through this facility, the supervisor will be able to discern the status of any call or any unit on shift without involving telecommunicators.
- [ ] 4.10.5 Officers should have the capability to "sign themselves out of service" on an officer generated activity such as business contact, with all the functionality available to them through CAD. Such status changes must automatically be updated on the CAD.
- [ ] 4.10.6 The capability should exist for officers and/or supervisors to add additional notes or other information to any CFS as may be appropriate, without intervention from the telecommunicator.
- [ ]\* 4.10.7 A Residence Check file shall enable an officer to determine what residence checks must be accomplished in a specific patrol neighborhood, and to indicate that the check has been accomplished directly within the CAD.
- [ ] 4.10.8 A patrol assignment log should be accessible through the MDS, through which the telecommunicator or supervisor can schedule events for accomplishment by specific patrol neighborhood vehicles during the shift. The officer should be able to access this file, add notes, and/or indicate accomplishment directly by Icon selection or function key.
- [ ]\* 4.10.9 Officers must be able to initiate name, license and property checks, (at a minimum) from the field, which will automatically, transparently be forwarded through SLED/NCIC, either through the CAD system or directly by the MDS itself. Offeror should describe the process to be used.
- [ ] 4.10.10 Entry of person information with designation as missing person, allows the officer to select a function to automatically create a SLED/NCIC Missing Persons entry and broadcast entry. The entry automatically queues the telecommunicator, who will review and transmit the message / entry. The NIC number returned by SLED/NCIC is automatically imported into the CAD call and transmitted to the MDS for the report.
- [ ] 4.10.11 The MDS should be capable of accessing geographical files and maps, which can be displayed on the "lap top" type computer in the police vehicle on the street.

**4. MOBILE DATA APPLICATION (Continued)**

**4.10    Reports and Screen Views**

- [    ]    4.10.12    The MDS should be capable of retrieving and displaying mug shots from the field, for positive identification of persons as required.

**MDS Attachments**

MDS Attachment One	Incident Report
MDS Attachment Two	Supplemental Information Report
MDS Attachment Three	Supplemental Narrative Report
MDS Attachment Four	Arrest and Booking Report
MDS Attachment Five	Vehicle Towing Sheet
MDS Attachment Six	Vehicle Accident Reports (SCDOT Standards)
MDS Attachment Seven	Evidence/Found Property Sheet
MDS Attachment Eight	Warrant Affidavit
MDS Attachment Nine	Field contact Data

**5. COURT MANAGEMENT APPLICATION**

It is the intent of the Town to procure a comprehensive Court Management System for traffic and criminal court, which conforms to State reporting requirements, while providing an interactive platform for data entry and retrieval. It is desired that selected vendor have several CMS applications functioning in the State of South Carolina, which can be reviewed by the Town.

**5.1 General System Requirements**

- [ ]\* 5.1.1 The system must be based upon the single data entry concept and be an interactive system, providing links to the Police RMS.
- [ ]\* 5.1.2 The system must be user friendly, involving menu driven access through a single keystroke or Icon selection for all data entry tasks.
- [ ]\* 5.1.3 The system must have the capability to maintain all information required for a proper record keeping and reporting of a Municipal Court in the State of South Carolina.
- [ ]\* 5.1.4 The system must meet State of South Carolina requirements for reporting.
- [ ]\* 5.1.5 The system must provide for future expansion, allowing for growth and expansion to meet future State law requirements.
- [ ]\* 5.1.6 The system must be based in an open architecture, which will enable interface of multiple systems, as the technology becomes available throughout the state, to enable data sharing with other court systems and the State Court Administrator.
- [ ]\* 5.1.7 The system must interface and interact with the police RMS to ensure that data entered by either department is automatically available to the other in real-time.
- [ ]\* 5.1.8 The system must interface with the Master Name Index in the Police RMS to enable name information to pass from one system to the other, seamlessly.
- [ ]\* 5.1.9 The system must be menu driven and provide a graphical user interface so that functions can be selected by single key stroke or Icon selection.

**5.2 Case Management**

The case management function controls all citations and warrants assigned to the various judges for trial on specified court dates. This function is the main function of the CMS, providing court dockets, dispositions, bond and fine collections, and documentation of all cases heard in the Municipal Court. Reports are developed within this function, which are required for appropriate reporting to the State Court Administrator. Statistical data for various functions of both the Municipal Court and Police Department are compiled from this function.

**5.     COURT MANAGEMENT APPLICATION (Continued)**

**5.2    Case Management**

[   ]\*   5.2.1    Data fields required to produce traffic and criminal dockets:

- ?? State Citation Number
- ?? Town Citation Number
- ?? Code Enforcement Citation Number
- ?? Warrant Number
- ?? Bench Warrant Number
- ?? Name
- ?? Sex
- ?? Race
- ?? Date of Birth
- ?? Address
- ?? State licensed
- ?? Drivers license number
- ?? Offense Code(s) (from user defined table)
- ?? Offense Statute (from user defined table)
- ?? Offense Description (from user defined table)
- ?? Offense Date and Time
- ?? Speed (reported)
- ?? Speed zone (posted)
- ?? BA Results or refused (if alcohol involved)
- ?? BA Refusal (if alcohol involved)
- ?? Location of offense (keyed to Geo-file)
- ?? Arresting officer/Badge Number (keyed on Police RMS)
- ?? Bond Amount (keyed to user defined table)
- ?? Amount Posted
- ?? Bonding Company (from user defined table)
- ?? Disposition Code(s) (from user defined table)
- ?? Sentence imposed
- ?? Fine amount
- ?? Amount Suspended
- ?? Disposition Date
- ?? Amount Collected
- ?? Amount Refunded
- ?? Court Date and Time
- ?? Judge
- ?? Courtroom
- ?? Accident (Y/N)
- ?? Vehicle license
- ?? State vehicle licensed

**5. COURT MANAGEMENT APPLICATION (Continued)**

**5.2 Case Management**

?? Year of automobile  
?? Make of automobile  
?? Type of automobile (body style)  
?? Owner of vehicle  
?? Address of owner  
?? Continuance Request (date of request and new date)  
?? Jury Trial Request (and date of request/date set for trial)  
?? Pre-trial conference date  
?? Pre-trial hearing date  
?? Attorney  
?? Remarks

**5.3 Major Functions/Types of Data**

- [ ]\* 5.3.1 Personnel within the Court Administrator's Office must be able to enter data into the Case Management file based upon data elements contained in the Uniform Traffic Citation, Warrant or Town Citation, as listed above.
- [ ]\* 5.3.2 Where case is associated with an arrest made by the Police Department, (i.e. DUI) identifying data should automatically be imported into the CMS case management.
- [ ]\* 5.3.3 Must be able to associate multiple tickets and court dates with one individual.
- [ ]\* 5.3.4 Offense code must be importable from a user defined offense code table, displayed as an online help screen with "click to select" entry capability.
- [ ]\* 5.3.5 Offense Statute and Offense Description fields must be automatic entries based on offense code entered from offense code table.
- [ ] 5.3.6 Location of Offense must be confirmed through geo-file utilized by the police CAD and RMS, whether interfaced or resident of CMS system.
- [ ]\* 5.3.7 The arresting officer information must be importable from the Police RMS personnel file, either by entry of the officer badge number or displayed as an online help screen with "click to select" entry capability.
- [ ]\* 5.3.8 Bond amount should automatically be inserted, based on offense code entry in the user defined offense code table, total bond field.

**5. COURT MANAGEMENT APPLICATION (Continued)**

**5.3 Major Functions/Types of Data**

- [ ] 5.3.9 Bonding Company should be selected from a user defined table displayed as an online help screen with “click to select” entry capability.
- [ ]\* 5.3.10 Clerk must be able to manually override bond amount in cases where this may be necessary.
- [ ]\* 5.3.11 Disposition code should be importable from a user defined disposition code table, displayed as an online help screen with “click to select” entry capability.
- [ ]\* 5.3.12 Disposition date must automatically be entered from system calendar when disposition code is entered.
- [ ]\* 5.3.13 In cases where a bond has been posted but a lesser fine is imposed by the court, the system should automatically cause a refund amount to be calculated and a refund receipt printed.
- [ ]\* 5.3.14 Frequently, offenders will request continuance from one court date to another. The system must allow for entry of this information, and maintain historical listing of all continuances granted. A letter of continuance must be produced (CMS Attachment One).
- [ ]\* 5.3.15 Frequently, offenders will request a jury trial. The system must allow for entry of this information and automatically produce a jury trial request (CMS Attachment Two).
- [ ] 5.3.16 Upon request for jury trial, the clerk must be able to enter a date and time for pre-trial conference(s) and hearing(s) and print notices.
- [ ]\* 5.3.17 Must be able to prepare a traffic and/or criminal court docket online, based upon court date, and time, and/or judge fields.
- [ ] 5.3.18 During the court proceeding, clerk must be able to select cases by “click to select” method in online docket, producing a completed court docket entry in real-time as court proceeds.
- [ ]\* 5.3.19 Upon payment of fine, the system should automatically print a receipt for the fine amount entered.



**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.4 Offense Code Table**

- [ ]\* 5.4.1 An offense code table is required, with user defined entries which can be updated in an online, real-time status. The table must contain, at a minimum, the following information:
- ?? User defined offense code
  - ?? Offense State Statute or Town Ordinance number
  - ?? Offense definition (e.g. speeding)
  - ?? Appropriate base bond amount
  - ?? Appropriate fees schedule
  - ?? Total bond amount
- [ ]\* 5.4.2 The information in the offense code table must be printable in a format suitable for issuance to officers for the purpose of setting bonds on offenses at the time of charge, where applicable.

**5.4 User Defined Disposition Table**

- [ ]\* 5.4.3 A disposition code table is required, with user defined entries which can be updated in an online, real-time status. The table must contain, at a minimum, the following information:
- ?? Disposition Code
  - ?? Disposition Explanation (e.g. guilty – fine suspended)
  - ?? Driver's License Suspension Required
  - ?? Required Forms based on Disposition
- [ ]\* 5.4.4 Several dispositions require specialized forms to be generated. The Offeror must define how generation of these forms, as needed, will be handled. These forms include:
- [ ]\*
- ?? Standard Time Payment (CMS Attachment Three)
  - ?? Non Resident Violator Compact (NRVC) (CMS Attachment Four)
  - ?? Deferred Prosecution Agreement (CMS Attachment Five)
  - ?? Tried in Absence – Bench Warrant Issued (CMS Attachment Six)
  - ?? Referral for Alcohol/Drug Awareness Program (CMS Attachment Seven)
  - ?? Alternatives Life Improvement Center Referral (CMS Attachment Eight)
  - ?? Consequences Program Agreement (CMS Attachment Nine)
  - ?? Pre-Trial Intervention Tracking and Referral Form (CMS Attachment Ten)

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.4 User Bonding Company Table**

- [ ] 5.4.5 The Court Administrator authorizes bonding companies to post bonds for the court. A user defined Bonding Company table is desired, which will appear as a help screen, when the bonding company field is selected, and provide “click to enter” capability. The following fields are required:

?? Company Name  
?? Company Address  
?? Company Telephone Number

**5.5 Specialized Forms**

- [ ]\* 5.5.1 The system must be able to print applicable specialized State reports based upon the information maintained within the Case Management Function including:

?? Citation Transmittal (CMS Attachment Eleven)  
?? Citation And Driver’s License Transmittal (CMS Attachment Twelve)  
?? SC Court Administration for Municipal Court Quarterly Report Form (CMS Attachment Thirteen).  
?? State Treasurer Assessment Fee Report (CMS Attachment Fourteen)

**5.6 Required General Reports**

- [ ]\* 5.6.1 The system must be able to create and print the following reports. These reports are to be well organized and easy to read.

?? Traffic and Criminal dockets sorted by  
    ~~EE~~Court date  
    ~~EE~~Month  
    ~~EE~~Judges  
    ~~EE~~Officer  
  
?? Citation transmittal reports  
    ~~EE~~By traffic offenses  
    ~~EE~~By criminal offenses  
    ~~EE~~By drivers license revocation

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.6 Required General Reports Continued**

?? Collection reports by court date and month which provide information and breakdown of moneys collected for the following:

- ☒ 3% Collection fee
- ☒ Victim's Advocate fees
- ☒ Deferred Prosecution fees
- ☒ Restitution
- ☒ Non-sufficient Fund charges
- ☒ State Assessments fee breakdown

?? Delinquent notices report

This report shows individuals who are delinquent with the court for any of the following reasons:

- ☒ Delinquent fines
- ☒ Deferred Prosecution
- ☒ Standard Time Payment

**5.6 Required Statistical Reports**

?? Outstanding warrants

?? NRVC report

?? Outstanding Fines Report

?? SLED Disposition Report

This report must contain the following data:

- ☒ Date of offense
- ☒ Defendant's name
- ☒ Date of birth
- ☒ Social Security Number
- ☒ Driver's license number
- ☒ Officer's name
- ☒ Citation number
- ☒ Offense
- ☒ Disposition date
- ☒ Disposition information

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.6 Required Statistical Reports Continued**

[ ]\* 5.6.2 The SLED Disposition Report should be transmitted electronically or on magnetic media to SLED disposition through University of South Carolina reporting system.

[ ]\* 5.6.3 Must be able to create statistical reports such as:

- ?? Ticket report by officer(s)
- ?? Report by offense(s)
- ?? Report of offenses by location(s)
- ?? Report of offenses by disposition(s)

**5.7 Bond/Fees Accounting**

A Bond/Fees accounting function is required to provide accounting for bonds and fines received. This function must provide a printed receipt, printed daily, weekly and monthly, differentiate between cash and non-cash bonds, and allow the basic accounting and tracking functions to associate receipts with cases, or other fees required by the court.

[ ]\* 5.7.1 Data fields required to produce Bond and Fees Accounting:

- ?? Date
- ?? Time
- ?? Receipt Number
- ?? State Citation Number (multiple)
- ?? Town Citation Number (multiple)
- ?? Code Enforcement Citation Number (multiple)
- ?? Warrant Number (multiple)
- ?? Bench Warrant Number (multiple)
- ?? Name
- ?? Sex
- ?? Race
- ?? Date of Birth
- ?? Amount Due
- ?? Amount Collected
- ?? Remaining Balance
- ?? Amount Refunded
- ?? Purpose of Payment (from user defined table)
- ?? Type of Payment (from user defined table)
- ?? Name of the Person making payment (if different from defendant)
- ?? Bonding Company Name (from user defined table)
- ?? Employee receiving payment (from police or court personnel file)

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.8 Major Functions/Types of Data**

- [ ]\* 5.8.1 Date and time information must be automatically imported from the system calendar and clock functions.
- [ ]\* 5.8.2 Receipt Number may be an automatic entry from continuous numbering system or a pre-printed receipt number, which is manually entered. Offeror should define the type system being proposed.
- [ ]\* 5.8.3 The system must allow for multiple State, Town or Code Enforcement numbers to be directly imported from the case management function; however, the user must be able to select specific citation(s) to be receipted in the event that more than one citation exists and payment is not for all.
- [ ]\* 5.8.4 The system must allow for multiple warrant and / or bench warrant numbers to be directly imported from the case management function, however, the user must be able to select specific warrant(s) to be receipted in the event that more than one warrant exists and payment is not for all.
- [ ]\* 5.8.5 Identifying fields of name, sex, race and date of birth must be automatically imported from the case management function.
- [ ]\* 5.8.6 Amount due should be the bond or fine amount imported from the case management function.
- [ ]\* 5.8.7 Amount collected may be manually entered. User must be able to duplicate amount due if the total payment is being made.
- [ ]\* 5.8.8 Remaining balance should be an automatic entry, based on the difference between the amount due and the amount collected, if amount due is a larger number.
- [ ]\* 5.8.9 Amount refunded should be an automatic entry for refunds, where the bond amount received is greater than the fine amount entered by the court, or where other overpayments may occur.
- [ ]\* 5.8.10 Purpose of payment should be entered from a user defined table, which appears as an online help screen with “click to select” capability.
- [ ]\* 5.8.11 Type of payment should be entered from a user defined table, which appears as an online help screen with “click to select” capability.

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.8 Major Functions/Types of Data continued**

- [ ] 5.8.12 Bonding Company Name should be entered from a user defined table within the case management function, which appears as an online help screen with “click to select” capability.
- [ ]\* 5.8.13 Employee receiving payment must be the employee number retrieved from the Court Personnel file, producing the employee’s name on the printed form.
- [ ]\* 5.8.14 Since bonds are receipted in the Police Telecommunications Center during hours when the Court Administrator’s office is closed, the accounting system must be available to the telecommunicator, on-line.
- [ ]\* 5.8.15 Since bonds are receipted in the Police Telecommunications Center during hours when the Court Administrator’s office is closed, the accounting system must be interfaced to the Police RMS in order to import the employee receiving payment information from that file, as required.
- [ ]\* 5.8.16 The receipt function must automatically associate all receipts generated with the appropriate record within the court management function.
- [ ]\* 5.8.17 The receipt function must automatically associate all receipts generated with the appropriate individual person within the court management function, and be able to track payment history.

**5.9 Printing of Receipt**

- [ ]\* 5.9.1 All entered data elements must be printed on each receipt.
- [ ]\* 5.9.2 Receipts may be printed on pre-printed NCR type forms or on blank NCR paper from fed paper using system-designated design.
- [ ]\* 5.9.3 Multiple citation(s), warrant(s), fee(s) or Standard Time Payment(s) may be receipted on one printed receipt or on individual receipt forms (i.e. one receipt per citation, warrant or fee). If multiples are printed on one receipt, the citation or warrant numbers must be listed individually with amount received and providing a total amount received. Offeror should define which system will be utilized.
- [ ]\* 5.9.4 Receipts for Standard Time Payments or partial payments of any kind must print a payment history for the specific citation(s), warrant(s) or fee(s) being receipted.

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.9 Printing of Receipt continued**

- [ ]\* 5.9.5 Amounts from receipts must be automatically recorded or exchanged with the case management function, based on single data entry concept.
- [ ]\* 5.9.6 Printed receipt must include the name of the employee receiving payment on the receipt, preferably under a line designated for the employee's signature.
- [ ]\* 5.9.7 Printed receipts must have a signature area for both the person receiving and the person paying the amount to sign, acknowledging the accuracy of the receipt. It is preferred that these names print under a line designated for each signature.
- [ ]\* 5.9.8 Since bonds are receipted in the Police Telecommunications Center during hours when the Court Administrator's office is closed, the receipt printing function must be available within the telecommunications center.

**5.10 Required Reports**

- [ ]\* 5.10.1 The system must be able to create and print the following reports. These reports are to be well organized and easy to read.
  - ?? Daily receipts and reconciliation
  - ?? Weekly receipts and reconciliation
  - ?? Monthly receipts and reconciliation
  - ?? Receipt by employee and reconciliation, based on user determined time frame

**5.11 User Defined Tables**

- [ ]\* 5.11.1 Purpose of Payment:

Payments may be made to the court for a number of different purposes (e.g. fines, bonds, fees). In order to facilitate the process, a user defined Purpose of Payment table is desired to enable the user to define the reason for the payment. The table should appear as an online help screen with "click to select" capability. The following data elements would make up this table:

  - ?? Purpose Code
  - ?? Purpose Explanation

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.11 User Defined Tables continued**

[ ]\* 5.11.2 Type of Payment:

Since the court accepts payments in a number of forms (e.g. check, money order, cash) a user defined Type of Payment table is desired to enable the user to define the type of payment being made. The table should appear as an online help screen with "click to select" capability. The following data elements would make up this table:

?? Type Code

?? Type Explanation

**5.12 Setoff Debt Collection Program**

- [ ]\* 5.12.1 The Court Administrator utilizes a Setoff Debt Collection Program to report unpaid fines and fees for collection through the South Carolina Tax Commission. The format of this program is designated by the South Carolina Municipal Association, to the standards required by the SC Tax Commission. The Bond/Fees Accounting Function should interface to this program or provide a "download" capability for the appropriate information and in the proper format to facilitate the use of this process.

**5.13 Warrant Management**

The Court issues warrants in two ways. The most often used form of warrant issue is based upon a sworn affidavit accusing an individual of a crime. This involves issuance of an affidavit and printing of a warrant with specific identifying information on a pre-printed, pre-numbered, State issued and required form. The second method of warrant issuance is the Bench Warrant, which is issued at the behest of the Municipal Judge, on a form designed by the Town, which includes the same identifying data as the regular arrest warrant. For tracking purposes, these warrants are also numbered. Both forms must be issued from the Court Administrator's Office and must be tracked in like manner.

[ ]\* 5.13.1 Data fields required to produce Arrest and Bench Warrants:

?? State Citation Number

?? Town Citation Number

?? Code Enforcement Citation Number

?? Warrant Number

?? Bench Warrant Number

?? Name

?? Sex



**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.13 Warrant Management Continued**

5.13.1 Continued

?? Race  
?? Date of Birth  
?? Address  
?? Offense Code(s) (from user defined table)  
?? Offense Statute (from user defined table)  
?? Offense Description (from user defined table)  
?? Offense Date and Time  
?? Arresting officer/Badge Number (keyed on Police RMS)  
?? Bond Amount (keyed to user defined table)  
?? Issuing Judge  
?? Issue Date and Time  
?? Service Date and Time  
?? Warrant Affidavit  
?? Remarks

- [ ]\* 5.13.2 The Warrants Function must allow the user to identify warrants held against individuals who have had contact with the system. This function must work in conjunction with the Master Name Index, where if the individual has an outstanding warrant; the necessary information will appear on a name scan. In addition, this function must have the ability to gather statistics on the warrant distribution process. This function must also be linked to the CAD and RMS systems for inquiry and update. The main Warrants Issue module will be resident within the CMS System.
- [ ]\* 5.13.4 The system must update warrants function to cancel or clear a pending warrant upon entry of the arrest report associated with that particular warrant.
- [ ]\* 5.13.5 Issuance of a warrant must automatically enter the warrant information into the warrant-tracking file, which may be utilized by RMS and CAD in a fully integrated system.
- [ ]\* 5.13.6 The initial issue entry should indicate that the warrant is in the possession of the Court Administrator.
- [ ]\* 5.13.7 Subsequent transfers from office-to-office (i.e. court to police, etc) must be tracked. Multiple assignments must be available and historical data maintained.

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.13 Warrant Management Continued**

- [ ] 5.13.8 Entry of a warrant into the tracking system should automatically trigger data entry consistent with the State Warrant File and/or NCIC, as appropriate, where the requirements of one or both are met, forwarding the entry automatically to the CAD for telecommunicator verification and transmission to SLED/NCIC. The entry must follow this route because SLED/NCIC only allows entry by certified operators from Law Enforcement terminals.

**5.14 Major Functions/Types of Data Bench Warrants**

Bench warrants are issued at the order of the Presiding Judge for several reasons. They generally involve failure to appear in court for trial or failure to follow the order of the court for Standard Time Payment or completion of some other special condition of sentencing. In these cases, the case information is already available from the case management system.

- [ ]\* 5.14.1 Issuance of the bench warrant must be automatic upon selection of the bench warrant function (through Icon or function key) from the case management function, within or outside of the court docket in real-time.
- [ ]\* 5.14.2 Date and time of issue information must be automatically imported from the system calendar and clock functions.
- [ ]\* 5.14.3 Bench Warrant Number may be an automatic entry from continuous numbering system or a pre-printed Bench Warrant number, which is manually entered. Offeror should define the type system being proposed.
- [ ]\* 5.14.4 All data fields required for Bench Warrant issuance must be imported automatically into the Bench Warrant from the case management file.
- [ ] 5.14.5 Issuance of a Bench Warrant must automatically enter the warrant information into a warrant tracking file, with subsequent entry to State and NCIC warrant files as appropriate.
- [ ]\* 5.14.6 The initial issue entry should indicate that the warrant is in the possession of the Court Administrator.
- [ ]\* 5.14.7 Subsequent transfers from office-to-office (i.e. court to police, etc) must be tracked. Multiple assignments must be available and historical data maintained.

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.14 Major Functions/Types of Data Bench Warrants Continued**

- ☐\* 5.14.8 The warrant tracking system (status and current location) must be available to the telecommunications section on a twenty-four hour basis, and telecommunicator must be able to update sign-out by officers, attempts to serve, and actual service.
- ☐\* 5.14.9 Service or cancellation of a warrant previously entered on the NCIC or State Wanted Files should automatically send a cancel message to telecommunications for verification and forwarding to SLED/NCIC.
- ☐\* 5.14.10 The bench warrant may be printed on a pre-printed and pre-numbered NCR form or to blank NCR paper in a system designated format. Offeror should detail the system proposed. (Current Bench Warrant form CMS Attachment Eleven).

**5.15 Major Functions/Types of Data Arrest Warrants**

Arrest warrants are issued by the court based upon a written affidavit by a citizen or police officer alleging probable cause to arrest on a specific charge or charges. The warrant is a standardized, pre-printed, pre-numbered form provided by the State Court Administrator and required by state law (CMS Attachment Fifteen). The affidavit is a standardized format (CMS Attachment Sixteen), but is situation specific, generally prepared in paragraph format. It is printed on blank 8-½ X 11" plain paper, on any standard laser printer.

- ☐\* 5.15.1 Date and time of issue information must be automatically imported from the system calendar and clock functions.
- ☐\* 5.15.2 Warrant Number must be manually entered based upon the number of the next warrant in the pre-printed series.
- ☐ 5.15.3 All data fields required for warrant issue must be imported automatically into the arrest warrant from the RMS Report file or, if already existing on CMS, the case management files. If no entry exists in the CMS case management file, the data fields entered for the warrant must be automatically imported to create a record in the case management file.
- ☐ 5.15.4 Issuance of an arrest warrant must automatically enter the warrant information into a warrant tracking file, with subsequent entry to State and NCIC warrant files as appropriate.

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.15 Major Functions/Types of Data Arrest Warrants Continued**

- [ ]\* 5.15.5 The initial issue entry should indicate that the warrant is in the possession of the Court Administrator.
- [ ]\* 5.15.6 Subsequent transfers from office-to-office (i.e. court to police, etc) must be tracked. Multiple assignments must be available and historical data maintained.
- [ ]\* 5.15.7 The arrest warrant must be printed on a pre-printed and pre-numbered NCR form (CMS Attachment Fifteen).
- [ ]\* 5.15.8 The system shall enable the clerk to complete a Warrant Affidavit, on-line, importing important information, such as defendant name, etc., from the police RMS and/or CMS case management function. The clerk shall be able to print the affidavit on standard 8.5" X 11" plain paper, from any laser printer. The affidavit and all pertinent data for warrant issue shall migrate to the warrant file where the clerk can enter warrant number, judge's name and print the warrant without further data entry required.
- [ ]\* 5.15.9 The system shall enable the police officer to complete a warrant affidavit, on-line, importing important information (i.e. defendant name, etc.) from the RMS report. The officer shall be able to print the affidavit on standard 8.5" X 11" plain paper, from any laser printer.
- [ ]\* 5.15.10 The warrant tracking system (status and current location) must be available to the telecommunications section on a twenty-four hour basis, and the telecommunicator must be able to update sign-out by officers, attempts to serve, and actual service.
- [ ]\* 5.15.11 Service or cancellation of a warrant previously entered on the NCIC or State Wanted Files should automatically send a cancel message to telecommunications for verification and forwarding to SLED/NCIC.
- [ ]\* 5.15.12 For warrants to be issued by the Municipal Court, the affidavit and all pertinent data for warrant issue shall migrate to the CMS as required, where the Court Administrator's personnel can enter warrant number, judge's name and print the warrant without further data entry required.

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.16 Required Reports**

[ ]\* 5.16.1 System must provide the following reports:

- ?? Outstanding Warrants
- ?? Warrant Status
- ?? Warrants issued by Judge, dates, etc.
- ?? Warrant Tracking on all or selected warrants (e.g. historical events on warrants)
- ?? Warrants on file by age of warrant

**5.17 Citation Tracking**

The Municipal Court Administrator's office issues all State, Town, parking and code enforcement citations. A system is desired to track the status of citation forms issued, returned and outstanding, to provide an audit trail at any given point in time.

**5.17 Major Functions/Types of Data**

[ ]\* 5.17.1 The following information is required for tracking of citations:

- ?? State Citation Number
- ?? Town Citation Number
- ?? Code Enforcement Citation Number
- ?? Parking Citation Number
- ?? Officer assigned number
- ?? Officer Name(from RMS Personnel)
- ?? Date of book issue
- ?? Date of return to Court Administrator (for each citation)
- ?? Disposition Date
- ?? Date forwarded to SCDOT
- ?? Remarks

[ ]\* 5.17.2 All citations issued are accountable by citation number. The numbers differ depending on the type of citation. Numbers entered are inclusive, and issuance should record successive numbering for the number of citations contained in the book.

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.17 Major Functions/Types of Data Continued**

- [ ]\* 5.17.3 Officer assigned must be the employee number, and must automatically interface to the Police RMS for identification of the officer it refers to. The field must also accept override by the clerk, where the citations are being issued to Business License or Code Enforcement, who are not listed on police RMS personnel.
- [ ]\* 5.17.4 Each entry into the case management function, which contains appropriate citation number, must automatically remove that citation from the inventory of the officer to whom it was issued, by entering the date in the appropriate field in the citation control file.
- [ ]\* 5.17.5 Entry of a date into the citation control file must automatically cause a receipt to print for the officer's file.
- [ ]\* 5.17.6 A "pick list" function could be utilized to select numerous citations being turned in by the officer, which are then held pending data entry to the case management function. The Offeror should detail the method to be employed.
- [ ]\* 5.17.7 The remarks section must be free form and allow for entry of miscellaneous information as required.
- [ ]\* 5.17.8 A function should exist to re-issue unused citations returned by one officer to another officer.
- [ ]\* 5.17.9 The function must identify citations, which have been tried and are ready to be forwarded to SCDOT. Function must be capable of simultaneous; multiple updates on citation transfer to SCDOT and print a ticket transmittal letter or form.

**5.18 Management Reporting**

- [ ]\* 5.18.1 The following reports are required for this function:
  - ?? Citation Audit report by Officer
  - ?? Citation Report for transmittal to SC Department of Transportation (SCDOT)
  - ?? Citation reconciliation (citations issued v. citations returned)
  - ?? Summary Statistics Report by Officer User defined dates

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.19 Parking Citation Case Management**

This function is very similar to case management function, with the exception that parking citations are rarely assigned to the court docket, unless a specific request for trial is received. Most other functions remain the same.

[ ]\* 5.19.1 Data fields required to produce parking dockets:

- ?? Owner of vehicle
- ?? Address of owner
- ?? Registered Owner Name
- ?? Sex
- ?? Race
- ?? Date of Birth
- ?? Address
- ?? Year of automobile
- ?? Make of automobile
- ?? Type of automobile (body style)
- ?? State licensed
- ?? Vehicle License number
- ?? Offense Code(s) (from user defined table)
- ?? Offense Statute (from user defined table)
- ?? Offense Description (from user defined table)
- ?? Offense Date and Time
- ?? Location of offense (keyed to Geo- file)
- ?? Arresting officer/Badge Number (keyed on Police RMS)
- ?? Bond Amount (keyed to user defined table)
- ?? Amount Posted
- ?? Disposition Code(s) (from user defined table)
- ?? Fine amount
- ?? Disposition Date
- ?? Amount Collected
- ?? Amount Refunded
- ?? Court Date and Time
- ?? Judge
- ?? Courtroom
- ?? Remarks

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.20 Major Functions/Types of Data**

- [ ]\* 5.20.1 Personnel within the Court Administrator's Office must be able to enter data into the Parking Citation Case Management file based upon data elements contained on the Parking Citation.
- [ ]\* 5.20.2 Must be able to associate multiple tickets and court dates with one individual
- [ ]\* 5.20.3 Offense code must be importable from a user defined offense code table, displayed as an online help screen with "click to select" entry capability.
- [ ]\* 5.20.4 Offense Statute and Offense Description fields must be automatic entries based on offense code entered from Offense Code Table.
- [ ] 5.20.5 Location of Offense must be confirmed through geo-file utilized by the police CAD and RMS, whether interfaced or resident of CMS system.
- [ ]\* 5.20.6 The issuing officer information must be importable from the Police RMS personnel file, either by entry of the officer's badge or employee number, or displayed as an online help screen with "click to select" entry capability.
- [ ]\* 5.20.7 Bond amount must automatically be inserted based on offense code entry in the user defined offense code table, total bond field.
- [ ]\* 5.20.8 Entry of information from a parking citation into the system must automatically clear the specific citation number from the officer's inventory.
- [ ]\* 5.20.9 Clerk must be able to manually override bond amount in cases where this may be necessary.
- [ ]\* 5.20.10 Disposition code must be importable from a user defined disposition code table, displayed as an online help screen with "click to select" entry capability.
- [ ]\* 5.20.11 Disposition date must automatically be entered from system calendar when disposition code is entered.
- [ ]\* 5.20.12 In cases where a bond has been posted but a lesser fine is imposed by the court, the system should automatically cause a refund amount to be calculated and a refund receipt printed.
- [ ]\* 5.20.13 Upon request for a court date, the file must automatically transfer information on parking citation to the case management function, for use in the docket.



**Town of Mount Pleasant  
Required Response Form**

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.20 Major Functions/Types of Data Continued**

- [ ]\* 5.20.14 All collections from parking citations must be accounted for in the daily collections report previously described.
- [ ]\* 5.20.15 The system must be capable of identifying delinquent parking fines for issuance of a delinquency notice. (CMS Attachment Seventeen)
- [ ]\* 5.20.16 The system must be capable of identifying delinquent parking fines which have been previously notified for download to a flat file for transmission to a Data Ticket Incorporated for collection.

**5.21 Management Reporting**

- [ ]\* 5.21.1 The following reports are required for this function:
  - ?? Citation Audit report by Officer
  - ?? Citation reconciliation (citations issued v. citations returned)
  - ?? Delinquent Parking Fine Notices
  - ?? Add Delinquent Fines
  - ?? Summary Statistics Report

**5.22 Jury Selection**

A jury selection function is desired to assist with preparing lists of prospective jurors for various trials. The process must be randomly driven, impartial, free of discrimination in respect to any group or individual and approved by the State of South Carolina. The voter registration database must be obtained from voter registration and loaded on diskette by the vendor and provided to the Court Administrator for incorporation into the system.

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.22 Jury Selection Continued**

[ ] 5.22.1 The jury selection function must perform the following functions:

- ?? Select qualified jurors and print selection
- ?? Select a jury panel and print panel
- ?? Print jury summons (CMS Attachment Eighteen)
- ?? Print Jurors slips for selection process (individual labels or slips of paper)
- ?? Excuse Jurors and print excused
- ?? Juror service dates and print service list
- ?? Audit Report
- ?? Master inquiry
- ?? Jury Master
- ?? Jury History Inquiry and print
- ?? Print jury history
- ?? End of year

**5.23 Specialized Forms**

Development of the following forms is desired, to be utilized in circumstances described for each type of form.

[ ] 5.23.1 Subpoena

A subpoena is utilized to require witnesses and evidence to be presented in court. This form is utilized for blood alcohol reports, witnesses, and other documentary evidence. The language and appearance are State mandated (CMS Attachment Nineteen).

[ ] 5.23.2 Expungement Order

When a defendant is found not guilty, and in some other circumstances, he or she may apply to the Court of General Sessions for an expungement of all records of the arrest or citation. This form is a State standard (CMS Attachment Twenty).

[ ] 5.23.3 Request for New Trial

Occasionally a defendant will request a new hearing in the Municipal Court for some specific reason. The Motion for New Trial must be presented to the court (CMS Attachment Twenty-one). As much information should be imported from the Case Management function as possible.

**5. COURT MANAGEMENT APPLICATION CONTINUED**

**5.23 Specialized Forms Continued**

[ ] 5.23.4 Ishmell Order

If the Motion for New Trial is granted by the Court, an order to retrieve the citation must be filed with the SCDOT. This is a State standard form (CMS Attachment Twenty-two) and should import as much data from the Motion for New Trial and/or Case Management function as possible.

[ ] 5.23.5 Rule to Show Cause

If a defendant does not comply with the requirements of deferred prosecution, standard time payment or other court mandated compliance, a Rule to Show Cause is issued. This form is developed by the Court Administrator (CMS Attachment Twenty-three), and should retrieve as much data as possible from the case management function.

## **CMS Attachments**

CMS Attachment One	Continuance Letter
CMS Attachment Two	Jury Trial Request
CMS Attachment Three	Standard Time Payment
CMS Attachment Four	Non Resident Violator Compact (NRVC)
CMS Attachment Five	Deferred Prosecution Agreement
CMS Attachment Six	Bench Warrant
CMS Attachment Seven	Referral for Alcohol/Drug Awareness Program
CMS Attachment Eight	Alternatives Life Improvement Center Referral
CMS Attachment Nine	Consequences Program Agreement
CMS Attachment Ten	Pre-Trial Intervention Tracking and Referral Form
CMS Attachment Eleven	Citation Transmittal
CMS Attachment Twelve	Citation And Driver's License Transmittal
CMS Attachment Thirteen	SC Court Administration for Municipal Court Quarterly Report Form
CMS Attachment Fourteen	State Treasurer Assessment Fee Report
CMS Attachment Fifteen	Arrest Warrant Form
CMS Attachment Sixteen	Arrest Warrant Affidavit
CMS Attachment Seventeen	Parking Ticket Delinquency Notice
CMS Attachment Eighteen	Jury Summons
CMS Attachment Nineteen	Subpoena
CMS Attachment Twenty	Expungement Order
CMS Attachment Twenty-one	Motion for New Trial
CMS Attachment Twenty-two	Ishmell Order
CMS Attachment Twenty-three	Rule to Show Cause

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