Request for

COMPETITIVE SEALED PROPOSAL (CSP)

Records and Case Management System for Police Department, Municipal Court, and City Prosecutor

TAC 1094 – CSP

NIGP Commodity Code(s):

204-47 - INTEGRATED HARDWARE-SOFTWARE I.T. SOLUTION
208-11 - APPLICATION SOFTWARE, MICROCOMPUTER
208-57 - LAW ENFORCEMENT SOFTWARE
209-13 - APPLICATION SOFTWARE, MINICOMPUTER
920-64 - SYSTEM IMPLEMENTATION AND ENGINEERING SERVICES
958-82 - RECORDS MANAGEMENT SERVICES
961-24 - COURT REPORTING SERVICES

Submit sealed proposals to:
Deputy City Clerk
City of Tulsa
175 E. 2nd St.
Suite 260
Tulsa, OK 74103

CSP Responses Due by 5:00 p.m. September 13, 2017

Addendum #5

Changes:
This addendum adds the word "Response" to items in previous question and answer section to appropriately delineate each exchange.

This addendum adds the following questions and answers for clarification.

1. Our firm can provide all of the requested applications; therefore no prime contractor arrangements are required for this project. May our response to section B: Demonstrated Prime Contractor Experience be "Not Applicable"?
Response: Yes, if your proposal does not include the use of subcontractors, respond "Not Applicable" to section B and state that your firm proposes to provide a complete enterprise solution.

2. How many Police mobile data computers (MDCs) does the City have?
Response: The Tulsa Police Department currently has approximately 500 MDS in operation.

Issued August 4, 2017

Addendum #4

This addendum corrects the entry at question 17 in Addendum #2 and the adds following questions and answers for clarification.

Question 17 Addendum #2

Addendum 2 Question #17 should say "Addendum 2 Question 3"

1. Due to complexity of the design and the number of interfaces, please consider a two week extension in the due date for proposal responses.
   Response: As incorporated in Addendum #3, the CSP response due date was extended to Wednesday, September 13, 2017 at 5:00 pm CDT. The respondent questions due date was extended to Thursday, August 10, 2017 at 5:00 pm CDT. The City of Tulsa does not anticipate approving additional extensions.

2. As the City is requesting end user training, can you please supply the number of students for each LoB plus the number of system administrators that will need to be trained.
   Response:
   (1) See response to Addendum 2 Question #7 above for police RMS

   (2) Prosecutor LoB Trainers: 3

   (3) Municipal Court LoB Trainers: 5

   (4) System administrators:

    Mobile RMS: 5

    RMS: 5

    Court CMS: 3

    Prosecutor CMS: 3

3. Requirement CP0012 on the Functional Requirements tab of Appendix A – RCMS Requirements references an officer's "cheat sheet" and a court date schedule. Can the City please provide samples of both the cheat sheet and the court date schedule?
   Response: A PDF File titled TAC 1094-FormsAndGuides-v3.pdf is available on the city's web site here:

   https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/current-bid-opportunities/csp-tac-1094-records-and-case-management-system/

4. Requirement CP0013 on the Functional Requirements tab of Appendix A – RCMS Requirements references an electronic arrest packet. Can the City please provide a sample of this electronic arrest packet?
   Response: An electronic arrest packet would be a collection, possibly in PDF or XML format, that contains all case-related documents that the lead investigator selects to include in the

5. Regarding requirements MC0289 and MC0300 on the Functional Requirements tab of Appendix A – RCMS Requirements, do specifications exist for data transfer from JMS (IMAC)?
Response: See CSP Appendix G, p. 83 for link to IMACS web site.

6. Regarding requirement MC0319 on the Functional Requirements tab of Appendix A – RCMS Requirements, can the City please specify the bond information that needs to be sent and who needs to receive it?
Response: See integration requirements IN0073, IN0080, IN0088, and IN0089.

7. Requirements IN0035 and IN0036 on the Integration tab of Appendix A – RCMS Requirements appear to be out-of-scope for this project, as CAD/Mobile CAD is listed as both the sending system and receiving system for each. How should vendors to address these requirements?
Response: See response to Addendum 2 Question #3.

8. Requirements SC0081 and SC0082 reference baseline numbers of concurrent users for RMS and Court CMS. Could the City please provide a more specific breakdown of concurrent users as follows?
a. Police RMS

b. Police Field-Based Reporting

c. Municipal Court CMS

d. Prosecutor CMS

Response:
(a) and (b) See responses to Addendum 2 Questions #4 and #5.

(c) Non-functional requirements SC0080 and SC0081 state "Accommodates a baseline of 150 court CMS users." and "Accommodates a baseline of 100 concurrent Court/CMS users.", respectively.

(d) The Prosecutor CMS must accommodate 10 concurrent users.

9. Will the City be sourcing new hardware infrastructure or can vendors leverage the existing infrastructure?
a. If vendors can leverage the existing infrastructure, please provide the following details:

   i.   Host server make, model, quantity and capacity

   ii.   Storage capacity and free space

   iii. Current backup strategy

Response: Please see Non-functional requirements SV0128 and SV0129.

10. What are the City's recovery point objectives and recovery time objectives?
Response: The City of Tulsa has an ongoing disaster recovery project that will determine recovery point objectives and recovery time objectives.

11. Does the City have a disaster recovery facility?
a. If yes:

      i.   Should the vendor provide hardware for the primary and disaster recovery facilities?

      ii.   What is the connection speed and available bandwidth between the two facilities?

Response:
Yes, See response to Addendum 2 Question #6.

(a) No, Respondents should not include hardware for primary and disaster recovery facilities.

(b) The current connection to the disaster recovery site is rated at 100 Mbps.

12. What quantity of data (in GB or TB) will vendors need to convert into the new system?
Response: See response to Addendum 2 Question #13

13. What is the City's annual expected growth rate of users / data?
Response: See response to Addendum 2 Question #6 for growth rates by record type.

14. Can the City please provide the following specifications for the mobile data computers currently in use:

a. Make/model

b. Processor

c. RAM

d. Hard drive space

e. Screen resolution

f. WWAN connection

g. Advanced authentication

Response:
The current standard is:

      a. Make/model: Dell Latitude 14 Rugged

      b. Processor: Core i5

      c. RAM: 4 GB

      d. Hard drive space: 128 GB SSD

      e. Screen resolution: 14" HD (1366x768)

      f. WWAN connection: External Mi-Fi (Verizon)

      g. Advanced authentication: None.

Some older models are currently deployed in the field.

15. Regarding requirement IN0003 on the Integration Requirements tab of Appendix A – RCMS Requirements, can the City please confirm that this interface will only update existing warrants and that it will not be used to create warrants?
Response: Yes, IN0003 states, "Provide a one-way interface to send updates criminal arrest warrant information from TCSO SOMS to TPD RMS (e.g., submitted, issued, served, and recalled)"

16. Regarding requirement IN0016 on the Integration Requirements tab of Appendix A – RCMS Requirements, does the TPD Mobile CAD product have the ability to process an export of warrant addresses and display it on the mobile client?
    Response: No, the City of Tulsa does not currently operate a mobile CAD product. A city-built CAD status monitor program in use does not have warrant functionality. IN0016 states, "Enable electronic notice(s) with map to officers near a location with active warrant(s). User configurable with respect to severity, location, and recency. Mobile user must have ability to disable and/or silence this feature."

17. Regarding requirements IN0026, IN0031 and IN0032 on the Integration Requirements tab of Appendix A – RCMS Requirements, please define "RMS user group." Is it the City's intent to use these interfaces as messaging systems?
    Response:
    (a) The term "configurable defined user group" refers to an application user group.

    (b) No, these are limited to stated information transfers, not general messages or real-time ad-hoc communication.

18. Regarding requirement IN0053 on the Integration Requirements tab of Appendix A – RCMS Requirements, is there a local ordinance that requires pawn shops to enter data into LEADS?
    Response: No.

19. Regarding requirement IN0058 on the Integration Requirements tab of Appendix A – RCMS Requirements, what system is considered the system of record for property chain of custody?
    Response: It is the intent of this project the RMS will be the system of record for the Property Room function.

20. Based on the volume and complexity of the functional and technical specifications and, as of the date of this request, not having received responses to questions asked at the Pre-Proposal Conference, TriTech respectfully requests a thirty-day extension of the response due date and a two-week extension of the questions due date. This will ensure that all vendors have sufficient time to prepare a quality response for the City.
    Response: The CSP response due date is extended to Wednesday, September 13, 2017 at 5:00 pm CDT. The respondent questions due date is extended to Thursday, August 10, 2017 at 5:00 pm CDT. The City of Tulsa does not anticipate approving additional extensions.

21. Please provide editable versions (Microsoft Word) of the RFP forms (Appendices C, D, and E) to enable vendors to fill in the forms.
    Response: It is the policy of the City of Tulsa to not provide editable Microsoft Word forms to vendors. Please complete the forms manually. Include the original wet signature copies in the unbound original, include photocopies of the completed forms in the ten bound copies, and include PDF versions of the hand-completed forms in the electronic copy (See CSP, page 6).

22. RFP Section 8, Required Response Format, page 16, first paragraph. Regarding the prescribed response terminology (agree, confirmed, provided, will provide, not applicable, and exception taken):
    a. Which response code should vendors use when their proposed solution provides the requested functionality in a way that varies from the exact methodology described in the RFP?

b. Which response code should vendors use when their proposed solution provides part of the requested functionality?
Response:
(a) Please use the provided response that most closely answers the question or describes your position. Use an explanatory sentence to qualify or explain your response.

(b) Same as response to part a of this question.

23. RFP Section 8, Required Response Format, Subsection J, Complete Appendix A, page 24. Regarding the prescribed response terminology (Meets, Custom, Future, and Not Met) for Appendix A:

a. Which response code should vendors use when their proposed solution provides the requested functionality in a way that varies from the exact methodology described in the RFP?

b. Which response code should vendors use when their proposed solution provides part of the requested functionality?
Response:
(a) See response to Addendum 2 Question #9 above.

(b) If your proposed solution meets most of the requirement, respond with "Meet" and explain the deficiency in the comment column. If the proposed solution does not meet most of the requirement, respond with "Not Met", and use the comment field to describe the functionality which is partially met.

24. How many full-entry RMS users, excluding field users, will be using the system simultaneously during a day shift?
Response: See responses to Addendum 2 Questions #13 and #14.

25. How many RMS users, excluding field users, will require simultaneous access to run NCIC queries during a day shift?
Response: See responses to Addendum 2 Questions #13 and #14.

26. How many full-entry field-based reporting users, excluding in-house RMS users, will be using the system simultaneously during a day shift?
Response: See responses to Addendum 2 Questions #13 and #14.

27. How many users will be using the Prosecutor CMS system?
Response: See response to Addendum 3 Question #8.

28. How many users will be using the Municipal Court CMS system?
Response: Non-functional requirements SC0080 and SC0081 state "Accommodates a baseline of 150 court CMS users." and "Accommodates a baseline of 100 concurrent Court/CMS users.", respectively.

29. RFP Appendix A RCMS Requirements, Functional Tab, Requirement LE0046. Is the City requesting the ability to create a printed report with National Suspicious Activity reporting data, or is the City requesting an interface to export data to a fusion center or data sharing system such as eGuardian. If the requirement is for an interface, please identify the external system and the method of communication.
Response: Yes, the Tulsa Police Department desires the ability to print SARS reports and export data to the Oklahoma Fusion Center, or, as an option, to export data to eGuardian.

30. RFP Appendix A RCMS Requirements, Integration Requirements Tab, Requirement IN 0009. Please explain what is meant by user-defined notifications.

    Response: User-defined notifications are electronic notices that may take the form of in-application work queue notices, email, or similar means.

    See non-functional requirements AA0010, AA0015, AA0016, and AA0017 for more information.

31. RFP Appendix A RCMS Requirements, Integration Requirements Tab, Requirement IN0019. This requirement includes a reference to the Appriss JusticeXchange product. The link provided is not a valid page on the Appriss site. Does the City have an API for this interface?

    Response: No. The City does not have an API for this interface. The Respondent is expected to provide this interface for their RMS solution. We have verified this link to be functional: "http://www.appriss.com/static/sitedocs/JusticeXchange_ProductSheet.pdf"

32. RFP Appendix A RCMS Requirements, Integration Requirements Tab, Requirements IN0026. The requirement talks about sending the DA CMS case number to configurable defined RMS user group. Please clarify what is meant by a configurable defined RMS user group.

    Response: The term "configurable defined user group" refers to an application security group which is granted specific application permissions to view or edit certain modules, screens, reports, data fields, etc. The term "configurable" means that an authorized system administrator has full control over the groups.

33. RFP Appendix A RCMS Requirements, Integration Requirements Tab, Requirements IN0035 and IN0036. These requirements appear to be CAD and Mobile functionality. It is our understanding that this RFP is for RMS/CMS and excludes CAD and Mobile. Please confirm.

    Response: Confirmed. See response to Addendum 2 Question #3.

34. RFP Appendix A RCMS Requirements, Integration Requirements Tab, Requirement IN0077, "Receive e-filings in CMS." The sending system is listed as the TPD RMS and the receiving system is the IA Pro. Please confirm the sending and receiving systems.

    Response: The sending system will be the Respondent's e-filing system, the receiving System will be the Municipal Court CMS, and the Interface type will be Electronic/Web Service.

35. RFP Appendix A RCMS Requirements, Integration Requirements Tab, Requirement IN0082. The Information Description talks about being part of TPD RMS fed, state, local returns. Please clarify what data is expected to be included in the periodic download from TPD RMS to TCSO RMS.

    Response: As stated in the Information Description field of Integration Requirement IN0082, "Person information. Part of TPD RMS fed, state, local returns (may be incremental or real-time) (e.g., booking number; offender tracking number (OTN), State ID (SID), all mugshots, etc. custody status. (used by compliance, traffic, criminal clerks, Court Mediator and Orders of Protection staff)."

36. RFP Appendix E, Respondent Risk Assurance Questionnaire, page 69. From information provided at the Bidders conference, TriTech understands that the document was intended to be answered in a Yes/No format. However, questions 7

and 10 appear to be a selection of one or many options. Please clarify your expectations regarding vendor responses to the Respondent Risk Assurance Questionnaire.

Response: Please respond with a "Yes" or "No" to each question 7(a), 7(b), 7(c), 7(d), 7(e), 10(a), 10(b), 10(c), 10(d), 10(e), and 10(f).

Addendum #3

Changes:

1. The CSP response due date is extended to Wednesday, September 13, 2017 at 5:00 pm CDT. The respondent questions due date is extended to Thursday, August 10, 2017 at 5:00 pm CDT. The City of Tulsa does not anticipate approving additional extensions.

2. The form added by addendum 2 has been incorporated with 16 other forms which now comprise a new attachment titled TAC1094-FormsAndGuides-v3.
    The file is available the City's Purchasing web site here:
    https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/current-bid-opportunities/csp-tac-1094-records-and-case-management-system/

3. The table of existing storage requirements has been removed from the Addendum 2 content and added to the end of Appendix A as Appendix A-5.

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Addendum #2

This addendum adds an example form and table of existing storage requirements along with a second question and answer section.

The following questions and answers have been added for clarification

1. There are a number of requirements (see list below) that require the electronic capture of data on a number of forms. Please provide copies of these forms.
    a. Requirement: LE0127 -- PC Affidavit / and Out of Custody Affidavit

    b. Requirement: FR0191 -- Property Registration Form

    c. Requirement: FR0192 -- Currency Recovery sheet

    d. Requirement: FR0193 -- Lab Request

    e. Requirement: FR0194 -- Property Supplemental

    f. Requirement: FR0201 -- Witness statement

    g. Requirement: FR0202 -- Juvenile rights waiver form

    h. Requirement: FR0203 -- Narrative supplemental

    i. Requirement: FR0204 -- Suspect supplemental

    j. Requirement: FR0205 -- Rights waiver

    k. Requirement: FR0206 -- Field Interview Report

    l. Requirement: FR0207 -- Incident report

    m. Requirement: FR0208 -- Domestic Violence Supplemental

    n. Requirement: FR0216 -- Arrest and Booking form

    Response: These forms have been posted to the City's Purchasing web site here: https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/current-bid-opportunities/csp-tac-1094-records-and-case-management-system/

2. There are a number of requirements (see list below) that require the electronic capture of data on a number of Blue Team Reports. There is an assumption made that these are reports associated with the IA Pro product. If this is correct is the intent to require the vendor proposing the Field Based Reporting System to replicate these reports in the records system, or is the requirement to provide the IA Pro system in the mobile environment. If the requirement is to replicate these forms, please provide copies or screen prints of the electronic forms.
    a. Requirement: FR0177 -- Off-duty employment form

    b. Requirement: FR0178 -- Supervisor's collision report

    c. Requirement: FR0179 -- Investigative report

    d. Requirement: FR0180 -- Pursuit report

    e. Requirement: FR0181 -- Patient Contact report

f. Requirement: FR0182 -- Firearms discharge report

g. Requirement: FR0209 -- Use of Force Form

Response:
1. There is no requirement of the Seller to replicate reports. Requirement LE0044 states, "Allows export of police incident and charging information to IA Pro (file export such as CSV, Excel, XML)"

2. There is no requirement to provide the IA Pro System in the mobile environment. IA Pro is a stand-alone web based application

3. The COT is interested in alternatives to IA Pro and Blue Team

3. Regarding Requirements IN0035 and IN0036 on the integration tab, these appear to be directed only to the CAD / CAD mobile vendor. Is there an RMS or Field Reporting requirement here? If so, please clarify.
Response: Integration Requirements IN0035 and IN0036 relate to a mobile CAD system and should be ignored for the purpose of this solicitation. Respondents are instructed to respond "Meets" to both requirements and to add a comment "Out of Scope per City."

4. Can the City please provide the maximum number of concurrent users of Mobile Records (Field Based Reporting) there will be on the system?
Response: SC0082 states, "Accommodates a baseline of 1,500 concurrent RMS users. " The City projects a maximum future user count of 500 RMS users and 1,000 Mobile RMS users. Based on current staffing levels, the normal number of mobile RMS users is about 100, not including training or other special circumstances.

5. Can the City please provide the maximum number of concurrent Records (in station) users there will be on the system?
Response: SC0082 states, "Accommodates a baseline of 1,500 concurrent RMS users." The City projects a maximum future user count of 500 RMS users and 1,000 Mobile RMS users. Based on current staffing levels, the normal number of RMS users is about 150, not including training or other special circumstances."

6. Can the City please provide the following counts:

a. Annual Case Files Created
b. Annual Field Interviews
c. Annual Bookings
d. Annual Count of Warrants
e. Annual Citations Created
f. Annual Items Entered for Pawns
Response:
   a. Annual Case Files Created – 76,000 (5-year average)
   b. Annual Field Interviews – 6,000 (5-year average)
   c. Annual Bookings – 22,500 (5-year average)
   d. Annual Count of Warrants – 35,000 municipal; 20,000 county (both are estimates)
   e. Annual Citations Created – 75,000 (5 year average)

f. Annual Pawn tickets – 372,180 submitted with 927,735 items from 148 stores (calendar year 2016)

7. Will there be a geographically remote Disaster Recovery site deployed?
Response: Yes, the City's official Disaster Recovery site in Oklahoma City.

8. Can the City please identify the number of Law Enforcement personnel that will require training in the use of the Mobile Records application? Does the City anticipate the vendor providing end user training, or will the City utilize some form of Train the Trainer?
Response: The City prefers a train-the-trainer approach. Number of trainers follows:
   Mobile RMS: 40
   RMS: 45 police + 3 prosecutor + 10 court = 48 trainers
   Court CMS: 10
   Prosecutor CMS: 3

9. Would the City entertain adding an alternative recommendation to your response criteria? The current codes are Meet, Custom, Future, etc. Would you consider adding a code for an alternative that meets the requirement in a different way?
Response: No. Please use the provided responses. When a solution addresses a requirement in a way different than described in the requirement, mark as "Meet" and explain the different approach in the comment field.

10. On Section 8, there is a reference to Appendix G and H. It appears no vendor input is required in Appendix G and H. Should those be included in the response?
Response: Respondents should exclude Appendices G and H from their response.

11. Section 6.3 states that, "All solution providers must attend the mandatory Pre-Proposal Conference." Does this mean that I cannot partner with a company who did not attend?"
Response: No. Only attendees of the pre-proposal conference may be Prime Contractors. Prime Contractors can partner with LoB Solution providers who did not attend the mandatory pre-proposal conference.

12. Would the City consider sharing the weighting of each requirement with the vendors?
Response: The requirements are not weighted.

13. There are substantial data migration requirements can the City provide volume numbers to assist in HW sizing? Section g1 asks for server and workstation requirements. Does the City require a specific configuration?
Response:
(a) A Microsoft Word File titled "RCMS Storage Requirements" is available on the City's Purchasing site here:

https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/current-bid-opportunities/csp-tac-1094-records-and-case-management-system/

Note that not all application systems listed are confirmed as required for data migration. Key systems for migration include TRACIS, JURIS, Case Management, and possibly AEX, which contains images of older incident reports.

(b) No. The City expects Respondents to provide server and workstation specifications."

14. What is the expected date for contract execution?
Response: An award recommendation is expected in early November, followed by contract negotiation, and contract execution.

15. Will the Oklahoma version of SIBRS be standard Nation[al] IBR, or will the OSBI include Oklahoma specific requirements?
Response: See the OSBI SIBRS Interface Specification here:
https://www.ok.gov/osbi/documents/SIBRS_XML%20Interface%20Control%20v%204.2.pdf

16. Re IN 0046 and IN 0047, can the City explain the two way component of these requirements, all we can ascertain is a one way interface.
Response: Integration Requirements IN0044 through IN0047 describe a bi-directional integration between the police RMS and the municipal court CMS to handle all municipal warrant message types.

17. Re IN0035 and IN0036 Is there an RMS component, these appear to be CAD only interfaces
Response: See response to question #3 above.

18. RE: IN0066 and IN0063 -- Does the TPD web site already exist or is the vendor expected to include in their proposal?
Response: The Respondent is expected to integrate with the existing web site www.tulsapolice.org or include a web site in their proposal.

19. RE: IN0058 -- Can the City please provide a use case for this interface?
Response: The use case is (1) transferring evidence from the property room to the lab for analysis; and (2) transferring processed evidence from the lab to the property room. The requirement is to have a single bar code that identifies property in both systems.

Issued June 28, 2017

Addendum #1

The following questions and answers have been added for clarification.

1. How is the City funding this project (budget, grants, etc.)? Has an estimated cost been identified?
   Response: The project is funded through a combination of capital bond and operational funding. Yes, we have estimated the cost of the project, but it is not the practice of the City of Tulsa to disclose that estimate.

2. Are you able to disclose which vendor provides the following and when it was acquired?
   Response: All are listed in the System Inventory except LIMS. Years acquired is not immediately available:

   a. Jail Management System
   Response: IMACS. http://www.intellitechcorp.com/imacs.htm

   b. AFIS System
   Response: AFIS MorphoTrak. https://usa.morpho.com

   c. Leads Online
   Response: Leads Online. https://www.leadsonline.com/main/index.php

   d. Salamander
   Response: Salamander. http://www.salamanderlive.com

   e. Laboratory Information Management System
   Response: Forensic Advantage /http://www.forensicadvantage.com/

3. What are the Department's top 5 Technology Initiatives for this year?
   Response: The following are ongoing related projects:
   - Enterprise Resource Planning (ERP) – City of Tulsa is implementing the Tyler Technologies MUNIS system for enterprise resource planning, enterprise document management, utility billing, and permits and licensing.
   - E-Citation System Upgrade – Tulsa is upgrading the Tyler (formerly Brazos) E-Citation system.
   - Kronos – Tulsa is implementing the Kronos TeleStaff time accounting system.
   - Advanced Traffic Management System – Tulsa is implementing an intelligent traffic system (ITS).
   - Public Works – Tulsa Metropolitan Utility Authority (TMUA) is implementing the Lucity Enterprise Asset Management Software.
   - Mobile Fire Computer Aided Dispatch (CAD) – Tulsa Fire Department is implementing TriTech Mobile CAD for mobile fire dispatch.

- Body-Worn Cameras – Tulsa Police Department is researching solutions for body-worn cameras. A Panasonic solution has been selected, but implementation has not been completed.
- Karpel DA System – Tulsa County District Attorney is planning to convert from JustWare to Karpel late 2017.

4. Will the new system need to interface/integrate with all of the solutions listed in the CSP?
Response: Some of the systems listed are being replaced, or the City of Tulsa anticipates replacing them as part of this program. The detailed list of required integrations is in the Integrations tab of the Requirements workbook.

5. A previous solicitation was released (TAC 1086-Phase 1-LOI/SOQ); are you able to provide which vendors responded to the solicitation?
Response: The previous LOI/SOQ was cancelled. Respondents were: Tyler Technologies, Spillman Technologies, Karpel Solutions, Versaterm, ACCISS Systems, Journal Technologies, Tri-Trech Software Systems, Motorola Solutions, and Niche Technology.

6. Section 3.1.1 The Respondent selected as a result of this CSP will serve as the Prime Contractor to the City of Tulsa. If we aren't interested in being a Prime Contractor will we be considered to be non-compliant and our proposal rejected?
Response: Reference CSP Section 3.1.1: "The Respondent selected as a result of this CSP will serve as the Prime Contractor to the City of Tulsa." Yes, the City of Tulsa will reject Bidders who submit a proposal but are not willing or able to serve as a Prime Contractor.

7. Section 3.1.3 requires that all proposals must respond to each of the LOB's. If we only choose to respond to one of the three Lines of Business application will we be considered non-compliant and our proposal rejected?
Response: Reference CSP Section 3.1.3: "Proposals must include all three LoB Solutions and all required integrations as specified in Section 8, E.4." Yes, the City of Tulsa will reject incomplete proposals.

8. In Section 3.1.2 you specify that the selected Prime Contractor must provide at a minimum at least 1 of the 3 LOB's solutions. This seems to preclude traditional System Integrators or Prime Contractors from bidding?
Response: Reference CSP Section 3.1.2: "Respondents to this CSP must be a solution provider of one or more of the three RCMS LoB Solutions."

Is this correct?
Response: Yes, that is correct.

9. Is it possible that you could select a separate LOB solution from more than one proposal? If you do select LOB solutions from more than one team how will you determine who will be the prime contractor?
Response: Reference CSP Section 3.5: "The City of Tulsa reserves the right to choose any number of qualified finalists for interview and/or final selection, although it is the City's intent to choose only the most qualified Respondents to interview."

10. Must responding vendors offer both an RMS for the Police Department and a CMS specifically for the Municipal Court and Prosecutor's Office?
    Response: Reference CSP Section 3.1.3: "Proposals must include all three LoB Solutions and all required integrations as specified in Section 8, E.4." Yes, the City of Tulsa will reject incomplete proposals.

Table of Contents

Figures and Tables

1 DEFINITIONS

1.1 CSP

Competitive Sealed Proposal: A solicitation used by the City of Tulsa as defined by Title 6 Section 406(D) of the Tulsa Revised Ordinances (TROs). See https://www.municode.com/library/ok/tulsa/codes/code_of_ordinances?nodeId=CD_ORD_TIT6FIDE_CH4PU

1.2 BPMN

Business Process Model Notation: A standard of The Object Management Group that gives organizations the ability to communicate business procedures in graphical form. See http://www.bpmn.org/

1.3 Enterprise Solution

The aggregate software and hardware solution comprising the Line of Business (LoB) Solutions: Police Records Management System (RMS), Court Case Management System (CMS), Prosecutor CMS, and required integrations.

1.4 FBR

Field-based reporting: Software that provides the mobile officer with all the tools needed to perform discovery, documentation, and reporting tasks, including criminal history checks, vehicle license plate checks, field interviews, incident reports, citations, arrest reports, and charging documents. The FBR system is integrated with the Police RMS for workflow queries and other tasks.

1.5 Functional Requirements

Functional requirements describe the behaviors of the LoB Solution. Examples include processes, data, and interactions with the LoB Solution.

1.6 Non-Functional Requirements

Non-functional requirements supplement functional requirements and describe the environmental conditions or qualities required for the LoB Solution to be effective. Examples include: reliability, security, performance, safety, level of service, supportability, retention/purge, etc.

1.7 Integration Requirements

Integration requirements are requirements that describe an exchange of information between application systems. In a Records and Case Management System (RCMS) context, an integration requirement can be between LoB Solutions or between an LoB Solution and an external system.

1.8 LoB Solution

A solution specific to the requirements of one of the 3 Lines of Business (LoB) included in this program: The Tulsa Police Department, Tulsa Municipal Court, and the Tulsa City Prosecutor's Office.

1.9   Mobile CAD

Mobile Computer-Aided Dispatch (CAD) system: This software links the CAD system to mobile computer users. Mobile CAD functions generally include a view of active and pending calls, mobile-to-CAD messaging, and silent dispatch features such as on-screen buttons for Accept Call, On Duty, On Scene, and Panic.

1.10 PMI PMBoK 5th Edition

Project Management Institute (2013): A Guide to the Project Management Body of Knowledge, 5th Edition.

1.11 Prime Contractor

A Prime Contractor is the LoB Solution provider selected by the City of Tulsa to be responsible for the selection, implementation, and integration of all LoB solutions.

1.12 Respondent

The generic term used to refer to companies who submit a response to this CSP.

1.13 Solution Requirements

Solution requirements describe the capabilities and qualities of an LoB and/or Enterprise Solution that meets stakeholder needs. Solution requirements include functional, non-functional, integration, and transition requirements.

1.14 Transition Requirements

The capabilities that the solution must have and the conditions the solution must meet to facilitate transition from the current state to the future state, but which are not needed once the change is complete.

2 STATEMENT OF PURPOSE

The purpose of the RCMS project is to replace legacy systems supporting the
Tulsa Police Department and the Tulsa Municipal Court and to add new records
and case management capabilities for those departments and the Tulsa City
Prosecutor's Office.

The purpose of this CSP is to select a Prime Contractor to implement the RCMS
Enterprise Solution. The Prime Contractor will be responsible for creating
partnerships with other LoB Solution providers as may be necessary to propose
an RCMS Enterprise Solution for the City of Tulsa.

3 INSTRUCTIONS FOR SUBMITTING A PROPOSAL

3.1 General Information

The submittal requirements below are mandatory. Failure to follow these instructions may result in disqualification. This step of the selection process requires a detailed response, as specified in this document. This detailed CSP will address the requirements, the implementation plan, costs of the proposed solution, and contractual obligations.

3.1.1 The Respondent selected as a result of this CSP will serve as the Prime Contractor to the City of Tulsa.

3.1.2 Respondents to this CSP must be a solution provider of one or more of the three RCMS LoB Solutions.

3.1.3 Proposals must include all three LoB Solutions and all required integrations as specified in Section 8, E.4.

3.1.4 If the CSP submitted by a Prime Contractor is selected and awarded by the City, the Prime Contractor must subcontract with other LoB Solution providers as necessary to deliver the proposed RCMS Enterprise Solution.

3.1.5 The City of Tulsa expects to enter a contract with a Prime Contractor for implementation of the Enterprise Solution.

3.1.6 The City of Tulsa expects to enter a software license agreement with each LoB Solution provider.

3.1.7 The City of Tulsa expects to enter a software support agreement with each LoB Solution provider or the Prime Contractor.

3.2 Proposal Submission

Respondents are required to submit one unbound original and ten bound copies of the proposal plus one electronic copy in PDF format on a flash drive. In the event of a discrepancy, the original will prevail.

The City Clerk's Office must receive the proposals by

5:00 P. M. CDT

Wednesday, September 13, 2017

Proposals must be sealed in an envelope or box clearly labeled "CSP- TAC-1094-Records and Case Management System for Police Department, Municipal Court, and City Prosecutor." Proposals arriving late will be returned unopened.

Proposals must be delivered sealed to:

> Deputy City Clerk
> City of Tulsa
> 175 E. 2nd St.
> Suite 260
> Tulsa, OK 74103

3.3 Registration and Contact Person

Respondents must complete the Respondent Information Sheet in Appendix D. Using this sheet, the Respondent will designate a contact person to address any questions concerning a response and state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute a contract on the Respondent's behalf.

3.4 Inquiries

Respondents must direct all inquiries by email to:

Mr. Terry Thomas

tthomas@cityoftulsa.org

The City will not respond to any inquiry received after the end of business on:

Thursday, August 10, 2017.

Any questions regarding this CSP request will be handled promptly. If any question results in clarification to the specification or material changes or additions to the CSP, those changes or additions will be forwarded in writing to all registered Respondents by addendum.

3.5 General Notifications

With this Competitive Sealed Proposal request, the City reserves the right to do the following:

> a. To conduct oral or written discussions with Respondents, after proposals are received, concerning technical and Price aspects of the

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proposals and/or to allow Respondents to revise their proposals, including Price;

  b. To evaluate, after proposals are received, the relative abilities of Respondents to perform, including their technical or professional experience and/or expertise;

  c. To conduct a comparative evaluation, after proposals are received, of the differing Price, service, quality, contractual factors, technical content and/or technical and performance capability of the proposals;

  d. To negotiate mutually agreeable terms in a contract.

The City of Tulsa reserves the right to choose any number of qualified finalists for interview and/or final selection, although it is the City's intent to choose only the most qualified Respondents to interview.

The City of Tulsa notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against regarding the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.

All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

All Respondents shall comply with the Americans with Disabilities Act (ADA) and all proposals and any subsequent contracts shall include the following statement:

> "Contractor shall take the necessary actions to ensure its operations in performance of this contract and its employment practices are in compliance with the requirements of the Americans with Disabilities Act (ADA)."

It is understood that the program of the Respondent is not a program or activity of the City of Tulsa. Respondent agrees that its program or activity will comply with the requirements of the ADA. Any costs of such compliance will be the responsibility of the Respondent. Under no circumstances will the Respondent conduct any activity which it deems to not be in compliance with the ADA.

4 SCOPE OF WORK

The RCMS scope of work includes the following:

1. Implement a Police RMS to include mobile Field-Based Reporting (FBR).

2. Implement a Municipal Court CMS.

3. Implement a Prosecution CMS for the City Prosecutor's office, or include required prosecutor functionality within the Municipal Court CMS.

4. Integrate the above systems with each other and other external systems as defined in Appendix A Solution Requirements.

The diagram below depicts the CSP scope in terms of RCMS public safety and justice information systems. CAD and Mobile CAD are out of scope for this CSP. All other systems depicted are mandatory in-scope:

Figure 1. RCMS Public Safety and Justice Information Systems Scope

Deliverables for each RCMS LoB Solution are enumerated in the next section. A complete set of future processes in BPMN format is available for download on the City of Tulsa Purchasing Web site at https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/current-bid-opportunities/, filed under this solicitation identifier (TAC 1094).

These BPMN process models are provided for information only and do not represent solution requirements.

5 DELIVERABLES

The products, reports, and plans to be delivered to the City will include:

1. LoB Solutions (one each)
   a. Police RMS
   b. Municipal Court CMS
   c. Prosecution CMS
2. Enterprise Solution Plans/Reports (one each)
   a. Project Management Plan (in accordance with PMI PMBoK 5th edition)
   b. Implementation Plan
   c. Solution Design
   d. Integration Plan
   e. Integration User Acceptance
   f. Final Solution User Acceptance (after all three solutions in production)
3. LoB Solution-Specific Plans/Reports (three each: one for each product)
   a. Gap Analysis (between functional requirements and proposed solution)
   b. Configuration and Test Plans
   c. Configuration User Acceptance
   d. Data Migration Plan
   e. Data Migration User Acceptance
   f. Training and Documentation Plan
   g. User Documentation
   h. System Administrator Documentation
   i. Developer Documentation
   j. Training User Acceptance
   k. Production System User Acceptance

6 RESPONDENT AND PROPOSAL REQUIREMENTS

6.1 Schedule of Events

The following schedule depicts milestones and estimated timing by week:

Table 1. Schedule of Program Events

Event	Week
Release of CSP	June 16, 2017
Pre-Proposal Conference	July 6, 2017
Respondent CSP Questions Due	August 10, 2017
Due Date for Submission of CSP Responses	September 13, 2017

6.2 Miscellaneous

The City of Tulsa assumes no responsibility or liability for any costs a Respondent may incur in responding to this CSP, including, but not limited to: attending meetings, further research, contract negotiations, or any work performed by the Respondent prior to the approval of an executed contract by the City of Tulsa.

The City of Tulsa is bound to comply with Oklahoma's Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics, see the provisions of the City of Tulsa Open Records Policy, available via the following link:

www.cityoftulsa.org/OurCity/documents/OpenRecordsActPolicy.pdf

All data included in this CSP, as well as any attachments, are proprietary to the City of Tulsa. The City of Tulsa shall not be under any obligation to return any materials.

The successful proposal and all associated CSP correspondence will be incorporated into the contract.

The use of the City of Tulsa's name or logo in any way as a potential customer is strictly prohibited except as authorized in writing by the City of Tulsa.

6.3 Mandatory Pre-Proposal Conference

A mandatory Pre-Proposal Conference will be held at the date and location below:

>   **Date: Thursday, July 6, 2017**

>   **Time: 1:00 p.m. to 4:00 p.m. Central Daylight Time**

>   **Location: 600 Civic Center, Compstat Room, Tulsa, OK 74103**

All solution providers must attend the mandatory Pre-Proposal Conference. The City of Tulsa may disqualify any solution provider that does not attend. A conference call option will not be provided. The City of Tulsa will record the Pre-Proposal Conference.

6.4   Site Inspections and Interviews

The City of Tulsa may visit the Respondents' offices or sites where the Respondents' products are developed, where solutions are installed, or where services have been provided. Respondents will provide a list of sites upon request by the City of Tulsa.

The City of Tulsa may interview Respondents regarding their proposals.

7 SELECTION PROCESS OVERVIEW AND ANTICIPATED SCHEDULE

7.1 Evaluation Criteria

The City of Tulsa evaluates responses based on the general criteria identified in Tulsa Revised Ordinance (TRO) Title 6, Chapter 4, which are listed below:

a. The ability, capacity, and skill of the Respondent to perform the contract or provide the service required;

b. Whether the Respondent can perform the contract or provide the service promptly or within the time specified, without delay or interference;

c. The character, integrity, reputation, judgment, experience, and efficiency of the Respondent;

d. The quality of performance by Respondent of previous contracts or services;

e. The previous and existing compliance by the Respondent with laws and ordinances relating to the contract or service;

f. The sufficiency of the financial resources and ability of the Respondent to perform the contract or provide the service;

g. The quality, availability, and adaptability of the services offered by Respondent for the particular use required;

h. The ability of the Respondent to provide future maintenance, support, and service related to Respondent's offer;

i. Where an earlier delivery date would be of great benefit to the Using Department, the date and terms of delivery may be considered in the proposal award;

j. The degree to which the proposal submitted is complete, clear, and addresses the requirements in the CSP request specifications;

k. If a point system has been utilized in the CSP request specifications, the number of points earned by the Respondent;

l. The total cost of ownership, including the costs of supplies, materials, maintenance, and support necessary to perform the item's intended function;

m. If an evaluation committee performs the evaluation, the recommendation of such committee.

In addition to the previous general criteria, the following table contains specific criteria and weighting to be used to evaluate responses to this CSP:

Table 2. Evaluation Categories and Weights

Criteria	Weight
Respondent Qualifications and Financial Stability	10%
Project Approach	10%
Project Management and Key Personnel	5%
Functional Requirements	35%
Non-Functional Requirements	15%
Cost Proposal	25%

The City of Tulsa reserves the right to modify the evaluation criteria.

The approval of the selected Respondent shall be subject to the final determination of the City of Tulsa and shall be contingent on the successful completion of a contract between the City of Tulsa and the selected Respondent.

8 REQUIRED RESPONSE FORMAT

The submittal must conform to the following outline to avoid possible reduced evaluation score or disqualification. Respondents shall provide a response for each item in Section 8 and include item numbers in response.

Respondents must respond to items clearly and concisely, giving complete information. Respondents must not skip items or refer to other parts of your proposal for the answers. Respondents must not modify either the order or language of the questions. Responses shall include a statement of "agree," "confirmed," "provided," "will provide," "not applicable," or "exception taken," along with any additional information. If an item is "not applicable" or "exception taken," Respondents shall state that and include an explanation.

Respondents are encouraged to fully address each topic using the fewest pages necessary.

A. Company Profile, Team Organization, and Capacity (repeat for each LoB Solution Provider)

   A.1.   A brief description of the company.

   A.2.   How long has your company been in business?

   A.3.   Describe your business in terms of the following:

      A.3.1.   Total annual sales (overall and public sector only).

      A.3.2.   Total sales of case management and records management products (overall and public sector only).

      A.3.3.   Growth or shrinkage of the business and staff over the last 5 years.

      A.3.4.   A copy of the latest audited financial statements.

      A.3.5.   List and document the current ownership as well as any mergers, acquisitions, or divestitures.

   A.4.   Are there any current plans for merger, consolidation, or divestiture?

   A.5.   Are there any pending litigations involving your company? Any litigations over the past 5 years? If so, describe.

   A.6.   Describe your corporate structure.

   A.7.   Provide the location of your headquarters and the office nearest to Tulsa.

   A.8.   Include the number of full-time equivalents in your company for the following:

      A.8.1.   Project management.

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  A.8.2. Software development.

  A.8.3. Technical support.

  A.8.4. Training.

  A.8.5. Customer support.

  A.8.6. Research and development.

  A.8.7. Consulting.

  A.8.8. Indicate whether any of the above are outsourced and to whom.

A.9. The core competencies of the company (i.e., software, hardware, imaging, etc.).

A.10. Provide evidence of the continued development and commitment to the software product(s) in terms of the following:

  A.10.1. Detailed product roadmaps.

  A.10.2. Description of process to determine what new features/functionality will be included in upcoming releases.

  A.10.3. Percentage of total budget spent on product development, broken down by year for the past 5 years, for the products proposed to the City of Tulsa.

A.11. If LoB Solution provider is not the developer of the proposed software product, describe and provide evidence of the relationship with the software developer.

A.12. List user group meetings/conferences and where they have been held in the past.

A.13. Number of active clients (total and public sector).

A.14. Include documentation on all LoB Solutions proposed as part of this contract, including:

  A.14.1. Company history.

  A.14.2. Alliance relationship.

  A.14.3. LoB Solution provider project collaborations.

A.15. Review the City of Tulsa's standard legal terms for software purchases, which is provided in Appendix F. Provide any exceptions to the language provided.

B. Demonstrated Prime Contractor Experience

B.1. Provide five descriptions of projects where your firm has implemented a proposed solution similar to this scope of work as a Prime Contractor for an RCMS Enterprise Solution. The City of Tulsa prefers

  B.1.1. Projects for municipal or county government;

B.1.2. Projects completed in the past 5 years; and

B.1.3. Projects with a reference contact who is intimately familiar with the implementation process.

B.1.4. For each project listed, include the following:

    B.1.4.1. Organization name.

    B.1.4.2. Project scope.

    B.1.4.3. Contact name.

    B.1.4.4. Contact position.

    B.1.4.5. Contact phone number.

    B.1.4.6. Contact e-mail address.

    B.1.4.7. Services supported (police records, court case management, etc.).

    B.1.4.8. Installation year.

    B.1.4.9. Length of implementation.

    B.1.4.10. Proposed budget.

    B.1.4.11. Final budget.

C. Demonstrated Experience (repeat for each LoB Solution provider)

C.1. Provide five project descriptions where your firm has implemented a proposed solution similar to this scope of work. The City of Tulsa prefers:

C.1.1. Projects for municipal or county government;

C.1.2. Projects completed in the past 5 years; and

C.1.3. Projects with a reference contact who is intimately familiar with the implementation process.

C.1.4. For each project listed, include the following for each customer:

    C.1.4.1. Organization name.

    C.1.4.2. Project scope.

    C.1.4.3. Contact name.

    C.1.4.4. Contact position.

    C.1.4.5. Contact phone number.

    C.1.4.6. Contact e-mail address.

    C.1.4.7. Services supported (police records, court case management, etc.).

    C.1.4.8. Installation year.

    C.1.4.9. Length of implementation.

C.1.4.10. Proposed budget.

C.1.4.11. Final budget.

D. Implementation Approach and Project Management

D.1. Provide evidence of technical expertise sufficient to design, plan, implement, and support the systems throughout the life cycle.

D.2. Describe your company's general approach to the implementation of the proposed software products. Based upon what you know about the City of Tulsa, what would be the expected level of city involvement in the process?

D.3. Provide the following elements:

D.3.1. An overview of project phases and major milestones. A more detailed schedule will follow in a later section.

D.3.2. The use of stages or phases to separate the level of effort for the implementation of specific modules. Include the specific software modules/functionality that is included in each phase of the implementation based on the scope of work for the projects.

D.4. Discuss your preferred approach to the following areas:

D.4.1. Periodic schedule and budget reporting.

D.4.2. Technical team training.

D.4.3. End-user training.

D.4.4. Organizational change management.

D.4.5. Data conversion.

D.4.6. Integration.

D.4.7. System customizations.

E. LoB Solution Descriptions

The City of Tulsa seeks a solution that provides the required functionality described in the product description sections below. Respondents are encouraged to propose creative solutions including (1) separate police, court, and prosecutor applications with integrations; (2) a single integrated solution; or (3) other hybrid solutions. Respondents may also propose more than one of the above approaches. Respondents are responsible for including product descriptions from all participating solution providers.

E.1. Police RMS

E.1.1. Respondent must offer a Police RMS product that services multiple functional areas within an integrated package.

Describe the recommended Police RMS solution using embedded graphics and/or text descriptions.

E.1.2. Discuss your ability to provide the following component software. If a third party is required, discuss your experience integrating to the specifically identified third-party package.

   E.1.2.1. Police Mobile FBR System.

   E.1.2.2. CAD.

   E.1.2.3. Mobile CAD System.

E.1.3. Discuss the proposed system's ability to integrate to third-party systems including the following. Include the specific vendor's name and product.

   E.1.3.1. Jail Management System.

   E.1.3.2. City Prosecutor CMS.

   E.1.3.3. Municipal Court CMS.

   E.1.3.4. State Prosecutor CMS.

   E.1.3.5. Electronic Citation System.

   E.1.3.6. State Incident-Based Reporting System (SIBRS) – the Oklahoma State Bureau of Investigation's (OSBI's) implementation of the National Incident-Based Reporting System (NIBRS).

   E.1.3.7. Oklahoma Law Enforcement Telecommunications System (OLETS) - the state's implementation of the National Crime Information Center (NCIC).

   E.1.3.8. Police Automated Records Integration System (PARIS) - the state collision reporting system.

   E.1.3.9. Automated Fingerprint Identification System (AFIS).

   E.1.3.10. Leads Online pawned property system.

E.2. Municipal Court CMS

   E.2.1. Respondent must offer a Municipal Court CMS product or equivalent solution that services multiple functional areas within an integrated package. Describe the recommended Court CMS solution using imbedded graphics and/or text descriptions.

   E.2.2. Discuss your ability to provide the following component software. If a third party is required, discuss your

experience integrating to the specifically identified third-party package.

      E.2.2.1.   Electronic filing.

      E.2.2.2.   Jury management.

E.2.3.   Discuss the proposed system's ability to integrate to third-party systems such as the following. Include the specific vendor's name and product.

      E.2.3.1.   Tyler Technologies Munis Enterprise Resource Planning (ERP) System (accounting and payments).

      E.2.3.2.   Jail Management System.

      E.2.3.3.   City Prosecutor CMS (if not included in Court CMS).

      E.2.3.4.   Electronic Citation System.

      E.2.3.5.   OLETS (state NCIC).

      E.2.3.6.   AFIS.

E.3.   City Prosecutor CMS (may be included in Court CMS)

E.3.1.   Respondent must offer a City Prosecutor CMS product that services multiple functional areas within an integrated package. Describe the recommended prosecutor RMS solution using imbedded graphics and/or text descriptions. If the prosecutor functionality is included in the Municipal Court CMS, indicate this in the response.

E.3.2.   If the prosecutor functionality is included in the Municipal Court CMS, describe methods and technologies used to ensure security of prosecutor information from unauthorized access.

E.3.3.   Discuss your ability to provide the following component software. If a third party is required, discuss your experience integrating to the specifically identified third-party package.

      E.3.3.1.   Electronic filing.

E.3.4.   Discuss the proposed system's ability to integrate to third-party systems such as the following. Include the specific vendor's name and product.

      E.3.4.1.   Jail Management System.

      E.3.4.2.   Municipal Court CMS.

      E.3.4.3.   Electronic Citation System.

E.4. Required Integrations

   E.4.1. The City of Tulsa seeks a total solution for the court, the prosecutor, and the police department with a seamless interface between each LoB Solution exchanging information. The following integrations are required. Integrations are listed below as internal city integrations or integrations with external systems. For each integration below, describe the proposed system interface as part of an integrated solution, and include a description of the proposed end user's experience (e.g., routing, reviews, work queues, notices, approvals, etc.). Important note: This section asks for a written description of the main interfaces listed here; however, Appendix A – RCMS Solution Requirements Workbook contains a more detailed interface list and Respondents must code a response to each integration item in the workbook.

   E.4.2. Internal Integrations:

      E.4.2.1. Between Prosecutor CMS and Court CMS:

         E.4.2.1.1. Initial filing of charges (citations and misdemeanors).

         E.4.2.1.2. Centralized master file of city ordinances.

      E.4.2.2. Between Prosecutor RMS and Police RMS:

         E.4.2.2.1. Police arrest charging packets to prosecutor.

         E.4.2.2.2. Prosecutor charging decision updates.

      E.4.2.3. Between Court CMS and TPD RMS:

         E.4.2.3.1. City arrest warrants (request, response, updates).

      E.4.2.4. Between CAD and TPD RMS:

         E.4.2.4.1. Call-for-service data import to incident report.

   E.4.3. External Integrations:

      E.4.3.1. Between Court CMS and Tulsa County Criminal Justice Authority (TCCJA) incarceration management and cost-recovery system (IMACS) jail management system.

         E.4.3.1.1. Appearance, sentencing, and release information.

      E.4.3.2. Between TPD RMS and TCCJA IMACS jail management system:

E.4.3.2.1.   Field arrest information.

E.4.3.2.2.   Inmate booking data, mugshots, and fingerprints.

E.4.3.3.   Between TPD RMS and Tulsa County Sheriff's Office Management System (SOMS) RMS:

E.4.3.3.1.   State arrest warrants.

E.4.3.3.2.   City arrest warrants.

E.4.3.3.3.   Warrant service information.

E.4.3.3.4.   Protective orders.

F. Customer Support Model (repeat for each product if different)

F.1.   Upon the City of Tulsa's request, will you provide a complete set of system manuals, including system administration guides and user documentation for your system?

F.2.   LoB Solution support services shall be provided in English language only.

F.3.   Provide information about the software support program, support for system upgrades, and other user support programs, including:

F.3.1.   Software release plans.

F.3.2.   Response times.

F.3.3.   Support hours, including locations and time zones.

F.3.4.   Escalation criteria and levels.

F.3.5.   Incident management (including communications).

F.4.   All software patches and upgrades must preserve local settings, user-defined groups, configurations, and customization.

F.5.   Provide information about software licensing arrangements that are supported and a proposed software licensing agreement recommended for City of Tulsa.

G. Technical Requirements (repeat for each LoB Solution if different)

G.1.   Define the specific server and workstation hardware requirements for the proposed solution.

G.2.   Define the specific network requirements for the proposed solution.

G.3.   Identify any other software requirements (not included in the overall software offering and to be purchased separately).

G.4.   Describe the software update process to include servers, workstations, and mobile devices.

G.5. Explain the general system configuration and optional configurations with consideration given to the following factors:

- Client-server versus web-based.

- Cloud-hosted versus on-premises.

- High reliability features.

- Multiple system environments (e.g., DEV, TEST, TRAIN, PROD, etc.).

Optional configurations must be clearly described in this section and priced separately in Appendix B RCMS Cost Schedule.

G.6. Describe the application security architecture and administration.

H. Project Organization and Key Personnel

H.1. Provide a project organization.

H.2. Define project roles and responsibilities.

H.3. Provide a matrix of proposed roles/responsibilities for participating City of Tulsa staff and the implementation consultants.

H.4. Provide qualifications of key personnel.

H.5. Provide resumes of proposed staff.

I. Project Schedule

I.1. Propose a work breakdown structure (WBS) describing major tasks, phases, and milestones.

I.2. Propose dates for major tasks, phases, and milestones.

J. Complete Appendix A – RCMS Solution Requirements Workbook

J.1. The RCMS Requirements are provided in Appendix A of this document. Respondents must complete the requirements workbook and return the completed workbook as a separate Excel file.

The requirements are itemized in Appendix A. Proposers will have responded to the RFP's requirements using the templates provided in RFP Appendix B, the Requirements Evaluation Matrix (REM).

Respondents must select the correct response for each requirement. The required responses are represented by the following codes:

- Meets (M) – The requirement is currently supported in its product and service offerings without customization and is demonstrable.

- Custom (C) – The requirement is partially supported and demonstrable in the current version of the proposed solution and service offerings and is fully supported with some customization.

- Future (F) – The requirement is not supported in proposer's product and service offerings, but the proposer plans to support the requirement in the proposed solution within 2 years.

- Not Met (N) – The requirement is not supported, and the proposer has no plan to support it in the proposed solution within 2 years.

Response of "C" or "F" require an explanatory comment. Comments on "F" responses require an expected production release date.

K. Complete Appendix B – RCMS Cost Schedule

Respondents must complete the RCMS Cost Schedule in the Cost Schedule Submission Workbook and return as a separate Excel file. Respondents may provide multiple RCMS cost schedules for technical and licensing options. Respondents may propose alternate configurations or solutions. Describe each alternate configuration or solution in this section (K) of the CSP response. Respondents must provide costs for alternate configurations or solutions on separate Alternate Cost Schedule workbook tabs with descriptive names.

Respondents shall add detail line-item rows under the appropriate headings as needed. Use the explanation column to describe the scope and details of cost line items; including make, model, and part numbers.

Use the detail line-item column to describe the software license types as appropriate (e.g., named user, concurrent user, site, enterprise).

Respondents must complete the Hourly Rates tab of Appendix B Cost Schedule for unanticipated future City of Tulsa requests.

L. Complete Appendix C – Required Affidavits
L.1. Respondents must complete, sign, and notarize the three affidavits in Appendix C.

M. Complete Appendix D – Respondent Information Sheet
M.1. Respondents must complete the Respondent Information Sheet in Appendix D.

N. Complete Appendix E – Respondent Risk Questionnaire
N.1. Respondents must complete a Respondent Risk Questionnaire for each proposed solution provider.

O. Complete Appendix F – Standard Terms

    O.1. Respondents must complete, sign, and notarize the Standard
          Terms in Appendix F.

P. Appendix G – System Inventory

Q. Appendix H – Glossary of Terms

R. Software License Agreements

    R.1. Include a software license agreement for each LoB Solution.

Appendix A
RCMS Solution Requirements Workbook

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
CP0001	City Prosecution	Allows for searching a range of ticket numbers for unfiled tickets.	3.4 Citations	Mandatory		
CP0002	City Prosecution	Queries DPS handicap tag records to verify handicap placards.	3.3 Prosecutor Court Process	Optional		
CP0003	City Prosecution	Ability to associate related cases by defendant and incident (with a note describing the relationship).	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
CP0004	City Prosecution	Records explanation and sends notices of decline to prosecute to defined user groups (Judges review some declines).	2.4.1.5 Recall Warrant - Deceased	Mandatory		
CP0005	City Prosecution	Creates subpoena from case information (i.e., select witnesses) and files paper subpoena for Municipal Court clerk for electronic signature.	2.4.2 Issue Subpoena	Mandatory		
CP0006	City Prosecution	Create and transmit electronic subpoenas to defined user group (i.e., TPD Officers).	2.4.2 Issue Subpoena	Mandatory		
CP0007	City Prosecution	Create Application to Accelerate or Revoke Sentences.	2.5.1 Probation	Mandatory		
CP0008	City Prosecution	Notify defined user group (e.g., Prosecutor) of defendants failure to comply.	2.5.1 Probation	Mandatory		
CP0009	City Prosecution	Notify defined user group of Application to Accelerate or Revoke Sentences.	2.5.1 Probation	Mandatory		
CP0010	City Prosecution	Decline a municipal charge (e.g., Prosecutor declines Driving Under Influence) and refer it to the DA as a felony charge through an automated workflow with notices to user defined groups.	2.7.1.1 Initiate Case	Mandatory		
CP0011	City Prosecution	Updates City Prosecutor Charging Language including start and end effective dates and unused title sections according to authorized role.	3.1 Maintain Charging Language Reference	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
CP0012	City Prosecution	Allow City Prosecutor to easily update officer's "cheat sheet" (rules to follow) and court date schedule.	3.1 Maintain Charging Language Reference	Mandatory		
CP0013	City Prosecution	Receive and review electronic arrest packet, including Probable Cause Affidavit and Incident Report.	3.2 Criminal Information Charging	Mandatory		
CP0014	City Prosecution	Allows access to citation data according to authorized role.	3.2 Criminal Information Charging	Mandatory		
CP0015	City Prosecution	Allows access and copying TPD e-citation data and photos according to authorized role.	3.2 Criminal Information Charging	Mandatory		
CP0016	City Prosecution	Allows access to TPD property receipts in the RMS according to authorized role.	3.2 Criminal Information Charging	Mandatory		
CP0017	City Prosecution	Allows access to TPD witness statements in the RMS according to authorized role.	3.2 Criminal Information Charging	Mandatory		
CP0018	City Prosecution	Allows access to accident reporting system (PARIS or replacement) collision reports according to authorized role through RMS.	3.2 Criminal Information Charging	Mandatory		
CP0019	City Prosecution	Track and secure prosecutor's case notes.	3.2 Criminal Information Charging	Mandatory		
CP0020	City Prosecution	Create documents by auto-populating templates with case information.	3.2 Criminal Information Charging	Mandatory		
CP0021	City Prosecution	Requires arresting/citing officer to select offense(s) from the master ordinance/statute table by pick list when completing charging document (e.g., Information).	3.2 Criminal Information Charging	Mandatory		
CP0022	City Prosecution	Auto populates charging language and merged arrest and incident information (e.g., defendant, witnesses, officer(s) location, date, time, etc.) into charging document from master ordinance/statute table.	3.2 Criminal Information Charging	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
CP0023	City Prosecution	Create, sign, and e-file Information by accepting, amending, or declining arrest charges (e.g., officer arrest, out of custody charge).	3.2 Criminal Information Charging	Mandatory		
CP0024	City Prosecution	Allows designating RMS information for discovery.	3.3 Prosecutor Court Process	Mandatory		
CP0025	City Prosecution	Create Plea Recommendation.	3.3 Court Process	Mandatory		
CP0026	City Prosecution	Allow configurable Plea workflow including judicial review and approval or rejection of Plea and Sentencing (including rules and conditions).	3.3 Court Process	Mandatory		
CP0027	City Prosecution	Records discovery requests and fulfillment by City Prosecutor and Defense Counsel.	3.3 Prosecutor Court Process	Mandatory		
CP0028	City Prosecution	Track and respond to defense motion, legal briefs, order of the court, etc. received by the City Prosecutor.	3.3 Prosecutor Court Process	Mandatory		
CP0029	City Prosecution	Displays configurable list (with drill-down to specific citation) of all citation information in each status queue for City Prosecutor.	3.4 Citations	Mandatory		
CP0030	City Prosecution	Allows configurable proposed order workflow including judicial review, acceptance or rejection, and noticing.	3.3 Prosecutor Court Process	Mandatory		
CP0031	City Prosecution	Allow the creation of a city prosecutor's "case file" that links to all case documents and information.	3.3 Prosecutor Court Process	Mandatory		
LE0032	Law Enforcement	Ability to designate persons, reports, attachments as confidential which restricts all access to designated roles.	1.1.2.2 Records Management	Mandatory		
LE0033	Law Enforcement	Enable input of textual interview narrative with date, time, location, and participants.	1.2.1.1.3 Interview	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0034	Law Enforcement	Single, configurable dashboard with access to resources, including CAD, Mobile Reporting, and RMS. (officer portal).	1.2.1 Universal Law Enforcement Functions	Mandatory		
LE0035	Law Enforcement	Enables electronic capture of driver license information read (swipe, scan, etc.).	None/NA	Mandatory		
LE0036	Law Enforcement	TPD Quality Information: USPS national address validation.	1.1.2.2 Records Management	Mandatory		
LE0037	Law Enforcement	Allow attachment of citations to a field arrest.	1.2.1.4.7 Issue Citation	Mandatory		
LE0038	Law Enforcement	Allows configurable electronic pawn shop contact information, including business name, address, contact person name, phone number, E-mail.	1.2.3.1 Pawn Shop Investigation	Optional		
LE0039	Law Enforcement	Allows manual entry of pawned item information received from pawn shops. (e.g., ticket number, item type, pawner, date, etc.).	1.2.3.1 Pawn Shop Investigation	Optional		
LE0040	Law Enforcement	Notify defined users of a potential match if a pawn shop item is located.	1.2.3.1 Pawn Shop Investigation	Optional		
LE0041	Law Enforcement	Provide the ability to split records of an individual if he/she is found to have been incorrectly matched to a person record.	1.1.2.2 Records Management	Mandatory		
LE0042	Law Enforcement	Address components table must be user configurable to include a searchable alias street name.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0043	Law Enforcement	Reporting officer electronically submits incident and arrest report to supervisor for review.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0044	Law Enforcement	Allows export of police incident and charging information to IA Pro (file export such as CSV, Excel, XML).	1.1.12 Internal Affairs	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0045	Law Enforcement	PD Intel-Led Policing: Need customizable incident report tags for management reporting (e.g., bomb squad, K-9, etc.).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0046	Law Enforcement	PD Intel-Led Policing: Enable National Suspicious Activity reporting (SAR Initiative for NSI).	1.1.1.1 Reporting	Mandatory		
LE0047	Law Enforcement	Enables authorized user to edit property links to cases, property descriptions (receipts) and add notes.	1.1.7.2 Property Intake	Mandatory		
LE0048	Law Enforcement	Enable capturing (photo/scanning) of interview notes.	1.2.1.1.3 Interview	Mandatory		
LE0049	Law Enforcement	Ability to send forfeiture request filing to DA's case management system and to have DA's case management system and send notifications and court orders back.	1.1.7.7 Asset Forfeiture	Optional		
LE0050	Law Enforcement	Need digital signatures (e.g., signature pad) for property transfers out and in.	1.1.7.3 Property Transfer Out	Mandatory		
LE0051	Law Enforcement	Prompt user for clear background check before returning a gun, unless peace officer.	1.1.7.3 Property Transfer Out	Mandatory		
LE0052	Law Enforcement	Officer associates persons, offenses, addresses, vehicles, property to an incident report.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0053	Law Enforcement	Enable a pawned item to be tagged as stolen or recovered.	1.2.3.1 Pawn Shop Investigation	Optional		
LE0054	Law Enforcement	Receives email notifications from LEADS Online for NCIC stolen property pawned at participating local area pawn shops.	1.2.3.1 Pawn Shop Investigation	Optional		

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LE0055	Law Enforcement	Searches all RMS information by person (name, date of birth, sex, race, SSN, and scars, marks, and tattoos), vehicle (plate, make, model, year, partial VIN), property (property type, location, custodian), date ranges, locations (all address elements), MO fields, and document type (warrants, forfeiture, incident report, etc.) then returns a two-stage result listing searched parameters and key fields in the first stage and returns all related incidents, field interview, warrants, vehicles, locations, property, field arrests, citations, and court cases (muni and/or district) in the second stage.	1.2.3.1 Pawn Shop Investigation	Mandatory		
LE0056	Law Enforcement	Display automatic alerts for persons with active warrants, protective orders and other configurable alerts in search results.	1.2.1.1.4 Identify Suspect	Mandatory		
LE0057	Law Enforcement	Include a true multi-jurisdiction capability to enable external law enforcement agencies (Tulsa Public School Police, campus police, etc.) to share the RMS. This includes agency-specific security, agency-specific application configurations, and agency-specific code tables. Access to RMS shall be controlled by TPD system administrator(s).	None/NA	Optional		
LE0058	Law Enforcement	TPD RMS Automated Alerts: Configurable person visual annunciators and alerts for intel reports, warrants, cautions, BOLOS, etc.	1.1.2.2 Records Management	Mandatory		
LE0059	Law Enforcement	TPD Quality Information: Person de-duplication/matching tools.	1.1.2.2 Records Management	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0060	Law Enforcement	When entering a new person record, provide the ability to combine records of an individual if he/she is found to have been entered under different names.	1.1.2.2 Records Management	Mandatory		
LE0061	Law Enforcement	Searches any individual's name automatically using Soundex or an equivalent algorithm to account for variant spellings.	1.1.2.2 Records Management	Mandatory		
LE0062	Law Enforcement	Allow an unlimited number of nicknames and aliases on a person record.	1.1.2.2 Records Management	Mandatory		
LE0063	Law Enforcement	Allow an unlimited number of known associates and related persons, with description of the relationship, for a person record.	1.1.2.2 Records Management	Mandatory		
LE0064	Law Enforcement	Allow the ability to note the method used to verify the identity of a person, (e.g., fingerprints, DNA, Dental Records, Personal Documentation, etc.).	1.1.2.2 Records Management	Mandatory		
LE0065	Law Enforcement	Provide a history of all past personal identifiers associated with a name record, including addresses, name changes, aliases, SSN, date of birth, and affiliations.	1.1.2.2 Records Management	Mandatory		
LE0066	Law Enforcement	Display and optionally sound an alert when viewing a flagged record. (e.g., Person, Place or Thing).	1.1.2.2 Records Management	Mandatory		
LE0067	Law Enforcement	Link digital evidence file to investigative case and incident (e.g., photo, scanned witness statement, etc.).	1.2.1.1.6 Collect Evidence	Mandatory		
LE0068	Law Enforcement	Enables authorized user to remove, transfer and add supplemental reports to incident reports.	1.1.2.2 Records Management	Mandatory		
LE0069	Law Enforcement	Customizable incident flags for searching and reporting (e.g., gang-related, MO, etc.).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0070	Law Enforcement	Table-driven customizable selection lists for common incident report attributes.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0071	Law Enforcement	Enables authorized user to remove, transfer and add attachments (i.e., documents and photographs) to incident reports, supplemental reports, field interviews, impounds, field arrests, and collision reports.	1.1.2.2 Records Management	Mandatory		
LE0072	Law Enforcement	TPD Quality Information: Enable alert to incident report reviewer of potential duplicate person record by displaying a list of possible duplicates and requiring reviewer action to select or dismiss suggestion(s).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0073	Law Enforcement	Patrol officer initiates an incident report and incident number from a mobile data computer .	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0074	Law Enforcement	Incident and arrest reports cannot be changed after supervisor approval. Exception: secure unapproval process.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0075	Law Enforcement	System can allow specified users to tag cases with free-form, user defined attributes. (e.g., like a copper theft categorization).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0076	Law Enforcement	Enable notifications for investigative case work queues and tie them to the correct squad (e.g., robbery, burglary, fraud, etc.).	1.2.1.1 Investigation	Mandatory		
LE0077	Law Enforcement	Link incident reports to photos to DIMS (photo evidence system).	1.2.1.1 Investigation	Mandatory		
LE0078	Law Enforcement	Enable defined users to assign an investigation to an investigator (case).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0079	Law Enforcement	Performs a universal free-text search on all fields (a.k.a. google style search).	1.1.2.2 Records Management	Mandatory		
LE0080	Law Enforcement	Provides ESRI ARC GIS compatible map display in RMS.	1.1 Police Administration	Optional		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0081	Law Enforcement	Require lead detective case assignments for detective transfers, etc.	1.2.1.1 Investigation	Mandatory		
LE0082	Law Enforcement	TPD Advanced Investigations Support: Enable automatic solvability criteria based on user-configurable business rules.	1.2.1.1 Investigation	Mandatory		
LE0083	Law Enforcement	TPD Advanced Investigations Support: Enables user-configurable automatic victim/witness notification (e.g., email, letter, etc.), especially for low-solvability rated crimes, based on user-configurable rules.	1.2.1.1 Investigation	Optional		
LE0084	Law Enforcement	TPD Advanced Investigations Support: Manage confidential informants electronically.	1.2.1.1 Investigation	Optional		
LE0085	Law Enforcement	TPD RMS Automated Alerts: User-configurable alerts with configurable expiration date (with default) for updates on persons, property, or vehicles based on date range.	1.2.1.1 Investigation	Mandatory		
LE0086	Law Enforcement	TPD RMS Automated Alerts: User-configurable with configurable expiration date (with default) alerts for persons, property, or vehicle triggered by someone searching for same.	1.2.1.1 Investigation	Mandatory		
LE0087	Law Enforcement	Enables assignment of a lead investigator to case.	1.2.1.1 Investigation	Mandatory		
LE0088	Law Enforcement	Enables transfer of a police investigation case to another investigator.	1.2.1.1 Investigation	Mandatory		
LE0089	Law Enforcement	Enable a review of an investigative event (e.g., incident, referral, call from citizen, etc.) to determine if an investigation is needed and document related activity (e.g., ACISS tip/task manager).	1.2.1.1 Investigation	Mandatory		

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LE0090	Law Enforcement	Enable the conversion (promotion) of an investigative event (e.g., incident, referral, call from citizen, etc.) to an RMS investigative case.	1.2.1.1 Investigation	Mandatory		
LE0091	Law Enforcement	Need a system function for supervisors to manage detectives' case workloads.	1.2.1.1 Investigation	Mandatory		
LE0092	Law Enforcement	Enable authorized users to create, update, and delete daily recent crimes "hot sheet" items (e.g., wanted persons, stolen vehicles, etc.) for dissemination to officers in the field and in the office.	1.2.1.1.11 Disseminate Information	Mandatory		
LE0093	Law Enforcement	Automatically receive recent crimes report or "hot sheet" for area when an officer comes on duty (mobile) or signs in (office).	1.2.1.1.11 Disseminate Information	Mandatory		
LE0094	Law Enforcement	Notifies officers of returned LIMS lab reports.	1.1.8.1 Forensic Analysis	Optional		
LE0095	Law Enforcement	Enable entry, searching, and dissemination of gang information.	1.2.1.1.5 Collect Intelligence	Mandatory		
LE0096	Law Enforcement	Associate persons to gangs.	1.2.1.1.5 Collect Intelligence	Mandatory		
LE0097	Law Enforcement	Enters modis operandi (MOs) associated with crimes and suspects according SIBRS codes.	1.2.1.1.5 Collect Intelligence	Mandatory		
LE0098	Law Enforcement	Provide a digital line up capability that enables a user to select distinct persons by physical descriptors and other identifiers. Line ups must be able to be saved digitally and retrievable.	1.1.2.2 Records Management	Mandatory		
LE0099	Law Enforcement	DUI Arrest: Ability to record suspect refusal on Oklahoma Implied Consent Law.	1.2.1.4.1 Arrest Book Suspect	Mandatory		
LE0100	Law Enforcement	Allow selection of investigative case documents and information to send as a DA charging packet to the District Attorney.	1.2.1.4.3 Complete DA Charging Packet	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0101	Law Enforcement	Allow selection of investigative case documents and information to send as a Municipal charging packet to the City Prosecutor.	1.2.1.4.6 Complete City Prosecutor Charging Packet in RMS	Mandatory		
LE0102	Law Enforcement	Need two types of case clearance status codes. One for FBI/OSBI UCR/NIBRS reporting, and another configurable code for internal TPD workload and activity tracking/reporting.	1.1.2.2 Records Management	Mandatory		
LE0103	Law Enforcement	System sends notice to central point of contact within TPD, Tulsa Municipal Court and the DA when a person's status is updated to deceased.	1.1.2.2 Records Management	Mandatory		
LE0104	Law Enforcement	Ability to place a hold on a property item with a user configurable hold type code and a comment field (e.g., forfeiture, outside agency, DA hold).	1.1.7.7 Asset Forfeiture	Mandatory		
LE0105	Law Enforcement	System tracks property through the forfeiture process with the DA's office and the court, in order to search dates, incident numbers, item type and forfeiture case numbers.	1.1.7.7 Asset Forfeiture	Mandatory		
LE0106	Law Enforcement	Ability to search property by property type (e.g., cash, guns, drugs, vehicles) and attributes (e.g., caliber).	1.1.7.7 Asset Forfeiture	Mandatory		
LE0107	Law Enforcement	Ability to search property by location and custodian and recovering officer, date submitted and owner (e.g., storage location, lab, DA, etc.).	1.1.7.7 Asset Forfeiture	Mandatory		
LE0108	Law Enforcement	Checks for duplicate person, vehicle, address, and/or property automatically before adding a new object.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0109	Law Enforcement	Provide spell check capability in all RMS comment fields with capability to add common words and acronyms.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0110	Law Enforcement	Supplemental reports created and linked to original incident reports.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0111	Law Enforcement	Complete the Jail medical questionnaire in mobile RMS.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0112	Law Enforcement	Attach served arrest warrants to field arrest.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0113	Law Enforcement	Built-in SIBRS validations by offense type and other indicators.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0114	Law Enforcement	Officers must be able to see all his/her reports and report statuses (started, submitted, waiting approval, returned unapproved, approved, etc.).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0115	Law Enforcement	Searches incident reports by incident occurred location (based on user-defined geographic parameters, i.e., radius, beat map, etc.), reported location, and time frame.	1.1.1.1 Reporting	Mandatory		
LE0116	Law Enforcement	Supplemental reports submitted to supervisor for approval.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0117	Law Enforcement	Configurable Arrest Attributes (e.g., Resistance, Domestic, etc.).	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0118	Law Enforcement	Allows easy incident self-reporting by citizens online.	1.1.13.6 Citizen Complaint	Mandatory		
LE0119	Law Enforcement	Support wireless barcode scanners for tracking property.	1.1.7.2 Property Intake	Mandatory		
LE0120	Law Enforcement	Enable user to enter vehicle inventory information.	1.1.2.2 Records Management	Mandatory		
LE0121	Law Enforcement	Provide a history of all past personal physical descriptors associated with a person record, including height, weight, scars, marks, tattoos, hair color, hair length, eye color, etc.	1.1.2.2 Records Management	Mandatory		
LE0122	Law Enforcement	Implement a history of personal contact information including address, phone numbers, email addresses, etc.	1.1.2.2 Records Management	Mandatory		
LE0123	Law Enforcement	Field Arrest: provide a free-text searchable statute/ordinance selection.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0124	Law Enforcement	Ability to verify city/state arrest warrant from the field.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0125	Law Enforcement	DUI Arrest: Ability to Record Blood Alcohol Content Method and percent.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0126	Law Enforcement	DUI Arrest: Standard Field Sobriety Test (SFST) Method and results.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0127	Law Enforcement	Enable PC Affidavit entry in RMS for Field Arrest or Out of Custody Affidavit.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0128	Law Enforcement	Ability to enable digital signatures on Probable Cause Affidavits for Field Arrests or warrant requests.	1.2.1.4.1 Arrest Book Suspect	Mandatory		
LE0129	Law Enforcement	Enable capture of probable cause affidavit and link to field arrest.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0130	Law Enforcement	Enable a user-configurable probable cause affidavit time period reminder to arresting officer or other defined recipients (e.g., required within 48 hours of non-warrant arrest).	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0131	Law Enforcement	Field Arrest: Ability to capture Personal Property Inventory.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0132	Law Enforcement	Charge Enhancements (AFCF, deadly weapon, hate crime, etc.).	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0133	Law Enforcement	Workflow management: Ability to assign an intel collection request to an intel specialist; send and receive work assignment requests and results.	1.2.1.1.5 Collect Intelligence	Mandatory		
LE0134	Law Enforcement	Enter and search 28 CFR defined intelligence information.	1.2.1.1.5 Collect Intelligence	Mandatory		
LE0135	Law Enforcement	Automate identification and purging of 28 CFR defined inactive intelligence information.	1.2.1.1.5 Collect Intelligence	Mandatory		
LE0136	Law Enforcement	Authorized users receive automatic notification of imminent expiration of 28 CFR defined inactive intelligence information based on user-configurable expiration schedule of each record.	1.2.1.1.5 Collect Intelligence	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0137	Law Enforcement	Retain records of Oklahoma Open Records Act Freedom of Information Act (FOIA) requests.	1.1.2.2 Records Management	Optional		
LE0138	Law Enforcement	Generate request for court order to dispose of property.	1.1.7.3 Property Transfer Out	Mandatory		
LE0139	Law Enforcement	Report disposition of property per court order.	1.1.7.3 Property Transfer Out	Mandatory		
LE0140	Law Enforcement	Enable tow slips (impound) tied to case file.	1.1.2.2 Records Management	Mandatory		
LE0141	Law Enforcement	Allow authorized persons to view vehicle impound information.	1.1.2.2 Records Management	Mandatory		
LE0142	Law Enforcement	Allow authorized users to view vehicle releases.	1.1.2.2 Records Management	Mandatory		
LE0143	Law Enforcement	Provide canned property reports including: Report on signed out property, Chain of evidence reports by case and property, Report of property checked out to individuals, Reports of property inventory by type (handguns, drugs, money, etc.), Report on average drug seizure weight and trends.	1.1.7.3 Property Transfer Out	Mandatory		
LE0144	Law Enforcement	Enables paperless arrest warrants: electronic warrant record is authoritative record.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory		
LE0145	Law Enforcement	Enable entry of out-of-jurisdiction warrants.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory		
LE0146	Law Enforcement	Enable manual entry of juvenile warrant information from the juvenile Crisis Intervention Center (CIC), courts, and other sources into the RMS warrant repository.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory		
LE0147	Law Enforcement	Captures Arrest Warrant information including but not limited to: date requested, date issued, dated served, extradition terms, etc.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0148	Law Enforcement	Provide basic arrest warrant reports with customizable filters, grouping, and sorting.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0149	Law Enforcement	Provide ad hoc arrest warrant reports with customizable filters, grouping, and sorting.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0150	Law Enforcement	Allow linking of state arrest warrants to field arrest.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory		
LE0151	Law Enforcement	Allow linking of state arrest warrants to police investigative case.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0152	Law Enforcement	Link state search warrants to police investigative case.	1.2.1.1.10 Search Warrant	Mandatory		
LE0153	Law Enforcement	Allow manual entry of out-of-jurisdiction warrants.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0154	Law Enforcement	Allow attachment and service of out-of-jurisdiction warrants to field arrest.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0155	Law Enforcement	Notifies defined and configurable user groups when any warrant is issued or warrant status has changed.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0156	Law Enforcement	Records activated municipal warrant information into RMS.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0157	Law Enforcement	Allow linking of municipal warrants to field arrest.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory		
LE0158	Law Enforcement	Allow linking of municipal warrants to police investigative case.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory		
LE0159	Law Enforcement	Field Arrest and Field Interview: Enable capture of arrestee personal information.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0160	Law Enforcement	Field Arrest: Capture use of force information, including type of force, duration, etc.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0161	Law Enforcement	Ability to submit arrest report for approval adjunct to an incident report.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory		
LE0162	Law Enforcement	Officers must be able to view pending and overdue incident reports by other officers.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0163	Law Enforcement	TPD RMS Automated Alerts: Alert submitting officer, investigator, and Records Division when lab results are returned.	1.1.2.2 Records Management	Mandatory		
LE0164	Law Enforcement	The system must verify address entries against USPS database, but allow exceptions.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0165	Law Enforcement	The system must require address entry on every incident report. A valid address may include a specific street address, hundred block address, or street intersection.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0166	Law Enforcement	List-driven drop-down selection lists for street address components (e.g., street direction, street name, street type, street direction, etc.).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0167	Law Enforcement	Officers must be able to view all supplemental reports related to an incident.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0168	Law Enforcement	Supervisors and/or officers must be able to designate one or more approvers for reports related to a specific original incident.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0169	Law Enforcement	Report queues must use plain English descriptive words in place of computer-generated identifiers (e.g., officer name, date, etc.).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0170	Law Enforcement	Need to generate disposition notices (e.g., hold for owner letter, court order) upon receipt of property and print labels.	1.1.7.2 Property Intake	Mandatory		
LE0171	Law Enforcement	The system must be able to maintain a configurable table of alerts. (e.g., Gangs, Medical Precautions).	1.2.1.1.4 Identify Suspect	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
LE0172	Law Enforcement	When a warranted person is booked into jail on their warrants (field arrest), the system notifies of existing warrants to be served, allows user override of automatic service, serves the warrants not overridden, and the system alerts specific to those warrants are automatically removed.	1.1.2.2 Records Management	Mandatory		
LE0173	Law Enforcement	Supplemental reports cannot be changed after supervisor approval. Exception: secure unapproval process.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0174	Law Enforcement	Enable a secure report unapproval process that changes an approved incident report or field arrest to unapproved status. This enables users to correct rare mistakes and supervisors can reject reports with comments (the normal workflow process).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0175	Law Enforcement	The system will have configurable time constraints for supervisor review of submitted incident and arrest reports.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
LE0176	Law Enforcement	The system will send alerts to supervisors for pending and overdue incident and arrest report reviews.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
FR0177	LE Field-Based Reporting	Captures required data electronically on the Off-Duty Employment form (Blue Team Reports).	1.1 Police Administration	Optional		
FR0178	LE Field-Based Reporting	Captures required data electronically on the Supervisor's Collision report (Blue Team Reports).	1.1 Police Administration	Mandatory		
FR0179	LE Field-Based Reporting	Captures required data electronically on the Investigative report (Blue Team Reports).	1.1 Police Administration	Mandatory		
FR0180	LE Field-Based Reporting	Captures required data electronically on the Pursuit report (Blue Team Reports).	1.1 Police Administration	Optional		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
FR0181	LE Field-Based Reporting	Captures required data electronically on the Patient Contact report (Blue Team Reports).	1.1 Police Administration	Mandatory		
FR0182	LE Field-Based Reporting	Captures required data electronically on the Firearms Discharge form (Blue Team Reports).	1.1 Police Administration	Optional		
FR0183	LE Field-Based Reporting	Allows automated user data and statistical calculations by shift, such as calls responded to, call durations, reports taken, etc.	1.1.1.1 Reporting	Mandatory		
FR0184	LE Field-Based Reporting	Displays officer shift scheduling.	1.1.10.1 Roster	Mandatory		
FR0185	LE Field-Based Reporting	Displays court appearances schedules.	1.1.10.1 Roster	Mandatory		
FR0186	LE Field-Based Reporting	Displays subpoena information from City Prosecutor's electronic notification of new subpoena to the officer or communications staff.	1.1.10.1 Roster	Mandatory		
FR0187	LE Field-Based Reporting	Allows data entry mechanism for duty information, including tour, vehicle, time, incident, and assignment data for daily report.	1.1.10.1 Roster	Mandatory		
FR0188	LE Field-Based Reporting	Creates electronic tow sheet information for towing and impound, including noting the general condition of the vehicle.	1.1.2.2 Records Management	Mandatory		
FR0189	LE Field-Based Reporting	Allows starting a report or form capture function and finishing that same function at another time or location.	1.1.2.2 Records Management	Mandatory		
FR0190	LE Field-Based Reporting	Accesses electronic copies of current paper-based field reports on mobile devices.	1.1.2.2 Records Management	Mandatory		
FR0191	LE Field-Based Reporting	Captures required data electronically on the Property Registration form (see current TRACIS Form).	1.1.7.2 Property Intake	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
FR0192	LE Field-Based Reporting	Captures required data electronically on the Currency Recovery sheet (see current TRACIS Form).	1.1.7.2 Property Intake	Mandatory		
FR0193	LE Field-Based Reporting	Captures required data electronically on the Lab Request (TRACIS Form).	1.1.7.2 Property Intake	Mandatory		
FR0194	LE Field-Based Reporting	Captures required data electronically on the Property supplemental (see current TRACIS Form).	1.1.7.2 Property Intake	Mandatory		
FR0195	LE Field-Based Reporting	Allows access to policies, procedures, and rule books electronically.	1.2.1 Universal Law Enforcement Functions	Mandatory		
FR0196	LE Field-Based Reporting	Queries RMS address file searches by name, DOB, Gender, Race, SSN, OLN, and license plate.	1.2.1.1 Investigation	Mandatory		
FR0197	LE Field-Based Reporting	Queries property information from the RMS system.	1.2.1.1 Investigation	Mandatory		
FR0198	LE Field-Based Reporting	Queries impound information from the RMS system.	1.2.1.1 Investigation	Mandatory		
FR0199	LE Field-Based Reporting	Queries alarm permit information from the permitting system.	1.2.1.1 Investigation	Mandatory		
FR0200	LE Field-Based Reporting	Captures required data electronically on the official Oklahoma Traffic Collision Report, including additional narrative, diagram supplemental, persons supplemental, and statement of witness.	1.2.1.1 Investigation	Mandatory		
FR0201	LE Field-Based Reporting	Captures required data electronically on the Witness Statement (see current TRACIS Form).	1.2.1.1 Investigation	Mandatory		
FR0202	LE Field-Based Reporting	Captures required data electronically on the Juvenile Rights Waiver form (see current TRACIS Form).	1.2.1.1 Investigation	Mandatory		
FR0203	LE Field-Based Reporting	Captures required data electronically on the Narrative supplemental (see current TRACIS Form).	1.2.1.1 Investigation	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
FR0204	LE Field-Based Reporting	Captures required data electronically on the Suspect supplemental (see current TRACIS Form).	1.2.1.1 Investigation	Mandatory		
FR0205	LE Field-Based Reporting	Captures required data electronically on the Rights Waiver form (see current TRACIS Form).	1.2.1.1 Investigation	Mandatory		
FR0206	LE Field-Based Reporting	Captures required data electronically on the Field Interview Report (see current TRACIS Form).	1.2.1.1 Investigation	Mandatory		
FR0207	LE Field-Based Reporting	Captures required data electronically on the Incident Report (see current TRACIS Form).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
FR0208	LE Field-Based Reporting	Captures required data electronically on the Domestic Violence supplemental (TRACIS Form).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
FR0209	LE Field-Based Reporting	Captures required data electronically on the Use of Force form (Blue Team Reports).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
FR0210	LE Field-Based Reporting	Accepts incident information for field reporting from the police CAD.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
FR0211	LE Field-Based Reporting	Allows supervisors to access, review, and electronically sign, through RMS, all paperwork completed by the patrol officers during each day.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
FR0212	LE Field-Based Reporting	Forwards duty reports to supervisors, who review and sign them before forwarding them to the commander's office.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
FR0213	LE Field-Based Reporting	Allows supervisors to forward or approve and forward reports to the RMS electronically.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
FR0214	LE Field-Based Reporting	Allows field report data to be routed an unlimited number of times, back and forth, for review.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		

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FR0215	LE Field-Based Reporting	Forwards supervisor- and commander-approved reporting data to the RMS based on modifiable business logic tools (i.e., certain reporting data is routed to a given location based on report type, status, etc.).	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
FR0216	LE Field-Based Reporting	Captures required data electronically on the Arrest and Booking form (see current TRACIS Form) and links to incident.	1.2.1.4.1 Arrest Book Suspect	Mandatory		
FR0217	LE Field-Based Reporting	Imports citation information from handheld citation solution.	1.2.1.4.7 Issue Citation	Mandatory		
FR0218	LE Field-Based Reporting	Queries mug shots through the RMS system, from the city's booking data.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0219	LE Field-Based Reporting	Queries case dispositions from the RMS system.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0220	LE Field-Based Reporting	Queries master name by name, DOB, Gender, Race, SSN, OLN, and license plate.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0221	LE Field-Based Reporting	Accesses hot files and CCH, as well as data from NLETS, NCIC, and FBI through OSBI.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0222	LE Field-Based Reporting	Accesses driver's licensing and vehicle licensing information.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0223	LE Field-Based Reporting	Accesses driver's license photos.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0224	LE Field-Based Reporting	Creates animated crash site diagrams for the Oklahoma Traffic Collision Report (PARIS).	1.2.2.1 Dispatch Calls for Service	Optional		
FR0225	LE Field-Based Reporting	Captures longitude and latitude information as a portion of incident reporting and any location capture.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0226	LE Field-Based Reporting	Captures tow company representative signature on vehicle impound inventory.	1.2.2.1 Dispatch Calls for Service	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
FR0227	LE Field-Based Reporting	Allows assignment of multiple charges by statute/ordinance per field arrest.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0228	LE Field-Based Reporting	Checks automatically (through an interface with the RMS) to determine whether there are any active warrants for entered persons. If so, generates an alert for the field officer, dispatcher and other defined user groups.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0229	LE Field-Based Reporting	Checks automatically (through an interface with the RMS to OLETS) the most current status of the vehicle and operator/owner, based upon the vehicle descriptor and operator information (license number, vehicle identification number, operator name, etc.). Information obtained from the check will be displayed to the user and at the option of the user will import the selected return data to the impound sheet.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0230	LE Field-Based Reporting	Checks automatically (through an interface with the RMS) to determine whether there are any active wants (BOLOS, person of interest) for entered persons. If so, generates an alert for the field officer, dispatcher and other defined user groups.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0231	LE Field-Based Reporting	Checks automatically (through an interface with the RMS) to determine if duplicates exist for an entered person, and allows the user to search by name, sex, race, height, weight, etc., for duplicates.	1.2.2.1 Dispatch Calls for Service	Mandatory		
FR0232	LE Field-Based Reporting	Uses common features such as drop-down lists, easy navigation, hot keys for common features, spell-check, and other user interfaces assistance tools.	1.2.2.1 Dispatch Calls for Service			

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
FR0233	LE Field-Based Reporting	Checks the field report for required OIBRS mandated fields and relationships.	1.2.2.1 Dispatch Calls for Service			
MC0234	Municipal Court	Send death notice to parties (officers, prosecutor, etc.) attached to decedents open court cases, arrest warrants, and criminal investigations.	2.7.1.3 Close Case	Mandatory		
MC0235	Municipal Court	Files cases electronically.	2.7.1.1 Initiate Case	Optional		
MC0236	Municipal Court	Records changed courtrooms; moved court location; moved appearance location, etc.	2.6.1.1 Prepare Dockets	Mandatory		
MC0237	Municipal Court	Tracks ticket book (Involves TPD and City Prosecutor.).	3.4 Citations	Mandatory		
MC0238	Municipal Court	Automatically detects and audits for unfiled tickets automatically. Related to ticket book management requirement.	3.4 Citations	Mandatory		
MC0239	Municipal Court	Accrue charges to cases based on events (e.g., continuances, pre-trial conference).	2.1.1.1 Set Fines, Fees & Bonds	Mandatory		
MC0240	Municipal Court	Update the schedule of fines, fees, and bonds by manual data entry, including the date on which the new schedule becomes effective.	2.1.1.1 Set Fines, Fees & Bonds	Mandatory		
MC0241	Municipal Court	Import the schedule of fines, fees, and bonds in Comma Separated Value (CSV) or Excel format, including the date on which the new schedule becomes effective.	2.1.1.1 Set Fines, Fees & Bonds	Mandatory		
MC0242	Municipal Court	Print the schedule of fines, fees and bonds.	2.1.1.1 Set Fines, Fees & Bonds	Mandatory		
MC0243	Municipal Court	Export to CSV or Excel file of the schedule of fines, fees and bonds.	2.1.1.1 Set Fines, Fees & Bonds	Mandatory		
MC0244	Municipal Court	Associate and post case-related disbursements (e.g., CLEET, AFIS, OSBI, etc.).	2.1.1.2 Disburse Fees	Mandatory		
MC0245	Municipal Court	Disburse collected fees and fines.	2.1.1.2 Disburse Fees	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0246	Municipal Court	Disburse checks (e.g., witnesses, jurors).	2.1.1.2 Disburse Fees	Mandatory		
MC0247	Municipal Court	Compute fee distributions by formula and prioritization of distributions.	2.1.1.2 Disburse Fees	Mandatory		
MC0248	Municipal Court	Print checks (e.g., witnesses, jurors) and produce pre-check register prior to printing.	2.1.1.2 Disburse Fees	Mandatory		
MC0249	Municipal Court	Produce case-based financial reports.	2.1.1.2 Disburse Fees	Mandatory		
MC0250	Municipal Court	Calculate the disbursement of fines and fees to external agencies, such as the Oklahoma State Bureau of Identification (OSBI), Oklahoma DPS, Council on Law Enforcement Education and Training (CLEET), Oklahoma Bureau of Narcotics (OBN), and the Oklahoma Crime Victims' Compensation Board (OCVCB).	2.1.1.2 Disburse Fees	Mandatory		
MC0251	Municipal Court	Create, email and print reports based on the calculation of the disbursement of fines and fees to external agencies, in the format designed by each external agency.	2.1.1.2 Disburse Fees	Mandatory		
MC0252	Municipal Court	Compute and display real-time balance due per case including costs and fees in RCMS.	2.1.1.4 Receive Payment	Mandatory		
MC0253	Municipal Court	Enable electronic notice to configurable user group (e.g., bond clerks) when payments are made on an in-custody defendant's case.	2.1.1.4 Receive Payment	Mandatory		
MC0254	Municipal Court	Compute and display real-time balance due per defendant including costs and fees in RCMS.	2.1.1.4 Receive Payment	Mandatory		
MC0255	Municipal Court	Identify fee waivers.	2.1.1.4 Receive Payment	Mandatory		
MC0256	Municipal Court	Post case or party-related receipts to account records and docket.	2.1.1.4 Receive Payment	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0257	Municipal Court	Post case-related adjustments (e.g., court ordered).	2.1.1.4 Receive Payment	Mandatory		
MC0258	Municipal Court	Post and process installment and partial payments (e.g., Time Pay Orders).	2.1.1.4 Receive Payment	Mandatory		
MC0259	Municipal Court	Automatically notify defendant by email or text that a warrant was issued for failure to pay.	2.1.1.4 Receive Payment	Optional		
MC0260	Municipal Court	Automatically notify defendant by email or text that a payment is due.	2.1.1.4 Receive Payment	Optional		
MC0261	Municipal Court	Produce summary report of fines and fees waived.	2.1.1.4 Receive Payment	Mandatory		
MC0262	Municipal Court	Accept payments for fully or partially docketed cases.	2.1.1.4 Receive Payment	Mandatory		
MC0263	Municipal Court	Enable searching on payor name and contact information.	2.1.1.4 Receive Payment	Mandatory		
MC0264	Municipal Court	Enable a defined user group to maintain a master registry of bondsmen contact information and license number and expiration date.	2.2.1.12 Bondsperson Registration	Mandatory		
MC0265	Municipal Court	Enables assignment of registered bondsman to a defendant's case.	2.2.1.12 Bondsperson Registration	Mandatory		
MC0266	Municipal Court	Accept single payment for multiple cases.	2.1.1.4 Receive Payment	Mandatory		
MC0267	Municipal Court	Establish and track payment plans (e.g., Time Pay Orders).	2.1.1.4 Receive Payment	Mandatory		
MC0268	Municipal Court	Update register with late payment fees.	2.1.1.4 Receive Payment	Mandatory		
MC0269	Municipal Court	Distribute electronic receipts.	2.1.1.4 Receive Payment	Mandatory		
MC0270	Municipal Court	Print user-configurable paper receipts including court cashier and jail bonding receipts with terms of release (bond), bondsman, payor, etc. on receipt.	2.1.1.4 Receive Payment	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0271	Municipal Court	Support offsite kiosks (e.g., Walmart, QuikTrip, library, mall, recreation center) for paying tickets, time pay orders etc.	2.1.1.4 Receive Payment	Optional		
MC0272	Municipal Court	Creates a notice to defined users when municipal charging packet is submitted to city prosecutor (e.g., court users may want to receive notice of pending charges).	1.2.1.4 Arrest Charge	Mandatory		
MC0273	Municipal Court	Record witness subpoena and reimbursement of witness mileage expenses from jury impress account.	2.1.2.2 Witness Compensation	Mandatory		
MC0274	Municipal Court	Reconcile witness fees & payments with jury impress account.	2.1.2.2 Witness Compensation	Mandatory		
MC0275	Municipal Court	Report citations paid, in HTML format.	2.1.3.1 Insurance Brokers Report	Mandatory		
MC0276	Municipal Court	Support entry of information from Juvenile Promise to Appear including date, time, and person juvenile released to.	2.2.1.10 Juvenile Release	Mandatory		
MC0277	Municipal Court	Generate and email daily reports of all monies received (e.g., cash bonds, cash fines, copy fees, and surety forfeitures, etc.).	2.2.1.11.2 Juris Report for Bond Office Deposit	Mandatory		
MC0278	Municipal Court	Generate reconciliation reports and allow the correction of accounting errors every shift.	2.2.1.11.4 Deposit Reconciliation Error	Mandatory		
MC0279	Municipal Court	Issue bench warrant for failure to pay a time pay order.	2.2.1.13.3 Process TPO FTP	Mandatory		
MC0280	Municipal Court	Enables posting of cash bond and transferring the monies to pay defendant's fines and costs. See also companion ERP-CMS integration requirement.	2.2.1.13.3 Process TPO FTP	Mandatory		
MC0281	Municipal Court	Update Outstanding Cash Appearance Bond Report upon payment after a warrant.	2.2.1.13.3 Process TPO FTP	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0282	Municipal Court	Notifies defined user group to print bondsman and defendant refund form letters and envelopes and record mailing date when a defendant pleads nolo contendre, or pleads guilty, or the case is closed.	2.2.1.13.4 Process Refund	Mandatory		
MC0283	Municipal Court	Allow entry of mailing date and date returned for bond refunds.	2.2.1.13.4 Process Refund	Mandatory		
MC0284	Municipal Court	Report cases reported to state treasurer as unclaimed property and unclaimed after 1 year.	2.2.1.13.6 Old Closed Cases with Money Left	Mandatory		
MC0285	Municipal Court	Configurable report of cash and surety bonds that are 90 days elapsed since failure to appear (FTA) with electronic notices to defined users and/or parties.	2.2.1.13.7 Cash Bond Forfeiture on FTA	Mandatory		
MC0286	Municipal Court	Capture, review and correction of minutes.	2.2.2.2 Conduct Hearing	Mandatory		
MC0287	Municipal Court	Record name of court reporter.	2.2.2.2 Conduct Hearing	Mandatory		
MC0288	Municipal Court	Import transcription of proceedings from court reporter, if ordered by the court.	2.2.2.2 Conduct Hearing	Mandatory		
MC0289	Municipal Court	Date range configurable credit for time served from JMS (IMAC).	2.2.1.15 Transfer Court Minutes to Jail Card	Mandatory		
MC0290	Municipal Court	Support recording of minutes in court and production of minutes immediately after a court appearance.	2.2.1.15 Transfer Court Minutes to Jail Card	Mandatory		
MC0291	Municipal Court	Enable configurable release types, including surety bond, or attorney, pretrial affidavit, self or medical Own Recognizance (OR).	2.2.1.3 Bonding	Mandatory		
MC0292	Municipal Court	Allow disposition for each individual charge.	2.2.1.5 Release	Mandatory		
MC0293	Municipal Court	Create release order workflow and notification.	2.2.1.5 Release	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0294	Municipal Court	Support entry of information on Recommitment forms received from bondsman.	2.2.1.7 Defendant Recommitment	Mandatory		
MC0295	Municipal Court	Enables defined user groups (e.g., bonds clerk) to certify appearance bonds for defendant recommitment.	2.2.1.7 Defendant Recommitment	Mandatory		
MC0296	Municipal Court	View and update inmate record with recommitment information.	2.2.1.7 Defendant Recommitment	Mandatory		
MC0297	Municipal Court	Support data entry of Own Recognizance (OR), Surety Appearance Bonds, Pretrial Release, and Attorney Own Recognizance, and CIC Juvenile Release, with time stamp.	2.2.1.8 Public Drunk-Self OR-Medical OR	Mandatory		
MC0298	Municipal Court	Record inmate release on Own Recognizance (OR), Surety Appearance Bonds, Pretrial Release, and Attorney Own Recognizance, and CIC Juvenile Release, with time stamp and inmate signature.	2.2.1.8 Public Drunk-Self OR-Medical OR	Mandatory		
MC0299	Municipal Court	Create court date reminder for defendants (print and/or electronically transmit).	2.2.1.8 Public Drunk-Self OR-Medical OR	Mandatory		
MC0300	Municipal Court	Support Order of Release information entry and electronically transmit to jail staff.	2.2.1.8 Public Drunk-Self OR-Medical OR	Mandatory		
MC0301	Municipal Court	Record method used to verify attorney eligibility for Attorney Own Recognizance based on OK Driver License, Tulsa County Bar Association card, and Attorney OR card.	2.2.1.9 Attorney OR	Mandatory		
MC0302	Municipal Court	Displays defendant and attorney Own Recognizance information for judges review and approval.	2.2.1.9 Attorney OR	Mandatory		
MC0303	Municipal Court	Recalls warrants after payment received from collection agency.	2.2.2.1 Collections	Mandatory		
MC0304	Municipal Court	Closes case in court case management system after full payment received in collections.	2.2.2.1 Collections	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0305	Municipal Court	Enable the viewing and reporting of all cases eligible for collections based on the user defined time period and other criteria.	2.2.2.1 Collections	Mandatory		
MC0306	Municipal Court	Create and email scheduled report of defendants no longer eligible for collections (e.g., that pay the City in person directly, defendants that are arrested, and defendants that are deceased).	2.2.2.1 Collections	Mandatory		
MC0307	Municipal Court	Support linking to audio recordings of court proceedings.	2.2.2.2 Conduct Hearing	Optional		
MC0308	Municipal Court	Create and transmit list of add on cases (walk in defendants) to the appropriate court division minute clerk, judge, prosecutor and public defender.	2.2.2.2 Conduct Hearing	Mandatory		
MC0309	Municipal Court	Create Rule 8 hearing order (time to pay, work hours, commit to jail).	2.2.2.3 Arraignment	Mandatory		
MC0310	Municipal Court	Record defendant and attorney attendance at all court appearances on docket.	2.2.2.3 Arraignment	Mandatory		
MC0311	Municipal Court	Allow electronically scheduling of the next hearing in court.	2.2.2.3 Arraignment	Mandatory		
MC0312	Municipal Court	Provide a user customizable electronic court calendar with court dockets, to include holidays, vacations etc.	2.2.2.3 Arraignment	Mandatory		
MC0313	Municipal Court	Provide user customizable schedule docket types and time blocks on the calendar.	2.2.2.3 Arraignment	Mandatory		
MC0314	Municipal Court	Allow the ability to schedule individual cases on the docket.	2.2.2.3 Arraignment	Mandatory		
MC0315	Municipal Court	Allow the ability to set a case number limit within each docket time block based on docket type.	2.2.2.3 Arraignment	Mandatory		
MC0316	Municipal Court	Allow capturing of defendant special accommodations. (e.g., disability, language services, etc.).	2.2.2.3 Arraignment	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0317	Municipal Court	Allow notification of special accommodations when scheduling court appearances.	2.2.2.3 Arraignment	Mandatory		
MC0318	Municipal Court	Allow judge to set bond amounts and/or order release in the case management system.	2.2.2.3 Arraignment	Mandatory		
MC0319	Municipal Court	Send bond information to authorized users electronically.	2.2.2.3 Arraignment	Mandatory		
MC0320	Municipal Court	Enter bench warrants for defendants not present at arraignment.	2.2.2.3 Arraignment	Mandatory		
MC0321	Municipal Court	Create configurable court forms with drop down lists with electronic signatures in the courtroom (e.g., Judgement and Sentence, Record of Plea, Rules and Conditions of Probation, Notice of Appeal Rights, etc.).	2.2.2.4 Sentencing	Mandatory		
MC0322	Municipal Court	Allow the review by authorized users of electronic probation report to determine completion of sentence.	2.2.3.2 Review Hearing	Mandatory		
MC0323	Municipal Court	Record the disposition of a case in the courtroom.	2.2.3.4 Disposition	Mandatory		
MC0324	Municipal Court	Track amendments to charges from arrest to filing to disposition.	2.2.3.4 Disposition	Mandatory		
MC0325	Municipal Court	Track pleas and verdicts.	2.2.3.4 Disposition	Mandatory		
MC0326	Municipal Court	Support manual closure of cases.	2.2.3.4 Disposition	Mandatory		
MC0327	Municipal Court	Support automatic closure of cases based on status.	2.2.3.4 Disposition	Mandatory		
MC0328	Municipal Court	Sign court orders with secure digital signatures.	2.2.3.4 Disposition	Mandatory		
MC0329	Municipal Court	Record parties electronic signature on documents in courtroom.	2.2.3.4 Disposition	Mandatory		
MC0330	Municipal Court	Create Certificate of Receipt after receipt of Notice of Intent to Appeal and Designation of Record.	2.2.4.1 File Appeal Disposition	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0331	Municipal Court	The ability to create a record on appeal by selecting a case and documents as indicated on designation of record.	2.2.4.2 Prepare the Appeal File	Mandatory		
MC0332	Municipal Court	Automate the compilation of the record on appeal.	2.2.4.2 Prepare the Appeal File	Mandatory		
MC0333	Municipal Court	Create Notification letter when Appeals Record is prepared.	2.2.4.3 Transmit Record	Mandatory		
MC0334	Municipal Court	Transmit Appeals Record to Court of Criminal Appeals.	2.2.4.3 Transmit Record	Mandatory		
MC0335	Municipal Court	Create notices to all parties on a case based on Mandate from Court of Criminal Appeals and record in case minutes.	2.2.4.4 Comply with Appeal Decision	Mandatory		
MC0336	Municipal Court	Create and transmit Receipt for Mandate to Court of Criminal Appeals.	2.2.4.4 Comply with Appeal Decision	Mandatory		
MC0337	Municipal Court	Transmit electronic Notice of Suspensions and Note of Reinstatement to OK Department of Public Safety (DPS).	2.2.5.1 Suspend Driver License	Mandatory		
MC0338	Municipal Court	Automatically update cases with failures to appear or failures to pay 45 days after citation to indicate driver license (DL) suspended.	2.2.5.1 Suspend Driver License	Mandatory		
MC0339	Municipal Court	Automatically update case after payment or appearance to indicate removal of internal DL suspension flag.	2.2.5.2 Reinstate Drive License	Mandatory		
MC0340	Municipal Court	Display court schedule on electronic screens in hallways.	2.3.1.2 Add-On Docket	Mandatory		
MC0341	Municipal Court	Assign judges and staff to courtrooms based on the schedule.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0342	Municipal Court	The ability to import a calendar of officer availability dates.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0343	Municipal Court	The ability to display and select court dates based on officer availability dates and court docket schedule.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0344	Municipal Court	Manually update the court schedule when court date is changed.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0345	Municipal Court	Allows reassignment of multiple cases to a different day, time, judge or courtroom.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0346	Municipal Court	Lists of cases waiting to be scheduled by the clerks office.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0347	Municipal Court	Schedules multiple cases for the same date and time.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0348	Municipal Court	Identifies scheduling conflicts and suggests resolutions (e.g., officer or attorney unavailable).	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0349	Municipal Court	Track and report nonconformance of case schedules to time standards and business rules.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0350	Municipal Court	Display or print court schedules on demand.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0351	Municipal Court	Creates reminder to notify when events are coming due or overdue. (e.g., appeals, over ruling).	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0352	Municipal Court	Create report of a defendant's court cases and schedule.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0353	Municipal Court	Distribute calendars electronically to attorneys, court staff and the public.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0354	Municipal Court	Ability to view pending cases or active warrants for a defendant.	2.3.1.3 Schedule Non-Jury Trial	Mandatory		
MC0355	Municipal Court	Ability to designate cases, persons or charges as confidential, with restricted access to authorized user groups.	2.3.2.1 Access Request	Mandatory		
MC0356	Municipal Court	Maintain tracking information about destroyed files.	2.3.2.1 Access Request	Mandatory		
MC0357	Municipal Court	Create security indicators for paper case files when appropriate. (.e.g., cover sheets, watermarks, case file labels etc.).	2.3.2.1 Access Request	Mandatory		
MC0358	Municipal Court	Creates and updates an audit trail of the location of each file.	2.3.2.1 Access Request	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0359	Municipal Court	Generate and/or print audit trail of each file location based on defined user role.	2.3.2.1 Access Request	Mandatory		
MC0360	Municipal Court	Maintain location for archived files.	2.3.2.1 Access Request	Mandatory		
MC0361	Municipal Court	Indicate cases for archiving or destruction.	2.3.2.1 Access Request	Mandatory		
MC0362	Municipal Court	Reports archived or destroyed files.	2.3.2.1 Access Request	Mandatory		
MC0363	Municipal Court	Identify cases for expunging or sealing.	2.3.2.1 Access Request	Mandatory		
MC0364	Municipal Court	Record receipt of exhibits.	2.3.2.1 Access Request	Mandatory		
MC0365	Municipal Court	Create list of exhibits by case.	2.3.2.1 Access Request	Mandatory		
MC0366	Municipal Court	Track custody and status of exhibits.	2.3.2.1 Access Request	Optional		
MC0367	Municipal Court	Record return, disposal or destruction of property.	2.3.2.1 Access Request	Optional		
MC0368	Municipal Court	View electronic documents according to defined user role.	2.3.2.1 Access Request	Mandatory		
MC0369	Municipal Court	Manage confidential documents according to user role.	2.3.2.1 Access Request	Mandatory		
MC0370	Municipal Court	Create file management reports including active or inactive, archived, merged and purged files.	2.3.2.1 Access Request	Mandatory		
MC0371	Municipal Court	Print electronic documents on demand according to role when needed (e.g., to allow defendants to walk out with dispositions "in hand").	2.3.2.1 Access Request	Mandatory		
MC0372	Municipal Court	Allow public access to court calendars/schedule and case records on Internet as designated by the court.	2.3.2.1 Access Request	Mandatory		
MC0373	Municipal Court	Allows judges to access information outside the courtroom and chambers.	2.3.2.1 Access Request	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0374	Municipal Court	Restrict output of confidential information in notices, calendars, minutes and documents.	2.3.2.1 Access Request	Mandatory		
MC0375	Municipal Court	Allow limited access to otherwise inaccessible cases and data (e.g., sealed cases) according to role.	2.3.2.1 Access Request	Mandatory		
MC0376	Municipal Court	Disseminate new warrants instantly.	2.4.1.1 Bench Warrant	Mandatory		
MC0377	Municipal Court	Enter and electronically sign bench warrants.	2.4.1.1 Bench Warrant	Mandatory		
MC0378	Municipal Court	Issue electronic warrants in real-time from the bench.	2.4.1.1 Bench Warrant	Mandatory		
MC0379	Municipal Court	Electronically capture and store charging packets including probable cause affidavit, warrant, and summons.	2.4.1.2 MC Will File Warrant	Mandatory		
MC0380	Municipal Court	Convert a will file warrant to a summons case.	2.4.1.2 MC Will File Warrant	Mandatory		
MC0381	Municipal Court	Prepare warrants for judicial approval when defendant fails to pay a time pay order.	2.4.1.3 FTP Bench Warrant	Mandatory		
MC0382	Municipal Court	Recall or clear warrants electronically real-time and triggers workflow.	2.4.1.4 Recall Warrant	Mandatory		
MC0383	Municipal Court	Notify defined user groups when a citation with warrant is paid.	2.4.1.4 Recall Warrant	Mandatory		
MC0384	Municipal Court	Track jurors participating in trials.	2.4.3 Jury Management	Mandatory		
MC0385	Municipal Court	Capture Juror Information.	2.4.3 Jury Management	Mandatory		
MC0386	Municipal Court	Receive and approve or reject juror requests for exemptions.	2.4.3 Jury Management	Mandatory		
MC0387	Municipal Court	Create probation packet for defined individuals (e.g., defendant).	2.5.1 Probation	Mandatory		
MC0388	Municipal Court	Create work day assignments and transmit to work sites.	2.5.1 Probation	Mandatory		

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MC0389	Municipal Court	Record proof of work day assignments completed from work sites.	2.5.1 Probation	Mandatory		
MC0390	Municipal Court	Organizes docket schedule by case status (e.g., by probation status met or not met, etc.).	2.5.1 Probation	Mandatory		
MC0391	Municipal Court	Converts work units of time to consistent units (e.g., hours to days, etc.).	2.5.1 Probation	Mandatory		
MC0392	Municipal Court	Request and track background check workflow.	2.5.1 Probation	Mandatory		
MC0393	Municipal Court	Create Pre-Sentence Investigation (PSI) packet including cover sheet, order and findings.	2.5.2 Pre-Sentence Investigation	Mandatory		
MC0394	Municipal Court	Allows a configurable PSI workflow including order, background checks, interview and findings.	2.5.2 Pre-Sentence Investigation	Mandatory		
MC0395	Municipal Court	Create list of participating work day organizations.	2.5.3 Select Work Day Organization	Mandatory		
MC0396	Municipal Court	Allows a configurable workflow for requests and approval of new work day organizations.	2.5.3 Select Work Day Organization	Mandatory		
MC0397	Municipal Court	Track defendant's compliance with conditions including community service time and vendor information.	2.5.3 Work Day Order	Mandatory		
MC0398	Municipal Court	Track probation cases with alerts for possible violations and case review reminders for probation officers.	2.5.3 Work Day Order	Mandatory		
MC0399	Municipal Court	Secures case comments in the court record system.	2.6.1.1 Prepare Dockets	Mandatory		
MC0400	Municipal Court	Allows Real-Time Electronic Docketing, including instant court minutes.	2.6.1.1 Prepare Dockets	Mandatory		
MC0401	Municipal Court	Display and print all, part of summaries of dockets, and lists of all case documents.	2.6.1.1 Prepare Dockets	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0402	Municipal Court	Generate a transport docket report for municipal in-custody defendant(s) set for court appearance by user-selected date and time range. Also see related non-functional integration requirement to electronically transmit transport docket report to TCSO IMACS system.	2.6.1.1 Prepare Dockets	Optional		
MC0403	Municipal Court	File Notice of Appeal with Court of Criminal Appeals.	2.6.1.1 Prepare Dockets	Mandatory		
MC0404	Municipal Court	Receive electronic citations from e-citation system, create new court case and record case number.	2.7.1.1 Initiate Case	Mandatory		
MC0405	Municipal Court	Receive e-filed Information, create new court case and case number or update existing court case and docket.	2.7.1.1 Initiate Case	Mandatory		
MC0406	Municipal Court	Scan and index paper Information, create new court case and record case number or update existing court case and docket.	2.7.1.1 Initiate Case	Mandatory		
MC0407	Municipal Court	Capture person contact information, identifiers, and roles for each person associated with a court case.	2.7.1.1 Initiate Case	Mandatory		
MC0408	Municipal Court	Searches all CMS information by person (e.g., name, date of birth, sex, race, driver license number, and SSN), case (e.g., number, case type, date range, parties), date ranges, and document type (e.g., warrants, forfeiture, charging document, orders, motions, sentences) then returns a two-stage result listing searched parameters and key fields in the first stage and returns all related incidents, field interview, warrants, vehicles, locations, property, field arrests, citations, and court cases (muni and/or district) in the second stage.	2.7.1.1 Initiate Case	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0409	Municipal Court	Allows configurable review and acceptance or rejection workflows of electronic filing documents (e.g., motions and other filings) into court record and update docket.	2.7.1.1 Initiate Case	Mandatory		
MC0410	Municipal Court	Sets initial court date and randomly assign judge for new court cases.	2.7.1.1 Initiate Case	Mandatory		
MC0411	Municipal Court	Displays a checklist highlighting remaining tasks for completion to ensure all payment or probation obligations are met before closing a case.	2.7.1.3 Close Case	Mandatory		
MC0412	Municipal Court	Records a configurable defendant's time served and credits to include covering all fines, fees and costs and launches release workflow.	2.7.1.3 Close Case	Mandatory		
MC0413	Municipal Court	Calculates in real time total financial obligation allowing for credit for time served when receiving a payment.	2.1.1.4 Receive Payment	Mandatory		
MC0414	Municipal Court	Allows electronic payments by defendants through an internet Portal.	2.7.1.4 Dismiss Case	Mandatory		
MC0415	Municipal Court	Destroys electronic court records based on a defined retention schedule and records all actions.	2.7.2.2 File Records	Mandatory		
MC0416	Municipal Court	Maintain information on parties, participants and other entities related to each case.	2.7.2.2 File Records	Mandatory		
MC0417	Municipal Court	Track the service of court orders and documents (e.g., arrest warrants).	2.7.2.2 File Records	Mandatory		
MC0418	Municipal Court	Create and transmit Change of Court Date Notices.	2.7.2.5 Reset Court Date	Mandatory		
MC0419	Municipal Court	Allows authorized user to expunge or seal case records and audit that action.	2.7.2.7 Expunge Records	Mandatory		
MC0420	Municipal Court	Reports expunged or sealed files.	2.7.2.7 Expunge Records	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0421	Municipal Court	Allows configurable workflow for receiving and judicial review of proposed Dismiss and Expungement Orders.	2.7.2.7 Expunge Records	Mandatory		
MC0422	Municipal Court	Allows conversion of companion citation case to preset fine (e.g., when insurance is verified) and dismiss case.	2.7.2.8 Insurance Dismissal	Mandatory		
MC0423	Municipal Court	Scan open records request form into affected court case.	2.7.3.1 Open Records Request	Mandatory		
MC0424	Municipal Court	Allow authorized user to securely update CMS codes tables.	3.1 Maintain Charging Language Reference	Mandatory		
MC0425	Municipal Court	Update offense names, titles, and sections in charging tables including start and end effective dates according to authorized roles.	3.1 Maintain Charging Reference	Mandatory		
MC0426	Municipal Court	Provide predefined reports for statistical reporting and management (includes prosecutor's reports).	3.4 Citations	Mandatory		
MC0427	Municipal Court	Enable the creation of user-defined (ad hoc) reports.	3.4 Citations	Mandatory		
MC0428	Municipal Court	Sends Municipal court electronic summons to officer and copy to IA	1.1.12 Internal Affairs	Mandatory		
MC0429	Municipal Court	Allows authorized users to create, save, and reuse user-defined reports.	3.4 Citations	Mandatory		
MC0430	Municipal Court	Allows publicly available access to electronic fillable forms for the bonding and releasing process.	2.7.1.1 Initiate Case	Mandatory		
MC0431	Municipal Court	Prints bonding and release forms for individuals signature.	2.7.1.1 Initiate Case	Mandatory		
MC0432	Municipal Court	Record cash collection and code updates for bonding and release.	2.7.1.1 Initiate Case	Mandatory		
MC0433	Municipal Court	Allows scanning of signed bonding and release forms.	2.7.1.1 Initiate Case	Mandatory		
MC0434	Municipal Court	Displays bond amounts for fillable bonding and release forms.	2.7.1.1 Initiate Case	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
MC0435	Municipal Court	Applies court fees according to configurable rules and events.	2.2.1.5 Release	Mandatory		
MC0436	Municipal Court	Create configurable workflow for imminent surety bond forfeitures and related notifications.	2.2.1.13.7 Cash Bond Forfeiture on FTA	Mandatory		
MC0437	Municipal Court	Process surety bond payment forfeiture.	2.2.1.13.7 Cash Bond Forfeiture on FTA	Mandatory		
PA0438	Police Administration	Allow generation of CLEET training reports.	1.1.11 Training	Optional		
PA0439	Police Administration	Creates reports from any RMS field for business intelligence and analysis reporting.	1.1 Police Administration	Mandatory		
PA0440	Police Administration	Allows any report created for business intelligence and analysis to be saved for recurring use.	1.1 Police Administration	Mandatory		
PA0441	Police Administration	Ability to generate standard UCR and NIBRS Reports.	1.1.1.1 Reporting	Mandatory		
PA0442	Police Administration	Ability to generate Oklahoma Statewide Incident Based Reports (SIBRS).	1.1.1.1 Reporting	Mandatory		
PA0443	Police Administration	User configurable alert when a stolen vehicle is recovered.	1.1.2.2 Records Management	Optional		
PA0444	Police Administration	The system can enable automated final disposition notification to designated system user group (e.g., Records, Central Point of Contact, Etc.).	1.1.2.2 Records Management	Mandatory		
PA0445	Police Administration	The system can record final disposition on a vehicle at the wrecker service. Process and record impound release.	1.2.2.1 Dispatch Calls for Service	Mandatory		
PA0446	Police Administration	Allows redaction of any field in any RMS document.	1.1.12.4 Expungement	Mandatory		
PA0447	Police Administration	Allows sealing or expungement of any field in any RMS document.	1.1.12.4 Expungement	Mandatory		
PA0448	Police Administration	Creates a restricted view of any RMS document available to defined roles.	1.1.12.4 Expungement	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
PA0449	Police Administration	Records date/time of any redaction, sealing, or expungement and the reason for that action and related reference.	1.1.12.4 Expungement	Mandatory		
PA0450	Police Administration	Limits sealing expungement and redaction to authorized roles.	1.1.12.4 Expungement	Mandatory		
PA0451	Police Administration	Need defined user access to training records.	1.1.11 Training	Optional		
PA0452	Police Administration	Allows Users to request new training.	1.1.11.6 Training Request	Optional		
PA0453	Police Administration	Allow tracking of CLEET completed training.	1.1.11 Training	Optional		
PA0454	Police Administration	Ability to search all lab requests, filter by requester, suspect, victim, incident number, property ID, a certain date or date range.	1.1.8.1 Forensic Analysis	Mandatory		
PA0455	Police Administration	Authorized personnel can request specified items from the Property Room through RMS.	1.1.8.1 Forensic Analysis	Mandatory		
PA0456	Police Administration	Ability to track property movement from location to location, person to person, with date and time stamp and bar codes (chain of custody).	1.1.8.1 Forensic Analysis	Mandatory		
PA0457	Police Administration	Ability to enter a new item and generate a unique bar code.	1.1.8.1 Forensic Analysis	Mandatory		
PA0458	Police Administration	Individual Property items are assigned a unique property identifier and tagged with barcode tied to case.	1.1.7.1 Property Collection	Mandatory		
PA0459	Police Administration	Enable tracking of officer and equipment time on special incidents and events for reporting purposes.	1.1.1.1 Reporting	Optional		
PA0460	Police Administration	Enables entry of daily hours worked on a case (e.g., 3.25 hours worked on an investigative case today).	1.1.1.1 Reporting	Optional		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
PA0461	Police Administration	Track reserve officer assignments, events, and training.	1.1.1.1 Reporting	Optional		
PA0462	Police Administration	Need automatic triggers to send FIs, Incidents, etc. to investigative central point of contact for quality control. Example: traffic stop suspect runs away and drops a gun. The report includes a found gun, so it triggers a notice to enter/check NCIC, etc.	1.1.7.2 Property Intake	Mandatory		
PA0463	Police Administration	Notify/alert the property officer prior to the time that the statute of limitations is exceeded for disposal of property.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0464	Police Administration	Manage the destruction of drugs according to court order.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0465	Police Administration	Record the manner in which property was disposed.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0466	Police Administration	Property ID must be automatically assigned by system.	1.1.7.1 Property Collection	Mandatory		
PA0467	Police Administration	Single Property ID can be linked to multiple cases.	1.1.7.1 Property Collection	Mandatory		
PA0468	Police Administration	System can link multiple cases to a single piece of property.	1.1.7.1 Property Collection	Mandatory		
PA0469	Police Administration	Provide for entry of impound information received from law enforcement, and enable linking to an incident.	1.1.2.2 Records Management	Mandatory		
PA0470	Police Administration	Provide for a web-based entry of impound information received from outside law enforcement or a private company.	1.1.2.2 Records Management	Optional		
PA0471	Police Administration	Allow entry of a vehicle inventory for impounded vehicles and link to Incident report.	1.1.2.2 Records Management	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
PA0472	Police Administration	Assign a unique Impound ID to each tow transaction (impound) to identify and track all activity related to the tow.	1.1.2.2 Records Management	Mandatory		
PA0473	Police Administration	Maintain a list of eligible towing companies and a record of services provided.	1.1.2.2 Records Management	Optional		
PA0474	Police Administration	Provide for assignment of one or more towing companies to a job.	1.1.2.2 Records Management	Optional		
PA0475	Police Administration	Notify towing companies electronically of towing assignments and accept acknowledgment of assignment.	1.1.2.2 Records Management	Optional		
PA0476	Police Administration	Generate vehicle impound notification letters to send to owners and lien holders.	1.1.2.2 Records Management	Mandatory		
PA0477	Police Administration	Generate a form letter to the Oklahoma Department of Motor Vehicles for an application requesting to take title of the vehicle.	1.1.7.7 Asset Forfeiture	Optional		
PA0478	Police Administration	Vehicle impound information must include reason for impound, eligibility for release, eligible for release flag, no touch flag, and investigative unit.	1.1.2.2 Records Management	Mandatory		
PA0479	Police Administration	Enable automated notification of vehicle holds to investigative unit with option to reroute.	1.1.2.2 Records Management	Mandatory		
PA0480	Police Administration	Send a structured vehicle release notice that includes vehicle, owner, and tow service information to a designated system user group (e.g., Records, Central Point of Contact, Etc.).	1.1.2.2 Records Management	Mandatory		
PA0481	Police Administration	Restrict lab requests to configurable list of authorized persons (detectives) based on evidence type (e.g., sexual assault kits).	1.1.7.2 Property Intake	Mandatory		
PA0482	Police Administration	Track rape kits received, tested, and disposed.	1.1.7.3 Property Transfer Out	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
PA0483	Police Administration	When stolen property is marked as recovered, the system must disable alert for stolen property.	1.1.2.2 Records Management	Mandatory		
PA0484	Police Administration	Evidence Management Automatic check: Drugs, money and guns require two approvals by authorized witnesses.	1.1.7.1 Property Collection	Mandatory		
PA0485	Police Administration	Property received that is not evidence must be accompanied by receipt information e.g., date, place, officer, suspect.	1.1.7.1 Property Collection	Mandatory		
PA0486	Police Administration	Property cannot be released until all incidents and holds are cleared.	1.1.7.1 Property Collection	Mandatory		
PA0487	Police Administration	Allows notification to defined users when the DA releases evidence.	1.1.7.1 Property Collection	Mandatory		
PA0488	Police Administration	Allows notification to defined users when the investigator releases evidence.	1.1.7.1 Property Collection	Mandatory		
PA0489	Police Administration	Check that all property is released before a case can be closed.	1.1.7.1 Property Collection	Mandatory		
PA0490	Police Administration	Software tools to audit for orphaned property, property that is eligible for release.	1.1.7.1 Property Collection	Mandatory		
PA0491	Police Administration	When a configurable amount of cash is collected, need notifications to detectives (robbery, burglary, etc.).	1.1.7.2 Property Intake	Mandatory		
PA0492	Police Administration	Need ability to generate ad hoc property reports.	1.1.7.2 Property Intake	Mandatory		
PA0493	Police Administration	Ability to enter all lab requests into the RMS.	1.1.8.1 Forensic Analysis	Mandatory		
PA0494	Police Administration	Notification to authorized personnel when requested evidence is available for pick up.	1.1.8.1 Forensic Analysis	Mandatory		
PA0495	Police Administration	Log evidence custody transfers.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0496	Police Administration	Ability to print property receipts.	1.2.1.1.6 Collect Evidence	Mandatory		

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Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
PA0497	Police Administration	Property management reports (inventory by category, age, case status, etc.).	1.2.1.1.6 Collect Evidence	Mandatory		
PA0498	Police Administration	Maintain a current inventory of property types under the custody/control of Police, including: evidence, stolen property, items reported lost, found property, contraband property, and property given to the police for safekeeping.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0499	Police Administration	Provide for entry of property information, including physical descriptors and case-relevant information.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0500	Police Administration	Manage property and evidence across multiple property storage areas at multiple city sites (e.g., districts).	1.2.1.1.6 Collect Evidence	Mandatory		
PA0501	Police Administration	Generate a unique bar code/identification number for each piece or bag of property/evidence.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0502	Police Administration	Provide for manual data capture methods in case the bar code system is not available.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0503	Police Administration	Automatically and sequentially number evidence for a case.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0504	Police Administration	Provide the ability to associate property and location and maintain a location history.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0505	Police Administration	Provide for automated import of lab test results from LIMS pertaining to evidence.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0506	Police Administration	Provide administrative and accounting functions in accordance with Police policies for handling currency.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0507	Police Administration	Generate a receiving warrant reflecting the receipt of cash, funds, or property transferred or disbursed.	1.2.1.1.6 Collect Evidence	Mandatory		

Req_ID	Line_of Business	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
PA0508	Police Administration	Incorporate a comprehensive receipting methodology for releasing custody of property to authorized personnel and when processing currency-related transactions.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0509	Police Administration	Provide the ability to capture signatures acknowledging the receipt of property.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0510	Police Administration	Generate a list of seized/recovered firearms to provide to the Bureau of Alcohol, Tobacco, Firearms and Explosives.	1.2.1.1.6 Collect Evidence	Mandatory		
PA0511	Police Administration	Capture and store latitude and longitude location with address information on citations, collision reports, and field interviews.	1.2.1.4.7 Issue Citation	Mandatory		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
AA0001	Application Administration and Configuration	TPD Quality Information: Provide user-configurable tables to populate application lists of values.	None/NA	Mandatory		
AA0002	Application Administration and Configuration	Provide partial word filtering on drop-down selection lists (or equivalent convenience feature).	None/NA	Mandatory		
AA0003	Application Administration and Configuration	Administrators can easily add new fields to the database dictionary to track new information.	1.1.1.1 Reporting	Mandatory		
AA0004	Application Administration and Configuration	Administrators can add new fields to forms and lists, and configure the layout of the forms.	1.1.1.1 Reporting	Mandatory		
AA0005	Application Administration and Configuration	Maintain a history of transactions, including submissions, inquiries, and releases of information.	1.1.2.2 Records Management	Mandatory		
AA0006	Application Administration and Configuration	Provide audit logs that show agencies which have inquired on a record and the corresponding contact information.	1.1.2.2 Records Management	Mandatory		
AA0007	Application Administration and Configuration	Track changes in the system by person, date, and time.	1.1.2.2 Records Management	Mandatory		
AA0008	Application Administration and Configuration	The system will have configurable overdue notice time period for supervisors to review incident reports.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
AA0009	Application Administration and Configuration	The system can notify a supervisor's commander when a supervisor's review of an incident report is overdue.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
AA0010	Application Administration and Configuration	Configurable workflow management system that routes and assigns activities based on assigned roles; includes inbox work queues; notices and alerts.	1.2.1.1.8 Incident and Supplemental Report	Mandatory		
AA0011	Application Administration and Configuration	Provide a user-configurable NIBRS and UCR conformant offense table.	1.1.2.2 Records Management	Mandatory		

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NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
AA0012	Application Administration and Configuration	Provide a user-configurable statute and municipal ordinance table.	1.1.2.2 Records Management	Mandatory		
AA0013	Application Administration and Configuration	Provide a user-maintainable offense-statute/ordinance cross reference table.	1.1.2.2 Records Management	Mandatory		
AA0014	Application Administration and Configuration	TPD RMS Workflow Management: Provide user-configurable work flows, work queues, notices, and time parameters customizable by role, division, person etc.	None/NA	Mandatory		
AA0015	Application Administration and Configuration	Municipal Court CMS Workflow Management: Provide user-configurable work flows, work queues, notices, and time parameters customizable by role, division, person etc.	None/NA	Mandatory		
AA0016	Application Administration and Configuration	Provide a method for administrative users to configure workflows.	None/NA	Mandatory		
AA0017	Application Administration and Configuration	Allow override of default workflows by authorized users (e.g. case assignment by rank).	None/NA	Optional		
AA0018	Application Administration and Configuration	Provide a method to temporarily delegate individual system permissions and roles to other user(s) or group(s).	None/NA	Optional		
AA0019	Application Administration and Configuration	Provide a method for user-defined roles to manage user accounts: onboard new users; assign user roles; manage role permissions; and terminate users.	None/NA	Mandatory		
AA0020	Application Administration and Configuration	Allow administrators to add or remove users to and from security groups.	2.3.2.1 Access Request	Mandatory		
AA0021	Application Administration and Configuration	Provide control over user access privileges and authorization for public access.	2.3.2.1 Access Request	Mandatory		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
AA0022	Application Administration and Configuration	Enabled for Multiple Jurisdiction (other LEAs) RMS operations.	None/NA	Optional		
AV0023	Availability	Operates 24 hours a day, 7 days a week with 99.9% uptime for vendor-hosted components.	None/NA	Mandatory		
AV0024	Availability	Backs up data as selected at any time by system administrator without interrupting operations.	None/NA	Mandatory		
AV0025	Availability	Retrieves and restores backed up and archived data upon request.	None/NA	Mandatory		
AV0026	Availability	Archives or purges defined information on demand for authorized users.	None/NA	Mandatory		
AV0027	Availability	Performs maintenance and upgrades with no interruption to normal operations.	None/NA	Mandatory		
AV0028	Availability	Uses ODBC access to RMS data for queries and reporting.	None/NA	Mandatory		
CP0029	Compliance	Comply with the latest version of the FBI CJIS Security Policy.	None/NA	Mandatory		
CP0030	Compliance	Comply with Americans with Disabilities Act (ADA) Section 508 requirements.	None/NA	Mandatory		
CF0031	Configuration Management	Provide testing and training environments that replicates the production environment on an ongoing basis.	None/NA	Mandatory		
DI0032	Data Integrity	Provides on-screen prompts, tutorials, and help screens to assist users in the entry of correct information codes.	None/NA	Mandatory		
DI0033	Data Integrity	Performs agency and system defined edit and data validation checks such as content of each individual data field (e.g., proper format for a date) and relationship of data field to other data.	None/NA	Mandatory		

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NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
DI0034	Data Integrity	Ensures clarity of all system-generated messages (e.g., full explanation of inputs that fail edit or data validation tests).	None/NA	Mandatory		
DI0035	Data Integrity	Allows locally defined mandatory fields.	None/NA	Mandatory		
DI0036	Data Integrity	Displays data entry errors that include description of error and identification of data entry operator.	None/NA	Mandatory		
DI0037	Data Integrity	Provides tools for defined users to search, identify, and merge candidate duplicate person records (i.e., various identifiers for given person must be correlated).	None/NA	Mandatory		
DI0038	Data Integrity	Ensures only single set of primary data exists for each person (i.e., various identifiers for given person must be correlated).	None/NA	Mandatory		
DI0039	Data Integrity	Restores settings and configurations, data, and data relationships erroneously modified or deleted.	None/NA	Optional		
DI0040	Data Integrity	Identifies mandatory fields on input screens.	None/NA	Mandatory		
DI0041	Data Integrity	Record an audit trail of user activities.	2.3.2.1 Access Request	Mandatory		
DI0042	Data Integrity	Record an audit trail of file additions, modifications and deletions.	2.3.2.1 Access Request	Mandatory		
DI0043	Data Integrity	Perform locally defined edit and data validation checks such as formats.	2.3.2.1 Access Request	Mandatory		
DI0044	Data Integrity	All software patches and updates must preserve local settings, user-defined groups, configurations, and customizations in all environments (e.g. DEV, TEST, PROD, etc.).	None/NA	Mandatory		
DI0045	Data Integrity	Able to store court case number in a structured field in RMS.	1.2.1.4.6 Complete City Prosecutor Charging Packet in RMS	Mandatory		

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NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
DS0046	Database Server	Provide the ability to access the database directly for query purposes.	None/NA	Mandatory		
DS0047	Database Server	Provide the ability to export data from the database using system utilities.	None/NA	Mandatory		
DS0048	Database Server	Support user-creation of views to support real-time analysis.	None/NA	Optional		
DS0049	Database Server	Support a method to easily find and use existing views into the database.	None/NA	Optional		
DS0050	Database Server	Provide the ability to add triggers/stored procedures to the database.	None/NA	Optional		
DS0051	Database Server	The database should be an SQL Server database. (Other database platforms will be considered.)	None/NA	Optional		
EX0052	Extensibility	Provide user-defined fields in the data model that are preserved across system upgrades.	None/NA	Optional		
EX0053	Extensibility	Allow users to maintain and add code lists.	None/NA	Mandatory		
EX0054	Extensibility	Allow users to define and change customized workflows.	None/NA	Optional		
EX0055	Extensibility	Provide tools to the City to develop, test, debug, and customize business logic.	None/NA	Optional		
EX0056	Extensibility	Provide tools to the City to customize user interfaces.	None/NA	Optional		
EX0057	Extensibility	Provide tools for users to modify, create, and run canned and ad hoc reports.	None/NA	Mandatory		
EX0058	Extensibility	Allows users to print to PDF wherever they are authorized to print.	None/NA	Mandatory		
EX0059	Extensibility	Allows users to drill-down to specific information whenever summarized lists or views are presented.	None/NA	Mandatory		
EX0060	Extensibility	Provide a CMS API for client custom development.	None/NA	Mandatory		
EX0061	Extensibility	Provide a RMS API for client custom development.	None/NA	Mandatory		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
IS0062	Interface Standards	Provides tools to generate and consume data according to National Information Exchange Model (NIEM) 3.2 Information Exchange Package Documentations (IEPDs).	None/NA	Mandatory		
IS0063	Interface Standards	Provides tools to export and import data as XML over web services.	None/NA	Mandatory		
IS0064	Interface Standards	All applications must enable standard Windows keyboard shortcuts, right and left mouse operations (e.g. right-click copy/paste).	None/NA	Mandatory		
NE0065	Network	Manage printing through the Windows operating system.	None/NA	Mandatory		
NE0066	Network	Operate in the city's current network environment, which consists of a backbone operating at a 20 Gbps minimum, 1 Gbps switches, and minimally 100 Mbps PC connections.	None/NA	Mandatory		
NE0067	Network	Operate in conjunction with off the shelf anti-virus software.	None/NA	Mandatory		
NE0068	Network	Provide best practice list of file-types, etc. for anti-virus exclusions.	None/NA	Optional		
NE0069	Network	Support remote access for administration.	None/NA	Mandatory		
PE0070	Performance	During a court session, a clerk must be able to enter an event in a docket in 10 seconds.	2.2.2.4 Sentencing	Mandatory		
PE0071	Performance	During a court session, a clerk must be able to enter a disposition and sentence in a case in 2 minutes.	2.2.2.4 Sentencing	Mandatory		
PE0072	Performance	During a court session, the system must respond to any input from a judge or clerk within 5 seconds.	None/NA	Mandatory		
PE0073	Performance	In the field, police records searches should return matching local records, including any flags, within 10 seconds.	None/NA	Mandatory		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
PE0074	Performance	In the field, police records searches should return matching state and federal records, including any flags, within 10 seconds of being received by the local records system.	None/NA	Mandatory		
PE0075	Performance	Police reports, documents and attachments must be available for review within 1 minute of the time they are submitted.	None/NA	Mandatory		
SC0076	Scalability	Configured, initially, to maintain data for 300,000 criminal court cases.	None/NA	Mandatory		
SC0077	Scalability	Configured, initially, to maintain data for 300,000 traffic court cases.	None/NA	Mandatory		
SC0078	Scalability	Scales annually to maintain data and all court documents of record for an additional 50,000 criminal cases.	None/NA	Mandatory		
SC0079	Scalability	Scales annually to maintain data and all court documents of record for an additional 50,000 traffic cases.	None/NA	Mandatory		
SC0080	Scalability	Accommodates a baseline of 150 court CMS users.	None/NA			
SC0081	Scalability	Accommodates a baseline of 100 concurrent Court/CMS users.	None/NA	Mandatory		
SC0082	Scalability	Accommodates a baseline of 1500 concurrent police RMS users.	None/NA	Mandatory		
SC0083	Scalability	Configured, initially, to maintain data for 5 million police incident reports and investigative cases.	None/NA	Mandatory		
SC0084	Scalability	Scales annually to maintain data and all court documents of record for an additional 100,000 police incident reports and investigative cases.	None/NA	Mandatory		
SC0085	Security - Access Control and Confidentiality	Need to access all required systems and information without multiple logons, through single portal.	None/NA	Optional		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
SC0086	Security - Access Control and Confidentiality	Allow for multi-level security features with the ability to restrict access by (1) Application modules or functions, (2) Transaction type (inquiry only, update, etc., (3) Department/Job (i.e. users with access only to specified data relating to their own agency), (4) Specific data fields, (5) Any combination of above.	None/NA	Mandatory		
SC0087	Security - Access Control and Confidentiality	Use encryption to protect the transmission of data between workstations and servers.	None/NA	Optional		
SC0088	Security - Access Control and Confidentiality	Include a public facing inquiry web site.	None/NA	Mandatory		
SC0089	Security - Access Control and Confidentiality	Support a public facing inquiry web site hosted on a network segment firewalled from the main network.	None/NA	Optional		
SC0090	Security - Access Control and Confidentiality	Suppress inclusion of user-designated confidential information in reports and schedules.	None/NA	Mandatory		
SC0091	Security - Access Control and Confidentiality	Provide ability to restrict local and remote access to certain records and cases, classifications of cases, and parts of cases (e.g., access to sealed cases, victim identification) by specific system functions, users, and groups of users in accordance with rules, statutes or procedures.	None/NA	Mandatory		
SC0092	Security - Access Control and Confidentiality	Provide security for standard and ad hoc reporting.	None/NA	Mandatory		
SC0093	Security - Access Control and Confidentiality	Provide field level security.	None/NA	Mandatory		
SC0094	Security - Access Control and Confidentiality	Support secure access by authorized non-justice agencies for the maintenance of compliance data resulting from court orders.	None/NA	Optional		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
SC0095	Security - Access Control and Confidentiality	Provide security if public access is allowed. System should have the ability to restrict certain data fields from public view, such as social security numbers, the address of the arresting officers.	None/NA	Mandatory		
SC0096	Security - Access Control and Confidentiality	Create and maintain audit records on access privileges for specific groups of users and types of data (e.g., case, defendant, and victim).	None/NA	Mandatory		
SC0097	Security - Access Control and Confidentiality	Restrict access to security authorization tables to certain roles.	None/NA	Mandatory		
SC0098	Security - Access Control and Confidentiality	Base access and privileges on roles defined in security authorization tables.	None/NA	Mandatory		
SC0099	Security - Access Control and Confidentiality	Provide the ability to redact (or otherwise make unavailable) sensitive personal data from accessible case information both internally and externally.	None/NA	Mandatory		
SC0100	Security - Access Control and Confidentiality	Restrict operations (i.e., view; add; change; delete; and output) on case types, case categories, files, parts of files, based on defined user groups (roles).	None/NA	Mandatory		
SC0101	Security - Access Control and Confidentiality	Ensure the integrity of an electronic document - that is, the content has not changed since it was received by police or court records.	None/NA	Mandatory		
SC0102	Security - Access Control and Confidentiality	Perform user-defined edit and data validation checks such as content of each individual data field (e.g., proper format for a date) and relationship of data field to other data (e.g., date of answer or response after date filed).	None/NA	Mandatory		
SC0103	Security - Access Control and Confidentiality	Provide adequate security for judicial officer's notes.	None/NA	Mandatory		

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NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
SC0104	Security - Access Control and Confidentiality	Automatically suppress inclusion of user-designated confidential information in generated documents, including notices, calendars, court minutes, and other documents (e.g., mask out confidential addresses for notices sent to specific persons).	None/NA	Mandatory		
SC0105	Security - Access Control and Confidentiality	Allow limited access to certain types of otherwise inaccessible cases and data (e.g., sealed cases with identifiers removed) for analysis.	None/NA	Mandatory		
SC0106	Security - Access Control and Confidentiality	Provide an audit trail of updates to application data and electronic documents, such as: (1) Date/Time, (2) Transaction ID, (3) User ID, (4) Workstation ID, (5) IP Address, (6) Old value, (7) New value, (8) Case number (if applicable). This audit trail should be easily accessible to authorized users and should allow grouping/sorting and analysis by the above factors. This information should allow selection of records by date ranges and should be printable.	None/NA	Mandatory		
SC0107	Security - Access Control and Confidentiality	Provide audit trails and reports that show which users and workstation locations logged on to the system during a specified period.	None/NA	Mandatory		
SC0108	Security - Access Control and Confidentiality	Provide audit trails and reports that show which users accessed, reported on or printed which information in the system during a specified period.	None/NA	Mandatory		
SC0109	Security - Access Control and Confidentiality	Track who entered/changed a record by date/time stamp.	None/NA	Mandatory		
SC0110	Security - Access Control and Confidentiality	Provide a screen banner notifying users that their activities may be monitored by system and management personnel.	None/NA	Mandatory		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
SC0111	Security - Access Control and Confidentiality	Provide audit trails that show which users and workstation locations logged on to system, when they logged on, what parts of system and database they accessed (e.g., to prevent browsing), and who was denied access during specified period; permit audit trails to be stored, archived, and purged.	None/NA	Mandatory		
SC0112	Security - Access Control and Confidentiality	Provide list of user identifiers and audit trail of user identifier changes and deletions.	None/NA	Mandatory		
SC0113	Security - Access Control and Confidentiality	Utilize an existing Active Directory for its user management module.	None/NA	Optional		
SC0114	Security - Access Control and Confidentiality	Encrypt all stored passwords.	None/NA	Mandatory		
SC0115	Security - Access Control and Confidentiality	Enforce enterprise-defined password complexity and expiration requirements.	None/NA	Mandatory		
SC0116	Security - Access Control and Confidentiality	Support multi-factor authentication.	None/NA	Optional		
SC0117	Security - Access Control and Confidentiality	Provide automatic logoff of application after a configurable period of inactivity.	None/NA	Mandatory		
SC0118	Security - Access Control and Confidentiality	Notify users that are logged in from multiple devices simultaneously.	None/NA	Optional		
SC0119	Security - Access Control and Confidentiality	Allow users to have multiple sessions simultaneously.	None/NA	Optional		
SC0120	Security - Access Control and Confidentiality	Provide system log files in a parsable format.	None/NA	Optional		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
SC0121	Security - Access Control and Confidentiality	Provide documentation for the backup and restore of the system.	None/NA	Mandatory		
SC0122	Security - Access Control and Confidentiality	Provide single sign-on capability for all police applications from a single portal.	None/NA	Mandatory		
SC0123	Security - Access Control and Confidentiality	Provide single sign-on capability for all court applications from a single portal.	None/NA	Mandatory		
SD0124	Security - Applications Development	Be development using secure coding standards (OWASP) to protect data against accidental or intentional disclosure to unauthorized persons or from unauthorized modification of destruction.	None/NA	Mandatory		
SD0125	Security - Applications Development	Have end-to-end data security and integrity control through the database design, the use of encryption, and other controls. Preemptive (identification/authentication) and detection (subject/object) controls must be available as well as granular access control.	None/NA	Mandatory		
SD0126	Security - Applications Development	The vendor should have completed independent audits of the security within the system.	None/NA	Optional		
SV0127	Server	Support Microsoft Server 2012 or greater.	None/NA	Mandatory		
SV0128	Server	Support management in a virtualized server environment.	None/NA	Mandatory		
SV0129	Server	Support VMWare vSphere virtualized server environment.	None/NA	Optional		
SU0130	Support	Include a management dashboard for quick overall view of the health of the system including disk space, backup status, access to the various log files, etc.	None/NA	Optional		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Response Code	Comment
SU0131	Support	Support user scheduled jobs to handle routine print jobs, and other tasks.	None/NA	Mandatory		
SU0132	Support	Responds to Severity 1 (Critical) failures within 60 minutes of notification.	None/NA	Mandatory		
SU0133	Support	Responds to Severity 2 (Major) failures within 2 hours of notification.	None/NA	Mandatory		
SU0134	Support	Responds to Severity 3 (Minor) failures within 4 hours of notification.	None/NA	Mandatory		
SU0135	Support	Respond to Severity 4 (Cosmetic) failures within one business day.	None/NA	Mandatory		
SU0136	Support	Provides help-desk support 24 hours per day, 7 days per week, 365 days per year.	None/NA	Mandatory		
SU0137	Support	Answers telephone support calls within 5 minutes, 99% of the time.	None/NA			
SU0138	Support	Displays context-sensitive online help module to assist users in common functions.	None/NA	Mandatory		
SU0139	Support	Provide a searchable support knowledgebase for common functions.	None/NA			
SU0140	Support	Provides a Service Level Agreement detailing response and resolution expectations.	None/NA	Mandatory		
WS0141	Workstation	Operate on MS Windows 7 (or higher) workstations.	None/NA	Mandatory		
WS0142	Workstation	Preference for web-based solution that is platform agnostic.	None/NA	Optional		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Triggering Event	Interface Type	Sending System	Receiving System	Information Description	Response Code	Comment
IN0001	Integration	Provide a one-way interface to send new and updated state and municipal arrest warrant information from TPD RMS to TCSO SOMS (e.g., submitted, issued, served, and recalled).	None/NA	Mandatory	A new arrest warrant is added or updated in TPD RMS.	Electronic/Web Services	TPD RMS	TCSO SOMS	Warrant ID, Warrant Status, Other Warrant Data.		
IN0002	Integration	Provide a one-way interface to send new and updated **civil** arrest warrant information from TCSO SOMS to TPD RMS (e.g., submitted, issued, served, and recalled).	None/NA	Optional	A civil Warrant is entered or changed on SOMS.	Electronic/Web Services	TCSO SOMS	TPD RMS	Warrant ID, Warrant Status, Other Warrant Data.		
IN0003	Integration	Provide a one-way interface to send updated **criminal** arrest warrant information from TCSO SOMS to TPD RMS (e.g., submitted, issued, served, and recalled).	None/NA	Mandatory	A criminal arrest Warrant is entered or changed on SOMS.	Electronic/Web Services	TCSO SOMS	TPD RMS	Warrant ID, Warrant Status, Other Warrant Data.		
IN0004	Integration	Implements one-way interface between RMS and TCCJA IMACS for submitting field arrest information to TCCJA IMACS from TPD RMS as received from Field Reporting.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory	A Field Arrest is approved in TPD RMS.	Electronic	TPD RMS	TCCJA IMACS	Field arrest data.		
IN0005	Integration	Implements one-way interface between TCCJA IMACS and TPD RMS for translating IMACS state statute charging table into TPD RMS (county file is master).	1.1.2.2 Records Management	Mandatory	Update(s) to TCCJA IMACS charging table. May also be scheduled update.	Scheduled Update	TCCJA IMACS	TPD RMS	Charge information including: ChargeID, Charge Short Citation, Charge Full Citation, Charge Short Description, Charge Full Description, etc.		
IN0006	Integration	Implements one-way interface between CMS and TCCJA IMACS for translating city ordinance charging table information from CMS to IMACS (city file is master).	None/NA	Mandatory	Update(s) made to Tulsa Municipal Court ordinance charging table.	Scheduled Update	MC CMS	TCCJA IMACS	Charge information including: ChargeID, Charge Short Citation, Charge Full Citation, Charge Short Description, Charge Full Description, etc.		
IN0007	Integration	Implements one-way interface from MC CMS to TCCJA IMACS for sentencing orders via real-time web services.	2.2.2.4 Sentencing	Mandatory	MC order issued for a TPD inmate in Tulsa County jail.	Electronic/Web Services	MC CMS	TCCJA IMACS	Order of release, or sentence, etc.		
IN0008	Integration	Enables input of fingerprint information from IMACS to TPD RMS. (Assumes RMS can store digital fingerprint data.)	1.1.2.2 Records Management	Mandatory	New digital fingerprints taken at the jail on a TPD arrestee.	Electronic/Web Services	TCCJA IMACS	TPD RMS	ANSI/NIST-ITL 1-2000 standard digital fingerprint data with accompanying person and event identifiers.		
IN0009	Integration	Implements one-way interface between RMS and Lab Information Management System (LIMS) to transfer property from Property to the Lab with user-defined notifications.	1.1.8.1 Forensic Analysis	Mandatory	TPD Property staff transfers property to the Lab in RMS.	Electronic/Web Service	TPD RMS	TPD LIMS	Property ID, description and chain of custody detail.		
IN0010	Integration	Implements one-way interface between RMS and Lab Information Management System (LIMS) to transfer property from the Lab to Property with user-defined notifications.	1.1.8.1 Forensic Analysis	Mandatory	TPD Lab staff tags a batch of evidence and transfers property to the Property room form LIMS.	Electronic/Web Service	TPD LIMS	TPD RMS	Property ID, description and chain of custody detail.		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Triggering Event	Interface Type	Sending System	Receiving System	Information Description	Response Code	Comment
IN0011	Integration	Implements one-way notice from RMS for automatic notice to lab when certain configurable qualifying property types (e.g. guns, shell casings, etc.) are received.	1.1.8.1 Forensic Analysis	Mandatory	TPD Property staff enters qualifying property types into RMS (e.g., certain types of guns, shell casings).	Notice/Alert/Email	TPD RMS	None/email	Description of qualifying property type with case number and property identifier(s).		
IN0012	Integration	Implements search/response interface between RMS and LIMS for auto-notifying detectives of NIBN hits. Must link NIBN results to property in the process. Note: the alternative is for Lab personnel to mark evidence in the RMS.	1.1.8.1 Forensic Analysis	Optional	A LIMS user check a box in LIMS indicating a hit.	Electronic/Web Service	TPD LIMS	TPD RMS	Property ID, hit indicator.		
IN0013	Integration	Implements one-way interface from RMS to LIMS to send lab request (configurable) automatically or for defined (configurable) property from RMS to LIMS; or manually by officer/detective.	1.1.7.1 Property Collection	Mandatory	TPD Property staff enters qualifying property types into RMS; or officer/detective manually initiates.	Electronic/Web Service	TPD RMS	TPD LIMS			
IN0014	Integration	Implements an automatic one-way interface from LIMS to RMS to send lab reports and attach to property record in RMS.	1.1.7.1 Property Collection	Mandatory	TPD Lab staff releases a lab report in LIMS.	Electronic/Web Service	TPD LIMS	TPD RMS	Property ID and a PDF lab report.		
IN0015	Integration	Implements a search/return interface that enables a query from RMS to eTrace(ATF) and receives information return from eTrace (ATF) to RMS to check gun ownership.	1.1.7.1 Property Collection	Optional	TPD RMS authorized user initiates eTrace query on selected firearm property.	API/Electronic	TPD RMS	ATF eTrace	Firearm identifiers and descriptors.		
IN0016	Integration	Enable electronic notice(s) with map to officers near a location with active warrant(s). User configurable with respect to severity, location, and recency. Mobile user must have ability to disable and/or silence this feature.	1.2.1.1.4 Identify Suspect	Optional	Field officer monitors active map with warrant locations pinned and approaches an active warrant address.	Electronic/Web Service	TPD RMS	TPD Mobile CAD	Map pins with pop-up/roll-over warrant information.		
IN0017	Integration	Implements one-way interface between CMS and collection agency to send overdue payment information to a collection agency.	2.1.2.1 Collections	Mandatory	Calendar: When a case payment becomes 90 days past due.	Electronic/Web Service	MC CMS	Collection Agency System	Case number, defendant information, fines, costs, balance due.		
IN0018	Integration	Implements one-way interface between a collection agency to the CMS with payments received data.ion agency.	2.1.2.1 Collections	Mandatory	When the collection agency transmits received payment information.	Electronic/Web Service	Collection Agency System	Tyler Munis ERP Financial system	Case number, defendant information, fines, costs, collected.		
IN0019	Integration	Implements an interface between RMS and Appriss JusticeXchange to run queries, export information, and set watches. See http://www.appriss.com/static/sitedocs/JusticeXchange_ProductSheet.pdf.	None/NA	Optional	TPD User initiates a query, export, or sets a watch.	Scheduled Update	TPD RMS	Appriss JusticeXchange	Subject information query, export, or watch criteria.		
IN0020	Integration	Implements two-way interface between RMS and Field Reporting for auto-population of subject and vehicle data to incident reports, field arrests, forms, etc.	1.2.1.1.8 Incident and Supplemental Report	Mandatory	Mobile RMS user enters subject and/or vehicle information.	Same Database	Mobile RMS	TPD RMS	Person and vehicle data.		
IN0021	Integration	Implements a one-way interface that automatically transfers new citations from E-Citation system to MC CMS system.	1.2.1.4.7 Issue Citation	Mandatory	A new citation is received in E-Citation System.	Electronic/Web Service	E-Citation System	MC CMS	New citation data.		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Triggering Event	Interface Type	Sending System	Receiving System	Information Description	Response Code	Comment
IN0022	Integration	Implements a one-way interface that automatically transfers new citations (including all data and images) and changes to same (filed, declined, modified, etc.) from MC CMS system to TPD RMS.	1.2.1.4.7 Issue Citation	Mandatory	A new citation is received, or an existing citation is modified.	Electronic/Web Service	MC CMS	TPD RMS	Citation data and status.		
IN0023	Integration	Implements a one-way interface that automatically transfers modified city arrest charges (filed, declined, modified, etc.) from MC CMS system to TPD RMS.	None/NA	Mandatory	A city charge is modified.	Electronic/Web Service	MC CMS	TPD RMS	City charge data and status.		
IN0024	Integration	TPD User sends charging packet to District Attorney's case management system.	1.2.1.4.3 Complete DA Charging Packet	Mandatory	TPD RMS user approves a charging packet.	Electronic/Web Service	TPD RMS	DA CMS	DA charging packet detail.		
IN0025	Integration	DA CMS user reviews and responds to TPD criminal charging packet.	1.2.1.4.3 Complete DA Charging Packet	Mandatory	DA user sends response to charging packet.	Electronic/Web Service	DA CMS	TPD RMS	Receipt; charging decision; request for additional information.		
IN0026	Integration	DA CMS user enters court case number when filed with the court and sends case number to configurable defined RMS user group.	1.2.1.4.3 Complete DA Charging Packet	Mandatory	DA CMS user enters new case number in DA CMS.	Electronic/Web Service	DA CMS	TPD RMS	TPD RMS incident number, district court case number; electronic notices to case officer(s).		
IN0027	Integration	TPD RMS user sends electronic arrest warrant request to DA CMS system.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory	TPD RMS user approves a warrant request.	Electronic/Web Service	TPD RMS	DA CMS	State Warrant request packet including PC affidavit, etc.		
IN0028	Integration	DA CMS user reviews and responds to TPD arrest warrant request.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory	DA user sends response to warrant request.	Electronic/Web Service	DA CMS	TPD RMS	Receipt; warrant approval/decline; request for additional information.		
IN0029	Integration	TPD RMS user sends electronic asset forfeiture request to DA CMS system.	1.1.7.7 Asset Forfeiture	Mandatory	TPD RMS user creates asset forfeiture request packet.	Electronic Interface	TPD RMS	DA CMS	description of assets, supporting documentation, etc.		
IN0030	Integration	DA CMS user reviews and responds to TPD asset forfeiture request.	1.1.7.7 Asset Forfeiture	Mandatory	DA CMS user selects received asset forfeiture request packet reviews it, and takes action.	Electronic Interface	DA CMS	TPD RMS	Notice of approved/declined forfeiture on specific assets in a case; request for additional information.		
IN0031	Integration	DA CMS sends configurable criminal case disposition notice to defined RMS user group.	1.2.1.4.3 Complete DA Charging Packet	Mandatory	When DA CMS case is closed, an electronic notice is sent to TPD RMS.	Electronic Interface	DA CMS	TPD RMS	Informational notice with final disposition of all charges, case number, etc.		
IN0032	Integration	DA CMS sends configurable evidence disposition notice to defined RMS users.	1.1.7.6 Property Disposal	Mandatory	When DA CMS case property is released, an electronic notice is sent to TPD RMS.	Electronic Interface	DA CMS	TPD RMS	Case number, released property identifier(s).		
IN0033	Integration	DA CMS user sends electronic discovery request to TPD RMS users.	None/NA	Mandatory	DA CMS creates E-Discovery request and sends it to defined CMS user group.	Electronic Interface	DA CMS	TPD RMS	Court Case number, police incident number, defendant name(s), description of request (e.g., lab request).		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Triggering Event	Interface Type	Sending System	Receiving System	Information Description	Response Code	Comment
IN0034	Integration	Allow electronic submission of TPD charges from the RMS to the city prosecutors CMS.	1.2.1.4.6 Complete City Prosecutor Charging Packet in RMS	Mandatory	A new arrest on city charges is entered.	Electronic/Web Service	TPD RMS	MC CMS Prosecutor Module	New city arrest charges.		
IN0035	Integration	Implements two-way interface between CAD and Mobile Dispatch for Mobile Functions (e.g., Emergency, self-initiation, status Updates, etc.).	None/NA	Mandatory	Officer makes a status change on mobile CAD.	Electronic/Web Service	CAD/Mobile CAD	CAD/Mobile CAD	Status changes.		
IN0036	Integration	Implements two-way interface between CAD and Mobile Dispatch for Mobile messaging (dispatcher-to-mobile; mobile-to-mobile, dispatch-to-dispatch, including across agencies.	None/NA	Mandatory	Mobile CAD user sends message.	Electronic/Web Service	CAD/Mobile CAD	CAD/Mobile CAD	Messages.		
IN0037	Integration	Implements one-way interface between CMS and RMS to send citation/charge dispositions automatically from MC CMS to RMS.	2.7.2.3 File E-Citations	Mandatory	A municipal court case (e.g., citation, misdemeanor) is disposed.	Electronic/Web Service	MC CMS	TPD RMS	Charge dispositions.		
IN0038	Integration	Implements one-way interface from RMS to IA Pro BlueTeam to export selected person data to IA Pro.	1.1.12 Internal Affairs	Optional	IAPro Blue Team user searches for a person.	Electronic/Web Service	TPD RMS	IA Pro Blue Team	Person data.		
IN0039	Integration	Implements two-way interface between RMS and OLETS to send driver information to OLETS and receive a return from OLETS.	1.2.1.1.4 Identify Suspect	Mandatory	.Mobile RMS user requests DL check.	Electronic/Web Service	Mobile RMS/OLETS	OLETS/Mobile RMS	Out: DL data. In: DL status return.		
IN0040	Integration	Implements interface from RMS to OLETS to inquire for active warrants.	1.2.1.1.4 Identify Suspect	Mandatory	Mobile RMS user request warrant check.	Electronic/Web Service	Mobile RMS/OLETS	OLETS/Mobile RMS	DL data.		
IN0041	Integration	Implements interface from OLETS to RMS to receive Warrant information.	1.2.1.1.4 Identify Suspect	Mandatory	OLETS sends warrant return to Mobile RMS user.	Electronic/Web Service	OLETS/Mobile RMS	Mobile RMS/OLETS	Warrant search return (OLET/NCIC).		
IN0042	Integration	Implements two-way interface between RMS and OLETS to automatically retrieve vehicle ownership and lien holder information from the Bureau of Motor Vehicles through OLETS upon entry of vehicle impound information.	1.1.2.2 Records Management	Mandatory	TPD Mobile RMS user enters vehicle impound.	Electronic/Web Service	Mobile RMS/OLETS	OLETS/Mobile RMS	Out: Vehicle information. In: DMV registration and lein lien information.		
IN0043	Integration	Implements one-way interface between RMS and OLETS to automatically generate validation letters for TPD NCIC Entries (property, warrants, missing persons, etc.).	1.1.2.2 Records Management	Mandatory	TPD RMS user initiates monthly validation process.	Electronic/Web Service	OLETS	TPD RMS	RMS generates validation letters.		
IN0044	Integration	Implements two-way interface between RMS and CMS to accept electronic arrest warrant status update from city prosecutor and municipal court case management system to the RMS (e.g. charging decision, request for more information, etc.).	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory	MC CMS authorized user enters municipal warrant charging decision or request for more information.	Electronic/Web Service	MC CMS	TPD RMS	city warrant status update.		
IN0045	Integration	Implements a one-way interface from the MC CMS to RMS to transmit a new city arrest warrant, or a change in status of a city arrest warrant.	2.4.1.2 Municipal Court (MC) Will File Warrants	Mandatory	A new city arrest warrant is issued by the court or the status of an existing warrant changes (i.e., recalled, etc.).	Electronic/Web Service	MC CMS	TPD RMS	New or updated city arrest warrant information.		

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NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Triggering Event	Interface Type	Sending System	Receiving System	Information Description	Response Code	Comment
IN0046	Integration	Implements two-way interface between RMS and CMS to send electronic service notices to MC CMS from RMS.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory	TPD RMS authorized user enters warrant service information on a city warrant (field arrest).	Electronic/Web Service	TPD RMS	MC CMS	City warrant service information including date, place, time, officer, etc.		
IN0047	Integration	Implements two-way interface between RMS and CMS to send electronic municipal arrest warrant request from RMS to city prosecutor.	1.2.1.4.1.1 Arrest Book Adult Suspect	Mandatory	TPD RMS authorized user enters a municipal warrant request and sends it to city prosecutor.	Electronic/Web Service	TPD RMS	MC CMS prosecutor module	Municipal arrest warrant detail including probable cause affidavit.		
IN0048	Integration	Implements two-way interface between RMS and CMS to accept an electronic receipt for received warrant request (out-of-custody affidavit) from city prosecutor to RMS.	1.2.1.4.1.1 Arrest Book Adult Suspect	Optional	CMS system receives a city warrant request from RMS.	Electronic/Web Service	MC CMS prosecutor module	TPD RMS	Receipt for warrant request.		
IN0049	Integration	Implements two-way interface between RMS and district court clerk to accept electronic arrest warrant status updates from district court clerk to the RMS.	1.2.2.1.4.4 Request Arrest Warrant	Optional	Arrest warrant updates (service).	Electronic	District Court CMS (OCIS)	TPD RMS	Updated warrant status.		
IN0050	Integration	Implements two-way interface between RMS and district court clerk to send electronic service notices to district court clerk from RMS.	1.2.2.1.4.4 Request Arrest Warrant	Optional	TPD Field Arrest is entered into RMS on a subject with an active warrant.	NA	TPD RMS	DA CMS	Warrant service information.		
IN0051	Integration	Implements two-way interface between TPD RMS and Tulsa County District Court Clerk to track and validate protective orders.	None/NA	Optional	District court issues, updates, or recalls a protective order.	Electronic/Web Service	District Court CMS (OCIS)	TPD RMS	New or updated protective order information.		
IN0052	Integration	Allow import of new citations and related data, including photos, if available, from e-citation system into RMS.	1.2.1.4.7 Issue Citation	Mandatory	A new e-citation is created in the e-citation system.	Electronic/Web Service	E-Citation	TPD RMS			
IN0053	Integration	Accept pawned item information electronically from LEADS Online (e.g., ticket number, item type, pawner, date, etc.).	1.2.3.1 Pawn Shop Investigation	Optional	LEADS online system sends a new pawned property query.	Electronic/Web Service	LEADS Online	RMS	Local RMS property return.		
IN0054	Integration	Automatically check property items against local, state, and federal property files, including OLETS/NCIC and LEADS Online.	1.2.3.1 Pawn Shop Investigation	Optional	TRD RMS user enters property item into RMS.	Electronic/Web Service	TPD RMS	TPD RMS OLETS LEADS Online	Out: Item identifiers. In: property search returns.		
IN0055	Integration	E-Citation - RMS Integration: Auto-search RMS upon DL swipe/scan.	1.1.2.2 Records Management	Mandatory	Field Officer swipes a DL in the E-Citation system.	Electronic/Web Service	E-Citation System/TPD RMS	TPD RMS/E-Citation System/	Out: DL Information. In: RMS return.		
IN0056	Integration	Ability to electronically submit UCR Reports.	1.1.1.1 Reporting	Mandatory	TPD RMS User initiates UCR process.	Electronic/Web Service	TPD RMS	OSBI UCR system	UCR data.		
IN0057	Integration	Ability to electronically transmit Oklahoma Statewide Incident Based Reports (SIBRS).	1.1.1.1 Reporting	Mandatory	TPD RMS User imitates NIBRS process.	Electronic/Web Service	TPD RMS	OSBI SIBRS system	NIBRS data.		
IN0058	Integration	Transfers custody of property (two-way) with a single bar code scan that updates both RMS and LIMS.	1.1.8.1 Forensic Analysis	Mandatory	Lab or Property staff scans property for transfer.	Electronic/Web Service	TPD RMS or TPD LIMS	TPD RMS or TPD LIMS	Property ID, a custody transfer details.		

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Triggering Event	Interface Type	Sending System	Receiving System	Information Description	Response Code	Comment
IN0059	Integration	Allows a configurable process for reviewing submitted Municipal charging packets (in-custody) that notifies submitter of status change.	1.2.1.4.6 Complete City Prosecutor Charging Packet in RMS	Optional	A city charge is modified (approved, declined, modified).	Electronic/Web Service	MC CMS	TPD RMS	City charge data and status.		
IN0060	Integration	Enable linking an interview record to other digital media (e.g., DIMS system).	1.2.1.1.3 Interview	Optional	TPD RMS User displays evidence in a incident report.	Link to network storage location	TPD RMS	DIMS or other evidence storage location	Hyperlink(S) to DIMS Desktop Viewer.		
IN0061	Integration	Upon entry of property, search OLETS.	1.2.1.1.6 Collect Evidence	Optional	Officer/Detective enters property in TPD RMS.	Electronic/Web Service	TPD RMS	OLETS	Property identifiers, and descriptors. Returns hit information.		
IN0062	Integration	Upon entry of property, search LEADS online.	1.2.1.1.6 Collect Evidence	Optional	Officer/Detective enters property in TPD RMS.	Electronic/Web Service	TPD RMS	OLETS	Property identifiers, and descriptors. Returns hit information.		
IN0063	Integration	Enable searching, viewing, and printing active arrest warrants from a secure web site by area law enforcement agencies.	1.1.2.2 Records Management	Optional	Online warrants query by authorized external LEA.	Web Site	TPD RMS Web Site	TPD RMS Web Site	Warrant search return .		
IN0064	Integration	Enable automatic entry of activated/recalled/updated state arrest warrant and protective order information into RMS from OCIS.	1.2.2.1.4.4 Request Arrest Warrant	Mandatory	New state arrest warrant/protective order is activated/recalled/updated in Tulsa County, Osage County, and Wagoner County District Court.	Electronic/Web Service	OCIS	TPD RMS	New Warrant Data, Warrant status changes, New Protective Orders, Protective Order Updates.		
IN0065	Integration	Enable emailing of RMS-generated documents (e.g., search warrant, PC affidavit, incident report, etc.) to designated email address(es).	1.2.1.1.10 Search Warrant	Mandatory	TPD RMS user generates a document and initiates an email.	Notice/Alert/Email	TPD RMS	Email client system	TPD RMS-generated document.		
IN0066	Integration	Include a read-only search and information portal for external agencies to access TPD person, property, and vehicle records; incident reports; arrest reports; etc. Access to portal shall be controlled by TPD system administrator(s).	None/NA	Optional	Authorized external user enters a query.	Web Site	TPD RMS	TPD RMS Web Site	TPD RMS information.		
IN0067	Integration	Transmit juror payment information to ERP system for generation of juror checks.	2.2.3.3 Jury Trial Hearing	Mandatory	MC CMS user initiates a batch jury payment process.	Electronic Interface	MC CMS	Tyler Munis ERP	Juror name, address, case number, dates of service, payment amount.		
IN0068	Integration	Send release order notification to TCCJA IMACS system.	None/NA	Mandatory	MC CMS user enters a order of release or a judge electronically signs an order of release (TBD).	Notice/Alert/Email	MC CMS	TCJA IMACS	PDF Electronically signed release order.		
IN0069	Integration	Transmit disbursement amounts to external agencies to the ERP (Tyler Munis) for payment. Agencies include OSBI, CLEET, DPS, Victims Impact Panel, Drug Education Fund, etc.	2.1.1.2 Disburse Fees	Mandatory	MC CMS user at end of month initiates disbursement process.	Electronic/Web Service	MC CMS	Tyler Munis ERP	Agency name, payee bank account information, pay period, payment amount.		

RCMS INTEGRATION REQUIREMENTS

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Triggering Event	Interface Type	Sending System	Receiving System	Information Description	Response Code	Comment
IN0070	Integration	ERP sends payment receipt information to municipal court case management system (CMS) to post case/citation payments and update of balance due in CMS.	2.1.1.4 Receive Payment	Mandatory	A receipt for a court case is posted in Tyler Cashiering system.	Electronic/Web Service	Tyler Munis	MC CMS	Case number, payment amount, payment type, defendant name, transaction number, payment date, etc.		
IN0071	Integration	Provide web service to allow online payment system, (part of Tyler Munis ERP) to query for balance due in court CMS.	2.1.1.5 Receive Online Payment	Mandatory	Online user queries case amount due.	Web Site	MC CMS web payment module	Tyler Munis	Case number, payment amount, payment type, defendant name, transaction number, payment date, payment transaction number, etc.		
IN0072	Integration	Provide web service to allow process credit card payments from the online court CMS web site to the payment gateway (Chase PayConnection).	2.1.1.5 Receive Online Payment	Mandatory	Online user submit for payment.	Web Site	MC CMS web payment module	Chase PayConnection	Send: Credit card information , payment amount, case number, payor's name, email address, etc. Return: transaction confirmation number.		
IN0073	Integration	ERP sends payment receipt information to municipal court case management system (CMS) to log bond payments and refunds and update of balance due.	2.1.1.6 Bond Refunds	Mandatory	A receipt for a defendant bond is posted in Tyler Cashiering system.	Electronic/Web Service	Tyler Munis	MC CMS	Case number, bondsman name, payment amount, payment type, defendant name, payment date, etc.		
IN0074	Integration	Import Arrest & Booking Information from Jail Management System (IMACS).	2.2.1.1 Inmate Record Setup	Mandatory	When a city arrestee is booked into the IMACS.	Electronic/Web Service	TCJA IMACS	TPD RMS	TPD inmate personal ID, mugshots, SMTS offender tracking number (OTN), SID, FBI#, etc.		
IN0075	Integration	Receives defendant's time served and credits, release orders, appearance info. from TCJA IMACS system.	2.7.1.3 Close Case		CIC updates case information in IMACS.	Electronic/Web Service	TCOS IMACS	MC CMS	Inmate names, sentence, release, case numbers, and court appearance date/time/type data, etc.		
IN0076	Integration	Links discoverable information in CMS to sources in other systems (e.g., photos, imaged documents, etc.).	3.3 Prosecutor Court Process	Mandatory	User links to external evidence from CMS.	Link	MC CMS	External evidence systems (DMS, etc.)			
IN0077	Integration	Receive e-filings in CMS.	3.3 Prosecutor Court Process	Mandatory	Litigant party files initial of follow-on court documents in CMS E-Filing system.	EI	TPD RMS	IA Pro			
IN0078	Integration	Provides for a data export function from all search results lists with the option to export results data into Microsoft Excel or comma-separated values (CSV).	None/NA	Mandatory	Any RMS or CMS search.	Export File	TPD RMS MC CMS	NA	RMS or CMS data.		
IN0079	Integration	Ability to electronically transmit a court transportation docket from the municipal court CMS system to TCCJA IMACS system. Also see companion functional requirement.	2.2.1.14 Transport Inmate	Mandatory	Authorized court CMS user designates a list of inmates for a future court date and transmits the list from CMS.	Notice/Alert/Email	MC CMS	TCCJA IMACS	Inmate names, case numbers, and court appearance date/time/type data, etc.		

CITY OF TULSA RECORDS AND CASE MANAGEMENT SYSTEM

RCMS INTEGRATION REQUIREMENTS

NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Triggering Event	Interface Type	Sending System	Receiving System	Information Description	Response Code	Comment
IN0080	Integration	Municipal court case management system (CMS) receives payment information from ERP system including payor name and contact information for all payments received and posts payments to court case(s) (e.g. court cashier, bond payments, etc.).	2.2.1.4 Jail Payments	Mandatory	ERP system receives payment for municipal court case.	Electronic/ Web Service	ERP (Munis)	MC CMS	Case number, payment amount, other information necessary to designate fines and fees to be paid in CMS.		
IN0081	Integration	Includes a user-maintainable cross-reference table that links CAD system geo-code grids to RMS geo-code grids in both directions.	1.2.1.1.5 Collect Intelligence	Mandatory	Authorized system administrator updates table and pushes to both systems.	Export File	CAD or TPD RMS	CAD or TPD RMS	.Cross-reference table of geo codes.		
IN0082	Integration	Implements a one-way interface from TPD RMS to TCSO SOMS via web services.	None/NA	Optional	Scheduled periodic download.	Scheduled Update	TPD RMS	TCSO SOMS	Person information. Part of TPD RMS fed, state, local returns (may be incremental or real-time) (e.g., booking number; offender tracking number (OTN), State ID (SID), all mugshots, etc.. custody status. (used by compliance, traffic, criminal clerks, Court Mediator and Orders of Protection staff).		
IN0083	Integration	Implements a one-way interface from TCSO SOMS to TPD RMS via web services.	None/NA	Optional	Scheduled periodic download.	Scheduled Update	TCSO SOMS	TPD RMS	Person information. Part of TPD RMS fed, state, local returns (may be incremental or real-time) (e.g., booking number; offender tracking number (OTN), State ID (SID), all mugshots, etc.. custody status. (used by compliance, traffic, criminal clerks, Court Mediator and Orders of Protection staff).		
IN0084	Integration	Import the traffic collision report from Oklahoma Department of Public Safety PARIS collision system into the RMS collision module.	1.2.1.4.7 Issue Citation	Mandatory	Scheduled periodic download.	Scheduled Update	DPS PARIS Collision Reporting System	TPD RMS	Collision data includes person information, vehicle information, date, time, location, and image of PARIS collision report, etc.		
IN0085	Integration	Import driver, person, vehicle and insurance information from OLETS and RMS (mobile and native) into the PARIS collision reporting module to create a new PARIS collision report.	1.2.1.4.7 Issue Citation	Mandatory	Officer searches for tag, VIN, or driver in RMS via OLETS.	Electronic/Web Service	Officer searches for tag, VIN, or driver in RMS via OLETS.	DPS PARIS Collision Reporting System	Person, Vehicle, and Insurance Information needed to populate a new collision report.		

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NF_Req_ID	NF_Req_Type	Requirement Text	BPMN Reference	CoT Rating	Triggering Event	Interface Type	Sending System	Receiving System	Information Description	Response Code	Comment
IN0086	Integration	Transmit defendant/case information (including amount due) to ERP system.	Validated with IT and SMEs 30 Nov 2016	Mandatory	A new court case is created in CMS.	Electronic/Web Service	Revenue Processor in Municipal Court receives payment for court case	Electronic Interface	Case number, payment amount, etc.		
IN0087	Integration	Transmit defendant/case payment information from ERP to CMS system (Pending, Posted, Rejected, Returned).	Validated with IT and SMEs 30 Nov 2016	Mandatory	A payment is received in ERP for a court case.	Electronic/Web Service	Revenue Processor in Municipal Court receives payment for court case	Electronic Interface	Case number, payment amount, etc.		
IN0088	Integration	ERP will transmit bond payments and bond forfeiture payments information to CMS system.	Validated with IT and SMEs 30 Nov 2016	Mandatory	A bond payment or bond forfeiture payment is received in ERP.	Electronic/Web Service	Revenue Processor in Municipal Court receives payment for court case	Electronic Interface	Case number, payment amount, etc.		
IN0089	Integration	CMS will transmit bond forfeiture payment refund requests to the ERP system.	Validated with IT and SMEs 30 Nov 2016	Mandatory	A bond forfeiture request is initiated in CMS.	Electronic/Web Service	MC CMS receives an in-person payment for defendant bond,	Electronic Interface	Case number, payment amount, etc.		

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Req_ID	Trans_Req_Type	Requirement Text	BPMN Reference	Response Code	Comment
DM0001	Data Migration	The solution provider(s) must collaborate with CoT IT personnel and stakeholders to develop a technical data migration plan for each legacy data source.	None/NA		
DM0002	Data Migration	Each technical legacy system data migration plan will be iterated as many times as necessary to ensure data conversion completeness, quality, and integrity. CoT IT and user personnel will participate with vendor staff to verify results at key conversion milestone steps.	None/NA		
DM0003	Data Migration	Include services, tools, and processes to migrate existing TRACIS information into the new police records management system (RMS); including but not limited to persons, officers, vehicles, incident reports, field interviews, arrests, citations, charges, bookings, and all attachments. Process will include exception counts and reports of data quality problems affecting migration.	None/NA		
DM0004	Data Migration	Include services, tools, and processes to migrate existing ACISS information into the new police records management system (RMS); including but not limited to persons, officers, vehicles, property, associations, incident reports, field interviews, arrests, officer assignments, case narratives, case notes, and case dispositions, citations, charges, bookings, and all attachments. Process will include exception counts and reports of data quality problems affecting migration.	None/NA		
DM0005	Data Migration	Include services, tools, and processes to migrate existing TPD Case Manager system (CMAN) information into the new police records management system (RMS); including but not limited to persons, officer assignments, case narratives, case notes, and case dispositions. Process will include exception counts and reports of data quality problems affecting migration.	None/NA		
DM0006	Data Migration	Include services, tools, and processes to migrate existing Application Extender (AEX) information into the new police records management system (RMS); including but not limited to metadata, incident numbers, and document images. Process will include exception counts and reports of data quality problems affecting migration.	None/NA		

Req_ID	Trans_Req_Type	Requirement Text	BPMN Reference	Response Code	Comment
DM0007	Data Migration	Include services, tools, and processes to migrate existing JURIS and Content Manager information into the new court case management system (CMS); including but not limited to persons, parties, officers, vehicles, court minutes, sentences, charges, dispositions, sentences, pleadings, citations, payment schedules, fines, fees, payments, balances, court schedules, appearance schedules, notices, and all attachments. Process will include exception counts and reports of data quality problems affecting migration.	None/NA		
DM0008	Data Migration	Include services, tools, and processes to migrate existing IBM Content Manager System information into the new court case management system (CMS); including but not limited to metadata and document images. Process will include exception counts and reports of data quality problems affecting migration.	None/NA		
DM0009	Data Migration	Include services, tools, and processes to de-duplicate CMS person identities across all modules. Matching algorithms must be configurable, and merges must be reversible. Alternate facts (e.g. AKA, SSN, DoB, etc.) must be linked to master person record.	None/NA		
DM0010	Data Migration	Include services, tools, and processes to de-duplicate RMS person identities across all modules. Matching algorithms must be configurable, and merges must be reversible. Alternate facts (e.g. AKA, SSN, DoB, etc.) must be linked to master person record.	None/NA		
DM0011	Data Migration	Link TPD RMS cases to digital evidence in the Linear Systems DIMS system.	None/NA		
DM0012	Data Migration	Link TPD RMS cases to digital evidence in Panasonic Arbitrator in-car video system.	None/NA		
TD0013	Documentation	The provider will document the backup and restore process of the system in electronic format.	None/NA		
TD0014	Documentation	Supplies technical documentation in electronic format regarding all aspects of the solution including, but not limited to: general system set-up, system hardware requirements, data structures, data element dictionaries, interfaces, security, system constraints and limitations and intended overall system operation/function capabilities.	None/NA		
TD0015	Documentation	Supply Tulsa personnel with comprehensive system administration manual(s) in electronic format outlining system functionality and all relevant process flows necessary to work in the RMS in a capable manner.	None/NA		
TD0016	Documentation	Supply Tulsa personnel with comprehensive training manuals in electronic format used in vendor training.	None/NA		

Req_ID	Trans_Req_Type	Requirement Text	BPMN Reference	Response Code	Comment
TD0017	Documentation	Supply Tulsa personnel with comprehensive user manuals in electronic format outlining system functionality and all relevant process flows necessary to work in the CMS in a capable manner.	None/NA		
TD0018	Documentation	Supply Tulsa personnel with comprehensive user manuals in electronic format outlining system functionality and all relevant process flows necessary to work in the RMS in a capable manner.	None/NA		
TT0019	Training	Solution provider(s) shall include comprehensive on-site role-based end-user training for RMS users.	None/NA		
TT0020	Training	Solution provider(s) shall include comprehensive on-site role-based end-user training for CMS users.	None/NA		
TT0021	Training	Solution provider(s) shall include comprehensive computer-based end-user training for RMS users.	None/NA		
TT0022	Training	Solution provider(s) shall include comprehensive computer-based end-user training for CMS users.	None/NA		
TT0023	Training	The Application providers shall supply comprehensive System Administrator training for day-to-day, routine maintenance functions such as add/change/delete user accounts, add/change/delete code tables, workflow management, general database maintenance, security settings, and group/role definitions, etc.	None/NA		
TA0024	Transition Availability	Provide a detailed implementation plan for transition from legacy systems being replaced to the new system(s). Implementation plan must include: (1) an hour-by-hour schedule during cutover/data migration time; (2) a fallback plan for unexpected failures at critical milestones; (3) defined processes for manual recording of mission critical operations during transition; and (4) a plan to record manual transactions in the new system.	None/NA		
TA0025	Transition Availability	Provide a detailed implementation plan for transition from legacy system interfaces being replaced to the new system interfaces. Implementation plan must include: (1) an hour-by-hour schedule during cutover/data migration time; (2) and a fallback plan for unexpected failures at critical milestones.	None/NA		

This project migrates selected data from digital data sets owned by the Municipal Courts, City Prosecutor's Office, and the Tulsa Police Department into new data stores. The data stores include:

Application Name	Business Description	Database Sizing
ACISS Case Management	ACISS Case Management gives investigators the ability to track the progress of their cases every step of the way. Supervisors and administrators not only have the ability to track the cases of individual investigators, but also for entire units, squads, divisions.	MS SQL Server; DB1 (721 Tables) (18.5 GB, includes documents)
AEX Application Xtender Document Mgmt	Application Xtender scans, stores, retrieves, and preserves information, while providing role-based access from either a desktop interface or web browser.	MS SQL Server; DB1 (53 tables) (937 MB); documents on file share
Asset Forfeiture		MS Access database, size unknown (small - two screens)
Authorized Agency	Local and regional officer database for verification of officer credentials for authorized access. Names, addresses and phone numbers of public safety officials for area/regional agencies.	Oracle; DB1 (6 Tables) (1.4 MB)
Bench Warrant Automation	Using warrant data from Juris, displays a .pdf version of a bench warrant and electronically signs the warrant with the judge's signature after entering a 4-digit pin.	MS SQL Server; DB1 (10 tables) (6.75 GB)
Blue Team	Web based App tied to IAPRO. BlueTeam is software that allows officers and supervisors to enter and manage incidents from the field, but not see all the data in IAPRO.	See IAPRO; This is front end only
Case Management	Used to assign, track, and record disposition of cases currently being investigated by various units within the Detective Division of TPD, provide management reporting.	Oracle; DB1 (38 tables) (5.8 GB)
Clandestine Meth Lab Database	Meth Lab Tracking and Reporting including date and time occurred, fire involved, fatalities, address with location at address, method for creating meth, children involved, reporting agency, disposal agency, suspect information	Oracle; DB1 (42 tables) (9 MB)
IAPRO	TPD Internal Affairs with Officer and Internal Affair cases.	MS SQL Server; DB1 (351 tables) (1.94 GB)
JURIS (Judicial Records Information System)	Provides records management, tracking, and reporting for Tulsa Municipal Court. Court cases, court related. Municipal warrants and traffic.	Oracle; DB1 (76 tables) (3 GB), DB2 (28 tables) (24.5 MB), DB3 (70 tables) (1.2 GB)

Application Name	Business Description	Database Sizing
Police Lineup System	Visual Basic / MS-SQL application providing for Tulsa Police field personnel make current and future assignment of personnel and equipment.	MS SQL Server; DB1 (15151 Tables - set of up to 10 tables per day since 2015-08) (1.27 GB)
Search Warrants	Management and reporting of Search Warrants for TPD/SID.	Oracle; DB1 (10 tables) (4.1 MB)
TRACIS (Tulsa Regional Automated Criminal Information System)	Provides records management, tracking, and reporting for Tulsa Police Department plus 39 other regional law enforcement agencies. Provides daily data feed to OSBI's Oasis data warehouse. Arrest History, Automated Pawn Entry, Evidence Tracking, Property Tracking, Stolen/Recovered Vehicles, UCR Reporting, Wanted Persons\Vehicles, Incident Report Tracking, Field Interview Report Tracking.	Oracle; DB1 (221 tables) (23.5 GB), DB2 (58 tables) (777.5 MB), DB3 (97 tables) (10.2 GB)
Violent Offender/Sex Offender	Records management for registration, tracking, and reporting of violent and sex offenders.	Oracle; DB1 (36 tables) (9.5 MB)

Appendix B
RCMS Cost Schedule

Respondents must comply with the following purchasing rules:

- While the City of Tulsa may correct errors in calculation, it cannot correct errors of omission. The City of Tulsa cannot purchase anything not included in the Cost Schedule. Respondents must include everything for which they expect payment. If a Respondent omits an item required to complete the proposal, the City of Tulsa may require the Respondent to provide it at no cost to the City of Tulsa, or the City of Tulsa may disqualify the proposal as incomplete or unresponsive.

- Respondents should include any item they intend to provide at no cost to the City of Tulsa and show a zero cost. Respondent must also provide a unit cost in the cost schedule Explanation column, should the City of Tulsa decide to purchase additional units later.

- Respondents must pay careful attention to the units. Professional service units should be hours. License units should be each. If there are special prices for bulk purchases, Respondents should state them, but keep the units as each. The City of Tulsa may purchase those items in bulk at the stated price through the term of the contract and any optional renewal periods.

Cost Schedule Submission Worksheet

Implementation Cost Categories	Not-to-Exceed Cost	Est. Respondent Hrs.	Est. City Hrs.	Explanation/Notes (if needed)
SOFTWARE LICENSE/SUBSCRIPTION FEES				
Police Records Management System				
[replace with detail line item (repeat as needed)]				
Municipal Court Case Management System				
[replace with detail line item (repeat as needed)]				
Prosecution Case Management System				
[replace with detail line item (repeat as needed)]				
Other Software (detail in notes)				
[replace with detail line item (repeat as needed)]				
IMPLEMENTATION SERVICES				
Planning and Management Services				
[replace with detail line item (repeat as needed)]				
Configuration/Testing Services				
[replace with detail line item (repeat as needed)]				
Development Services				
[replace with detail line item (repeat as needed)]				
Integration Services				
[replace with detail line item (repeat as needed)]				
Data Migration Services				
[replace with detail line item (repeat as needed)]				
Training Services				
[replace with detail line item (repeat as needed)]				
Total Costs to Final Solution User Acceptance	$ -	0	0	

Support and Maintenance Periods	Not To Exceed Cost	Explanation/Notes (if needed)
Year One (starting after final solution acceptance)		
Year Two		
Year Three		
Year Four		
Year Five		
Total Support and Maintenance Costs	$ -	

Hardware Costs (if any)	Unit Cost	Quantity	Extended Cost	Explanation/Notes (if needed)
[replace with detail line item (repeat as needed)]			$ -	Include model number(s) here.
Total Hardware Costs	$ -	0	0	

TOTAL COSTS	$ -

Cost Schedule Submission Worksheet

Position/Role	Hourly Rate	Explanation/Notes (if needed)
[replace with detail line item (repeat as needed)]		
[replace with detail line item (repeat as needed)]		
[replace with detail line item (repeat as needed)]		
[replace with detail line item (repeat as needed)]		

Cost Schedule Submission Worksheet

Implementation Cost Categories	Not-to-Exceed Cost	Est. Respondent Hrs.	Est. City Hrs.	Explanation/Notes (if needed)
SOFTWARE LICENSE/SUBSCRIPTION FEES				
Police Records Management System				
[replace with detail line item (repeat as needed)]				
Municipal Court Case Management System				
[replace with detail line item (repeat as needed)]				
Prosecution Case Management System				
[replace with detail line item (repeat as needed)]				
Other Software (detail in notes)				
[replace with detail line item (repeat as needed)]				
IMPLEMENTATION SERVICES				
Planning and Management Services				
[replace with detail line item (repeat as needed)]				
Configuration/Testing Services				
[replace with detail line item (repeat as needed)]				
Development Services				
[replace with detail line item (repeat as needed)]				
Integration Services				
[replace with detail line item (repeat as needed)]				
Data Migration Services				
[replace with detail line item (repeat as needed)]				
Training Services				
[replace with detail line item (repeat as needed)]				
Total Costs to Final Solution User Acceptance	$ -	0	0	

Support and Maintenance Periods	Not To Exceed Cost	Explanation/Notes (if needed)

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Cost Schedule Submission Worksheet

Year One (starting after final solution acceptance)		
Year Two		
Year Three		
Year Four		
Year Five		
Total Support and Maintenance Costs	**$ -**	

Hardware Costs (if any)	Unit Cost	Quantity	Extended Cost	Explanation/Notes (if needed)
[replace with detail line item (repeat as needed)]			$ -	Include model number(s) here.
Total Hardware Costs	**$ -**	**0**	**0**	

TOTAL COSTS	**$ -**

Appendix C
Required Affidavits

INTEREST AFFIDAVIT

STATE OF _____)

)ss.

COUNTY OF_____)

I, _____, of lawful age, being first duly sworn, state that I am the agent authorized by Seller to submit the attached Proposal. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Respondent's business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers, including any Trustee, and/or employee of the City of Tulsa own an interest in the Respondent's business which is less than a controlling interest, either direct or indirect.

_____

_____

_____

By: _____
                               Signature

Title: _____

Subscribed and sworn to before me this _____day of _____, 20____.

_____
Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized

NON-COLLUSION AFFIDAVIT

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF _____)

)ss.

COUNTY OF_____)

I, _____ , of lawful age, being first duly sworn, state that:

(Seller's Authorized Agent)

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Respondents and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the Proposal to which this statement is attached.

2. I am fully aware of the facts and circumstances surrounding the making of Seller's Proposal to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Proposal; and

3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
    a.   to any collusion among Respondents in restraint of freedom of competition by agreement to Propose at a fixed price or to refrain from responding,
    b.   to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
    c.   in any discussions between Respondents and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

By: _____
Signature

Title: _____

Subscribed and sworn to before me this _____day of _____, 20____.

_____

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized

AFFIDAVIT OF CLAIMANT

STATE OF _____)

)ss.

COUNTY OF_____)

The undersigned person, of lawful age, being first duly sworn on oath, says that all invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct. Affiant further states that the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests and/or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer, or employee of the City of Tulsa, or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

Company: _____

_____

Remit to
Address: _____

City, State
Zip: _____

Phone: _____

Name (print): _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

_____
Notary Public

My commission expires: _____

My commission number: _____

County and State where notarized: _____

The Affidavit must be signed by an authorized agent and notarized

Appendix D
Respondent Information Sheet

RESPONDENT INFORMATION SHEET

Respondent's Legal Name: _____
(Must be Respondent's company name exactly as reflected on its organizational documents, filed with the state in which Respondent is organized; <u>not </u>simply a DBA.)

State of Organization:

_____

Respondent's Type of Legal Entity: (check one)

(   ) Sole Proprietorship   (   ) Limited Liability Company
(   ) Partnership   (   ) Limited Liability Partnership
(   ) Corporation   (   ) Limited Partnership
(   ) Other: _____

Address: _____
          Street   City   State   Zip

Website Address:_____**Email Address:** _____

Sales Contact:

Name: _____

Street: _____

City: _____

State: _____

Phone: _____

Fax: _____

Email: _____

Legal or Alternate Sales Contact:

Name: _____

Street: _____

City: _____

State: _____

Phone: _____

Fax: _____

Email: _____

Appendix E
Respondent Risk Questionnaire

Respondent Risk Assurance Questionnaire

Part 1 – Respondent readiness for information security

Question	Response
1 Does your organization have an Information Security Officer (ISO) or someone that acts in that capacity?	
2 Does your organization carry cyber-insurance?	
3 Has your organization ever had a 3rd party risk audit or assessment?	
4 Does your organization conduct an annual risk assessment?	
5 Does your organization have a Business Continuity/Disaster Recovery Plan?	
6 Does your organization have an incident response plan?	
Score	

Part 2 – Information shared with the Respondent

Question	Response
7 In the course of your business relationship with the City of Tulsa, do you, or will you, receive, store, or use, from the City:	
a No information is shared	
b Any non-public, operational information,	
c Personally Identifiable Information (PII),	
d Healthcare records, or	
e Credit card information?	
8 In the course of your business relationship with the City of Tulsa, do you, or will you, have physical access to any City facilities?	
9 In the course of your business relationship with the City of Tulsa, do you, or will you, have remote access to any City information systems, devices, or resources?	
Score	

Part 3 – Solution business model

Question			Response
10		Select the type of information solution proposed for or in use by the City from your organization:	
	a	Service only	
	b	Hardware only	
	c	Software only	
	d	On-premise system	
	e	Managed system	
	f	Software as a Service (SaaS	
Score			

Appendix F
Standard Terms

STANDARD TERMS

It is anticipated that the City of Tulsa will enter into a contract with the selected Respondent for an initial term ending one (1) year from the date of its execution by the City's Mayor, with four (4) one-year renewals available at the option of the City. Contracts entered into by the City of Tulsa generally include, but are not limited to, the following terms:

1. **Renewals.** Respondent understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which such Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.

2. **No Indemnification or Arbitration by City.** Respondent understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Respondent harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Respondent shall not limit its liability to City for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.

3. **Intellectual Property Indemnification by Respondent.** Respondent agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Respondent hereunder. Respondent shall pay all royalties and charges incident to such patents, trademarks or copyrights.

4. **General Liability.** Respondent shall hold City harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Respondent must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement.

5. **Liens.** Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Respondent agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Respondent or Respondent's subcontractors under the scope of this Agreement.

6. **No Confidentiality.** Respondent understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Respondent pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements there under.

7. **Compliance with Laws.** Respondent shall be responsible for complying with all applicable federal, state and local laws. Respondent is responsible for any costs of such compliance. Respondent shall take the necessary actions to ensure its operations in performance of this contract and its employment practices are in compliance with the requirements of the Americans with Disabilities Act. Respondent certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

8. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Respondent shall retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.

9. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.

10. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.

11. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and must be signed by both parties. Notwithstanding anything to the contrary herein, the City does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Respondent may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Respondent shall not be entitled to any claim for extras of any kind or nature.

12. **Equal Employment Opportunity**. Respondent shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination

The undersigned agrees to the inclusion of the above provisions, among others, in any contract with the City of Tulsa.

Company Name: _____   Date: _____

Signature: _____

Name Printed: _____

Title: _____

Appendix G
System Inventory

SYSTEM INVENTORY

1. Internal System Inventory

The inventory related LoB City of Tulsa internal systems is summarized in the following table:

System	Description
ACISS	SID's case management system. https://www.aciss.com/
ALARMS (see glossary for definition.)	Issuance of First Response Certificates. Being rewritten with TriTech.
AFIS (see glossary for definition.)	FBI fingerprint system.
Arbitrator	Dash and body camera system by Panasonic. http://business.panasonic.com/arbitrator/evidence-collection-systems.html
ARCGIS	ESRI mapping software. http://www.esri.com/arcgis/about-arcgis
Audacity	Voice recording redaction system (open source). http://www.audacityteam.org/
Blue Team/IAPro	Internal affairs CMS. http://www.iapro.com/products/blueteam/
Brazos	Electronic Citation System by Tyler Technologies. https://www.tylertech.com/solutions-products/brazos-product-suite

System	Description
Case Cracker	Investigative interview management system. https://www.casecracker.com/
Clandestine Meth Lab	Meth lab tracking and reporting. Internal City of Tulsa system
CitiSource	Tulsa Web site with crime statistics. Internal City of Tulsa system
Confidential Informants	Content-sensitive SID database. Internal City of Tulsa system
CMAN	Case management system; used for caseload management. Internal City of Tulsa system
CopLogic	By LexisNexis. Allows citizens to submit reports to the Tulsa Police Department. http://www.lexisnexis.com/risk/government/automated-crash-incident-reporting.aspx
COT Reporting	Web-based, parameter-driven reporting for TRACIS and JURIS. Internal City of Tulsa system
Content Manager	IBM content management system used by Tulsa Municipal Court. This version is no longer supported. https://www.ibm.com/us-en/marketplace/content-manager
DTSearch	Search engine for text; single server license w/Spider application. https://dtsearch.com/
DIMS	Digital evidence system.

System	Description
	http://www.linearlawenforcement.com/
DS Reporting	Download system for all audio recorded court sessions used by court reporters.
Encase	Digital forensic system by Guidance Software. https://www.guidancesoftware.com/encase-forensic
Enrollware	Class registration software. https://www.enrollware.com/
Everbridge	Hosted mass notification system; specialty team call-outs. https://www.everbridge.com/product/mass-notification/
Frontline	Mobile field-based reporting system for RMS.
HIDTA Deconfliction	High Intensity Drug Trafficking Area; multi-agency deconfliction operated by the Office of National Drug Control Policy.
i2	Link analysis tool (spider charts) by IBM. https://www.ibm.com/us-en/marketplace/enterprise-intelligence-analysis
Infor/Extra	The City's financial system, being replaced in the City's ERP project with Tyler Technologies' products
JURIS	Tulsa legacy municipal Court CMS. Developed in-house in the 1970s.
Kofax	Document scanning system. The version used by the City of Tulsa is very old and now unsupported.

System	Description
	http://www.kofax.com/document-capture-software/
Kronos Workforce	Time and attendance system, version 8. https://www.kronos.com/
LEFTA	Field training software for Field Training Officers (FTOs). http://leftasystems.org/
LIMS	Laboratory system used by the TPD Forensic Lab and supported by the vendor, Forensic Advantage. http://www.forensicadvantage.com/solutions.htm - CL Logo
Lineup System	Internal City of Tulsa system.
Live Scan	Fingerprinting software from Mentalix.
Microsoft Office	Versions 2010 through 2016.
NetMotion Mobility XE	Communications software for TPD mobile laptops to get on the city's network. The City requires use of this system for mobile computer communications. http://help.netmotionsoftware.com/support/docs/mobilityxe/950/help/wwhelp/wwhimpl/js/html/wwhelp.htm
PSCWeb	Public Safety Communications Web. System to query and report on CAD/911 calls. Integrated with TriTech report server data. Internal City of Tulsa system
PS Reports	Ad hoc and scheduled departmental reports from JURIS/ TRACIS. These are programmed reports. Internal City of Tulsa system

System	Description
PowerDMS	Compliance management software; policy review manager. https://www.powerdms.com/
Qualtrax	Compliance monitoring software for forensics lab. https://www.qualtrax.com/
Quartermaster	Inventory management software used for TPD equipment. http://quartermastersolutions.com/quartermaster-software/
RFFlow	Link analysis tool (spider and flow charts). https://www.rff.com/index.php
Ride-Along Database	Microsoft Access database used by TPD to track civilians who accompany Tulsa Police Officers on patrol.
RIMS	Personnel management system by Sun Ridge Systems. http://www.sunridgesystems.com/index.php
RSVP	Records Steno Viewer Program. Used to review and complete police Virtual Terminal (VTRM) reports.
Search Warrants	Tracks search warrants for SID. Internal City of Tulsa system
Total Station Mapping System	Forensic crime scene mapping station and system.
TPD Fusion	Intelligence dissemination. Internal City of Tulsa system

System	Description
TRACIS	Tulsa Regional Criminal Information System. It is a legacy system, but is not, and was not intended to be, an RMS. Internal City of Tulsa system
Tulsa Police Confiscation Database	Asset forfeiture database. Internal City of Tulsa system
Umbraco	Web content publishing tool. https://umbraco.com/
Geo Talent	Employee course tracking.
TriTech CAD	Tritech Inform, v 5.5. http://www.tritech.com/solutions/inform
VisiNet	TriTech Inform Web call history.
VTRM Web Page	Used for police officer supervisors to approve field-based reports created through Frontline (incident, collision, field interview, search and seizure). Internal City of Tulsa system.
VSOFF	Violent and sex offender registry (Developed in-house by the City of Tulsa in Oracle). Internal City of Tulsa system.

2. External System Inventory

The inventory of existing external systems is summarized in the following table:

System	Description

System	Description
3SI Security	Asset tracking system. https://www.3sisecurity.com/
Accurint	Subscription public records search by LexisNexis. http://www.lexisnexis.com/risk/products/government/accurint-le.aspx
CLEAR	External search software similar to Accurint. http://legalsolutions.thomsonreuters.com/law-products/solutions/clear-investigation-software
CODIS	Combined DNA Index System. https://www.fbi.gov/services/laboratory/biometric-analysis/codis
Federal Bureau of Prisons	Sex offender registry; inmate records. https://www.bop.gov/
High Affinity	The City of Tulsa's utility billing system. The City is replacing this product as part of the Tyler ERP project.
IMACS	Incarceration management and cost-recovery system (TCCJA jail management system). http://www.intellitechcorp.com/imacs.htm
Jail Call System	Jail inmate telephone call tracking system.
JOLTS	Oklahoma Juvenile Authority CMS.
JusticeXchange	Nationwide booking records. https://apprisssafety.com/solutions/justicexchange/

System	Description
Leads Online	Cloud-based commercial online investigation system. https://www.leadsonline.com/main/index.php
LENS	Federal probation system. http://www.uscourts.gov/news/2014/01/16/lens-offender-data-quickly-reaches-officers-beat
LIMS	Laboratory Information Management System.
MV1Link	Oklahoma motor vehicle registrations (Oklahoma Tax Commission).
NSOR	National Sex Offender Registry. http://www.nationalsexoffenderregistry.com/
NCIC	FBI National Criminal Information Center. https://www.fbi.gov/services/cjis/ncic
NICB	National Insurance Crime Bureau; (vehicles, trailers, etc.). https://www.nicb.org/
NIBRS	FBI National Incident-Based Reporting System. https://ucr.fbi.gov/nibrs-overview
NPLEX	Appriss National Precursor Log Exchange. https://www.justiceexchange.com/jxp/?stateCD=MC
OCIVS	Oklahoma Compulsory Insurance Verification System. https://www.ok.gov/dps/Online_Services/OCIVS.html
Oklahoma Fusion Center	Intel sharing center run by OSBI.

System	Description
	https://www.ok.gov/okfusion/
Oklahoma DoC	Offender, sex offender, violent offender lookup. https://www.ok.gov/doc/
OSCN	Oklahoma State Courts Network. http://www.oscn.net/v4/
PARIS	Crash reporting – Police Automated Reporting and Information System. Developed by the Intelligent Transportation Systems (ITS) Laboratory at the University of Oklahoma (free).
PERPHOUND	Cell phone detail mapping tool. http://perphound.nw3c.org/
Phone Data Extraction Systems	Telephone exploitation tool. http://www.cellebrite.com/
Prescription Monitoring Program	Oklahoma Board of Narcotics and Dangerous Drugs system. https://pay.apps.ok.gov/obndd/_app/index.php
Perdue Brandon Fields and Mott Web Site	External Web page for collections agency to verify defendant collection accounts. http://www.pbfcm.com/
Salamander (to be replaced by Dragonfly)	Large-scale incident management software. http://www.salamanderlive.com/, http://dragonfly-360.com/information/dragonfly/
SIN	OSBI State Intelligence Network (plate search). https://osbi-plates.osbi.ok.gov/Plates/login.jsp

System	Description
Smart911	9-1-1 caller profile information system. Citizens sign up for free and enter information into a national database that they want 9-1-1 to receive in case of an emergency. https://www.smart911.com/
Social Media/Open Source	Multiple online resources.
SOMS	Sheriff's Office Management System (TCSO RMS).
TLO	Address, phone, associates, etc. lookup service (like Accurint and CLEAR).
TSA K-9 Web Site (CWS)	Transportation Security Administration (TSA) bomb dog training and activation Web system.
VINELink	Protective orders. https://www.vinelink.com/ - /home
WORKS	Bank of America P-Card system (city credit card system).

3. Information Dissemination Systems

The inventory of existing dissemination information systems is summarized in the following table:

System	Description
COT Internet Live Traffic Report	For citizens to view live traffic data for reported incidents. Internal City of Tulsa system.
Crime Map Web Map	To view data in a graphical, map-based format. Internal City of Tulsa system.
Meth Labs Web Map	To view meth lab data in a graphical manner. Internal City of Tulsa system.
Sex Offender Web Map	To view sex offender data in a graphical manner. Internal City of Tulsa system.
SIBRS	OSBI State Incident-Based Reporting System. https://sibrs.osbi.ok.gov/Login.aspx?ReturnUrl=%2f
TPD Internet Chaplin	Used by TPD Chaplin Service to document events the Chaplin Service is called into. Internal City of Tulsa system.
TPD Internet Commendation	Enables citizens to commend TPD personnel. Internal City of Tulsa system.
TPD Internet Complaint	Enables citizens to submit complaints regarding TPD personnel. Internal City of Tulsa system.
TPD Personnel Reporting	Access database maintained by the users that uses an open database connectivity (ODBC) connection

System	Description
	to the personnel (PERS) database, using a view.
TPD Internet Program Request	Enables citizens to request that TPD personnel attend a public event. Internal City of Tulsa system.
TPD Internet Sex Offenders	Enables citizens to look up sex offenders. Internal City of Tulsa system.
TPD Internet Unsolved Crimes	Documents and maintains information on cold cases, missing persons, and unsolved crimes. Allows citizens to search for information on cases and contact TPD. Internal City of Tulsa system.
TPD Internet Warrants	Enables citizens to search for outstanding warrants. Internal City of Tulsa system.
TPD Intranet (inet)	Intranet for Tulsa Police; includes sex offenders, warrants, chaplain apps. Internal City of Tulsa system.
TPD Intranet Bulletin	Subset of Tulsa Police Intranet. Internal City of Tulsa system.
TPD Intranet Fusion	Bulletin board to exchange information, tips, criminal activity, etc. for the police department. Internal City of Tulsa system.
TPD Intranet Hireback	Police use to sign up for extra shifts, and officers are selected from a list on a first-in, first-out basis. Internal City of Tulsa system.
Traffic Collision Web Map	To view collision data in a graphical format. Internal City of Tulsa system.

Appendix H
Glossary of Terms

Glossary of Terms

The following table provides a list of definitions for all acronyms used within this document and its attachments. Acronyms are defined in the body of the document at first use and are listed below in alphabetical order.

Term	Definition
ADA	Americans with Disabilities Act
AFIS	Automated Fingerprint Identification System
AVL	Automated Vehicle Location
BJA	U.S. Department of Justice Bureau of Justice Assistance
BPMN	Business Process Model Notation
CAD	Computer-Aided Dispatch
CALEA	Commission on Accreditation for Law Enforcement Agencies
CJIS	Criminal Justice Information Services, a division of the Federal Bureau of Investigation
CMAN	TPD's Investigative Case Management System
CMS	Case Management System
CODIS	Combined DNA Index System
COTS	Commercial Off-the-Shelf

Term	Definition
CSP	Competitive Sealed Proposal
DA	District Attorney. Refers to the Tulsa County District Attorney.
DIMS	Digital Image Management Solution
DPS	Oklahoma Department of Public Safety. Also known as OKDPS.
EMSA	Emergency Medical Services Authority
ERP	Enterprise Resource Planning
FTO	Field Training Officer
IT	Information Technology
JURIS	Judicial Records Information System (Tulsa Municipal Court's legacy CMS)
LIMS	Laboratory Information Management System
MC	Municipal Court (JURIS system label)
NCIC	National Crime Information Center
NIBRS	FBI National Incident Based Reporting System
NIEM	National Information Exchange Model

Term	Definition
NSOR	National Sex Offender Registry
ODBC	Open Database Connectivity
OLETS	Oklahoma Law Enforcement Telecommunications System
OR	Own Recognizance (inmate release bond type)
OSBI	Oklahoma State Bureau of Investigation
PARIS	Police Automated Records Integration System (Oklahoma University and Department of Public Safety)
PERS	Personnel (as in Personal Database)
PSI	Pre-Sentencing Investigation
RCMS	Records and Case Management System
RIMS	Sun Ridge Systems Records Information Management System
RMS	Records Management System
RSVP	Records Steno Viewer Program
SaaS	Software as a Service
SAR	Suspicious Activity Reports

Term	Definition
SID	Special Investigations Division
SOMS	Sheriff's Office Management System
SWAT	Special Weapons and Tactics
SWOT	Strengths, Weaknesses, Opportunities, and Threats
TCCJA	Tulsa County Criminal Justice Authority
TCSO	Tulsa County Sheriff's Office
TMUA	Tulsa Metropolitan Utility Authority
TPD	Tulsa Police Department
TRACIS	Tulsa Regional Area Criminal Information System
TRO	Tulsa Revised Ordinances
TSA	Transportation Security Administration
UCR	Uniform Crime Reporting
VM	Virtual Machine
VTRM	Virtual Terminal – a review Web page for incident reports submitted with Frontline

Term	Definition
WBS	Work Breakdown Structure