



# SOLICITATION AMENDMENT

**Materials Management Procurement**  
9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No: P10-0046  
Description: CAD/RMS/Mobile Systems  
Amendment No: Four (4)  
Solicitation Due Date: July 29, 2010  
Solicitation Due Time: 6:00 PM

**Buyer: Jennifer Miller**

The City will not respond to any questions after July 19, 2010. Please send any questions to [cadrmsquestions@peoriaaz.gov](mailto:cadrmsquestions@peoriaaz.gov) by July 19, 2010 close of business.

The following questions were received on solicitation P10-0046. Please see written responses below:

Of the 24 workstations on which CAD will be installed, please provide the following:

- a. # of dedicated Call Taker positions - Primary Dispatch site:  
4 (only because they don't currently have radio - but eventually they will - and they would become dual - Call Taker/Radio Positions - so truly 0  
Back up site: 6  
EOC - 0
- b. # of dedicated Dispatcher positions - Primary Dispatch site:  
10 (only because these currently have radio too - expect to have 14 someday)  
Back up site - 2  
EOC 0

*All other provisions of this Solicitation shall remain in their entirety.*

Vendor hereby acknowledges receipt and agreement with the amendment.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

The above referenced Solicitation Amendment is hereby Executed

July 1, 2010

at Peoria, Arizona

  
Jennifer Miller, CPPB  
Contract Administrator



## SOLICITATION AMENDMENT

Solicitation No: P10-0046  
Description: CAD/RMS/Mobile Systems  
Amendment No: Four (4)  
Solicitation Due Date: July 29, 2010  
Solicitation Due Time: 6:00 PM

**Materials Management  
Procurement**  
9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

**Buyer: Jennifer Miller**

c. # of combined Call Taker/Dispatcher positions  
24 – all should have dual abilities to allow for future growth

d. # of Supervisor Positions – Primary Site – 2  
Back up site – 1  
EOC 2

e. Any other # not included above – no

1. How many False Alarms are reported per year to the agency?

In 2008, there were 4388 false alarms and in 2009, there were 4081 false alarms for an average of 4234 false alarms a year.

2. Can the agency provide a copy of or a link to their alarm ordinance?

Please see link to City website for ordinance  
<http://www.peoriaaz.gov/content2.asp?id=13885>

3. Is the agency currently using a system for alarm billing?

We are currently using an in house Access database that tracks all false alarms and alarm registrations. The systems is in Access which can be downloaded into a flat file. There are not registered sites but we currently have 5 employees/volunteers accessing the same Access database.

The City will not respond to any questions after July 19, 2010. Please send any questions to [cadrmsquestions@peoriaaz.gov](mailto:cadrmsquestions@peoriaaz.gov) by July 19, 2010 close of business.



# SOLICITATION AMENDMENT

**Materials Management Procurement**  
9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No: P10-0046  
Description: CAD/RMS/Mobile Systems  
Amendment No: Three (3)  
Solicitation Due Date: July 29, 2010  
Solicitation Due Time: 6:00 PM

**Buyer: Jennifer Miller**

The City will not respond to any questions after July 19, 2010. Please have all questions in writing sent to [cadrmsquestions@peoriaaz.gov](mailto:cadrmsquestions@peoriaaz.gov) by July 19, 2010 close of business.

The following questions were received on solicitation P10-0046. Please see written responses below:

- 1. How many PSAP's does Peoria have? (The answer to this questions effects question 4a below)

Peoria currently uses one site as our primary Dispatch Center and has a second site that is used as a back-up site. Peoria also has several workstations in the EOC (laptops) that can access the dispatch CAD screens. The current infrastructure allows Peoria to use the backup site or the EOC workstations in addition to the ones in our Dispatch Center.

- 2. How many CAD work stations will be replaced?

There are 14 work stations in the primary Dispatch Center. We have access to 8 work stations in the back-up site and 2 in the EOC (again right now via lap tops). Our EOC is not permanently set up.

*All other provisions of this Solicitation shall remain in their entirety.*

Vendor hereby acknowledges receipt and agreement with the amendment.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

The above referenced Solicitation Amendment is hereby Executed

June 18 2010

at Peoria, Arizona

Jennifer Miller, CPPB  
Contract Administrator



## SOLICITATION AMENDMENT

Solicitation No: P10-0046  
Description: CAD/RMS/Mobile Systems  
Amendment No: Three (3)  
Solicitation Due Date: July 29, 2010  
Solicitation Due Time: 6:00 PM

**Materials Management  
Procurement**  
9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

**Buyer: Jennifer Miller**

3. How many vehicles will be required to run RMS/GIS?

We currently have 90 vehicles outfitted with mobile data computers. We also have 17 Symbol MC-70 mobile devices for our motors unit that should have the capability of running ACJIS queries and accessing mobile dispatch.

4. When you mention "view only", are you refereeing to CAD in the stations and/or in the PSAP? - This is in reference to the amendment which says

- 4. What is the total number of workstations that will require CAD to be installed? - **24**
- a. What is the number of view only workstations for CAD? - **75**

This "view only" reference was specific to a vendor's question and is not a requirement from the City of Peoria. For clarification, CAD workstations in our Dispatch Center, Back-up Dispatch Center, and EOC should have 100% functionality. In addition to those primary CAD workstations we will provide the CAD application to other Police Department personnel (i.e., Shift Commander, Patrol Sergeant Office, Crime Analysis, etc.). Our objective is for these non-Dispatch Center positions to have as much CAD functionality as is cost effective.

The "view only" numbers we provided in the above response are an estimate only and are for workstations outside the Dispatch / Communications Center. **Staff outside the Dispatch / Communications Center need access to call activity that is currently occurring in the City.** Whether this is from CAD or RMS may depend on the particular vendor software. Peoria needs to understand the functionality and features of the CAD application for those vendor's who offer different versions of CAD (i.e., full functionality versus view only) prior to making a determination of which Police Department position should receive a specific version of the CAD application.

The City will not respond to any questions after July 19, 2010. Please have all questions in writing sent to [cadrmsquestions@peoriaaz.gov](mailto:cadrmsquestions@peoriaaz.gov) by July 19, 2010 close of business.



# SOLICITATION AMENDMENT

**Materials Management Procurement**  
 9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
 Peoria, Arizona 85345-6560  
 Telephone: (623) 773-7115  
 Fax: (623) 773-7118

Solicitation No: P10-0046  
 Description: CAD/RMS/Mobile Systems  
 Amendment No: Two (2)  
 Solicitation Due Date: July 29, 2010  
 Solicitation Due Time: 6:00 PM

**Buyer: Jennifer Miller**

Pre Bid Conference held on June 6, 2010 - Peoria Remarks

Three key points:

1. We are looking for an integrated solution. This system needs to include CAD, RMS, Mobile, FR, GIS, AVL, and Internal/external query capability. While all areas are important to us, we will pay special attention to the system's ability to allow employees to quickly enter pertinent quality data which can then be accessed by users to generate statistical reports with minimal redundancy.
2. We are looking for an "off the shelf" solution not a custom system. We want the best product available to meet our needs and help improve our business practices. The system solution must reduce redundancy and increase efficiency. We want you to show us how your system incorporates the best law enforcement practices and how our data would flow through it. We want to see how user friendly the system is via screen shots, checklist, diagrams, a short narrative or whatever it takes. We want you to provide us examples showing us what finished reports look like on your proposed system so that we can make the best decision.
3. We are looking for a long-term partnership, with solid support and a positive business relationship. We need you to provide expertise from "kick-off" through the "go live" date and beyond. We need your help with the implementation of interfaces, data conversion and the development of our legacy solution. We recognize the importance of training and we are looking for a strong training proposal. Peoria looks forward to beginning a strong partnership with the selected vendor and intends to leverage this partnership to build even a stronger customer service relationship with the citizens we serve. Your proposals should paint us a picture showing why we should choose your company as collaborative partner now and for years to come.

*All other provisions of this Solicitation shall remain in their entirety.*

Vendor hereby acknowledges receipt and agreement with the amendment.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

The above referenced Solicitation Amendment is hereby Executed

June 8, 2010

at Peoria, Arizona

  
 Jennifer Miller, CPPB  
 Contract Administrator



## SOLICITATION AMENDMENT

Solicitation No: P10-0046  
Description: CAD/RMS/Mobile Systems  
Amendment No: Two (2)  
Solicitation Due Date: July 29, 2010  
Solicitation Due Time: 6:00 PM

**Materials Management  
Procurement**  
9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

**Buyer: Jennifer Miller**

### About Peoria:

- You should know our goal is to be a community oriented, problem solving, data driven police department whose goal is to improve neighborhood livability in our City.
- This project has strong executive sponsorship for the City Manager's Office, the Chief of Police and Chief Technology Officer.
- Peoria PD and IT are lean but focused organizations that work well together. As an example, we came together in January of this year to develop requirements and write the RFP for this project.

To conclude, Peoria is interested in seeing proposals that provide a solid technology foundation that meets business requirements and lays the foundation for a successful implementation, and an ongoing partnership with strong customer support.

### **The following Questions were received. Please see written Responses**

#### **System and Hardware Requirements**

1. What is the total number of workstations that Records Management will be installed on? **172**
  - a. What is the total number of view only workstations for RMS? **25**
2. What is the total number of Mobile Units that will require installation of the Mobile Digital Dispatch Application? - **90**
  - a. What is the total number of Handheld Units that will require installation of the Mobile Dispatch Application? - **17**
3. What is the total number of Mobile Units that will require installation of the Mobile Field Reporting Application? - **90**
  - a. What is the total number of Handheld Units that will require installation of the Mobile Field Reporting Application? - **0**
4. What is the total number of workstations that will require CAD to be installed? - **24**
  - a. What is the number of view only workstations for CAD? - **75**



# SIGN-IN SHEET

Materials Management  
Procurement

8314 West Cinnabar Avenue  
Peoria, Arizona 85345-6560  
Phone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation Number: P10-0046

Date: June 7, 2010

Time: 1:00 PM

Re: CAD/RMS System Software

Location: Pine Room – City Hall

### PLEASE PRINT

| Name           | Company            | Telephone          | E-Mail Address   |
|----------------|--------------------|--------------------|--|
| JAMIE COTTEN   | NEW WORLD SYSTEMS  | 248-269-1000 x1436 | Jamie.cotten@newworldsystems.com                           |
| Julie Heimkos  | InterAct           | 623-693-9811       | Julie.heimkos@interact911.com                              |
| Jeffrey Pare   | Tiburon Inc        | 925 609 1053       | Jeff.Pare@Tiburoniac.com                                   |
| KETH BUNGARNER | SUNSTATS           | 336-885-0911       | <del>KETH@BUNSTATS</del> KETH.BUNGARNER@sunstats.com       |
| Steve Beach    | GIS Data Resources | 602-439-4747       | <del>steve.beach@gisdata.com</del> steve.beach@gisdata.com |
| Jim DeFreeuw   | Intergraph         | 925-324-5570       | Jim.DeFreeuw@Intergraph.com                                |
| Elise Piatt    | Triadvocates       | 602 229 5732       | elisa@triadvocates.com                                     |
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# SOLICITATION AMENDMENT

**Materials Management  
Procurement**  
9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Telephone: (623) 773-7115  
Fax: (623) 773-7118

Solicitation No: P10-0046  
Description: CAD/RMS/Mobile Systems  
Amendment No: One (1)  
Solicitation Due Date: July 29, 2010  
Solicitation Due Time: 6:00 PM

**Buyer: Jennifer Miller**

**A signed copy of this Amendment shall be received by the City of Peoria, Materials Management no later than the Solicitation Due Date and Time.**

Solicitation No. P10-0046 has been amended to extend the due date and time from June 29, 2010 at 5:00 p.m. to July 29, 2010 at 6:00 p.m.

*All other provisions of this Solicitation shall remain in their entirety.*

Vendor hereby acknowledges receipt and agreement with the amendment.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

The above referenced Solicitation Amendment is hereby Executed

June 3, 2010

at Peoria, Arizona

\_\_\_\_\_  
Lisa Houg, CPPB  
Contract Officer



## CAD/RMS/Mobile Systems

RFP #10-0046

Due Date: June 29, 2010, 5:00 p.m. AZ Time

- ◆ The City of Peoria, Arizona is requesting proposals from qualified Vendors for the design, implementation and ongoing maintenance and support of a Consumer Off the Shelf (COTS), fully integrated law enforcement technology system that includes: Computer Aided Dispatch (CAD), Records Management System (RMS), Mobile Message Switch (Mobile), Field Reporting (FR), Geographic Information System (GIS), Automated Vehicle Location (AVL), Internal/external query capability, business intelligence/report generation tools, and associated systems and interfaces for the City of Peoria, Arizona Police Department. Funding is provided in the FY 2011 CIP budget in the amount of \$3,000,000 for all costs associated with the project including software, hardware, peripherals, interfaces, implementation services, legacy data extraction and migration, necessary additional equipment for Police Department personnel; and consultant, project implementation, site visits and other services.
- ◆ The pre-proposal conference will be held at **1:00 PM on Monday, June 7, 2010**. Written questions concerning the information provided in this RFP will be accepted until Wednesday, June 2<sup>nd</sup> 5:00PM AZ Time, and must be addressed to [cadrmsquestions@peoriaaz.gov](mailto:cadrmsquestions@peoriaaz.gov).

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# City of Peoria, Arizona

## Notice of Request for Proposal



|                            |   |                    |                       |
|----------------------------|---|--------------------|-----------------------|
| Request for Proposal No:   | P10-0046  | Proposal Due Date: | June 29, 2010         |
| Materials and/or Services: | CAD/RMS/Mobile Systems  | Proposal Time:     | 5:00 P.M. AZ Time     |
|                            |   | Contact:           | Jennifer Miller       |
| Project No:                | Location: City of Peoria, Materials Management  |                    | Phone: (623) 773-7115 |
|                            | Mailing Address: 9875 N. 85 <sup>th</sup> Avenue, 2 <sup>nd</sup> Floor, Peoria, AZ 85345 |                    |                       |

In accordance with City of Peoria Procurement Code competitive sealed proposals for the material or services specified will be received by the City of Peoria Materials Management at the specified location until the date and time cited above. Proposals shall be in the actual possession of the City of Peoria Materials Management on or prior to the exact date and time indicated above. Late proposals will not be considered, except as provided in the City of Peoria Procurement Code. **Proposals shall be submitted in a sealed envelope with the Request for Proposal number and the Vendor's name and address clearly indicated on the front of the envelope.** All proposals shall be typewritten. Vendors are strongly encouraged to carefully read the **entire** Request for Proposal Package.

### OFFER

To the City of Peoria: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request for Proposal issued by the City. Any exception to the terms contained in the Notice of Request for Proposal must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with Paragraph 1 of the City of Peoria Standard Terms and Conditions (form COP 202) contained in the Request for Proposal package issued by the City.

For clarification of this offer contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
Company Name Authorized Signature for Offer

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

\_\_\_\_\_  
City State Zip Code Title

### ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Peoria Use Only)

Your offer is accepted by the City, subject to approval of each written exception that your proposal contained. The contract consists of the following documents: 1.) Request for Proposal issued by the City; 2.) Your offer in Response to the City's Request for Proposal; 3.) This written acceptance and contract award.

As the contractor, you are now legally bound to sell the materials and/or services listed by the attached award notice, based on the solicitation of proposals, including all terms, conditions, specifications, amendments and your offer as now accepted by the City. The Contractor shall not commence any billable work or provide any material, service or construction under this contract until the Contractor receives an executed Purchase Order or written Notice to Proceed.

|   |   |
|---|---|
| <p>Attested by:</p> <p>_____<br/>Mary Jo Waddell, City Clerk</p> <p>CC: _____</p> <p>Contract Number: _____</p> <p>_____<br/>Official File: _____</p> <p><b>City Seal</b></p> | <p>City of Peoria, Arizona.      Effective Date: _____</p> <p>Approved as to form:</p> <p>_____<br/>Stephen M. Kemp, City Attorney</p> <p>Contract Awarded Date _____, _____.</p> <p>_____<br/>Carl Swenson, City Manager</p> |
|---|---|



# REQUEST FOR PROPOSAL

## INSTRUCTIONS TO VENDOR

**Materials Management  
Procurement**  
9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Phone: (623) 773-7115  
Fax: (623) 773-7118

### 1. PREPARATION OF PROPOSAL:

- a. All proposals shall be on the forms provided in this *Request For Proposal* package. It is permissible to copy these forms if required. Telegraphic (facsimile) or mailgram proposals will not be considered.
- b. The Offer and Contract Award document (COP Form 203) shall be submitted with an original ink signature by a person authorized to sign the offer.
- c. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the Vendor Offer.
- d. If price is a consideration and in case of error in the extension of prices in the proposal, the unit price shall govern. No proposal shall be altered, amended, or withdrawn after the specified proposal due date and time.
- e. Periods of time, stated as a number of days, shall be calendar days.
- f. It is the responsibility of all Vendors to examine the entire *Request For Proposal* package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a bid. Negligence in preparing a Proposal confers no right of withdrawal after proposal due date and time.

**2. INQUIRIES:** Any question related to the *Request For Proposal* shall be directed to the Buyer whose name appears on the front. The Vendor shall not contact or ask questions of the department for which the requirement is being procured. Questions should be submitted in writing when time permits. The Buyer may require any and all questions be submitted in writing at the Buyer's sole discretion. Any correspondence related to a *Request For Proposal* should refer to the appropriate *Request For Proposal* number, page, and paragraph number. However, the Vendor shall not place the *Request For Proposal* number on the outside of any envelope containing questions since such an envelope may be identified as a sealed proposal and may not be opened until after the official *Request For Proposal* due date and time.

**3. PROSPECTIVE VENDORS CONFERENCE:** A prospective Vendors conference will be held at the date and time indicated on the cover page of this document. The purpose of this conference will be to clarify the contents of this *Request For Proposal* in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this *Request For Proposal* or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine if any action is necessary and may issue a written amendment to the *Request for Proposal*. Oral statements or instructions will not constitute an amendment to this *Request for Proposal*.

**4. LATE PROPOSALS:** Late Proposals will not be considered, except as provided by the **City of Peoria Procurement Code**. A Vendor submitting a late proposal shall be so notified.

**5. WITHDRAWAL OF PROPOSAL:** At any time prior to the specified proposal due date and time, a Vendor (or designated representative) may withdraw the proposal. Telegraphic (facsimile) or mailgram proposal withdrawals will not be considered.

**6. AMENDMENT OF PROPOSAL:** Receipt of a Solicitation Amendment (COP Form 207) shall be acknowledged by signing and returning the document prior to the specified proposal due date and time.

**7. PAYMENT:** The City will make every effort to process payment for the purchase of goods or services within

|   |                               |   |
|---|-------------------------------|---|
|  | <b>REQUEST FOR PROPOSAL</b>   | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
|   | <b>INSTRUCTIONS TO VENDOR</b> |   |

thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any proposal that requires payment in less than thirty (30) calendar days shall not be considered.

- 8. **NEW:** All items shall be new, unless otherwise stated in the specifications.
- 9. **DISCOUNTS:** Payment discount periods will be computed from the date of receipt of material/service or correct invoice, whichever is later, to the date Buyer's payment is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the proposal price in determining the low bid. However, the Buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
- 10. **TAXES:** The City of Peoria is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate item.
- 11. **VENDOR REGISTRATION:** After the award of a contract, the successful Vendor shall have a completed Vendor Registration Form (COP Form 200) on file with the City of Peoria Materials Management Division.
- 12. **AWARD OF CONTRACT:**
  - a. Unless the Vendor states otherwise, or unless provided within this Request For Proposal, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.
  - b. Notwithstanding any other provision of this Request For Proposal, the City expressly reserves the right to:
    - i. Waive any immaterial defect or informality: or
    - ii. Reject any or all proposals, or portions thereof, or
    - iii. Reissue a Request For Proposal.
  - c. A response to a Request For Proposal is an offer to contract with the City based upon the terms, conditions and specifications contained in the City's Request For Proposal and the written amendments thereto, if any. Proposals do not become contracts unless and until they are accepted by the City Council. A contract is formed when written notice of award(s) is provided to the successful Vendor(s). The contract has its inception in the award document, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the procurement contract are contained in the Request For Proposal; unless modified by a Solicitation Amendment (COP Form 207) or a Contract Amendment (COP Form 217).



## STANDARD TERMS AND CONDITIONS

### Materials Management Procurement

9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Phone: (623) 773-7115  
Fax: (623) 773-7118

**THE FOLLOWING TERMS AND CONDITIONS ARE AN EXPLICIT PART OF THE SOLICITATION AND ANY RESULTANT CONTRACT.**

1. **CERTIFICATION:** By signature in the Offer section of the Offer and Contract Award page (COP Form 203), the Vendor certifies:
  - a. The submission of the offer did not involve collusion or other anti-competitive practices.
  - b. The Vendor shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11456.
  - c. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the Vendor may be debarred.
1. **GRATUITIES:** The City may, by written notice to the Contractor, cancel this contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event this contract is cancelled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity. Paying the expense of normal business meals which are generally made available to all eligible city government customers shall not be prohibited by this paragraph.
2. **APPLICABLE LAW:** In the performance of this agreement, contractors shall abide by and conform to any and all laws of the United States, State of Arizona and City of Peoria including but not limited to federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this agreement.

Contractor specifically understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986, and the Drug Free Workplace Act of 1989. In addition, if this agreement pertains to construction, Contractor must also comply with A.R.S. § 34-301, as amended (Employment of Aliens on Public Works Prohibited) and A.R.S. § 34-302, as amended (Residence Requirements for Employees).

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter, "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this agreement and shall subject Contractor to penalties up to and including termination of this agreement at the sole discretion of the City. The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any Subcontractors to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verifications performed.

Neither Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or the Subcontractor establishes that it has complied with the employment verification provisions prescribed by §§ 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214(A).



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### Materials Management Procurement

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The provisions of this Paragraph must be included in any contract Contractor enters into with any Subcontractors who provide services under this agreement or any subcontract. "Services" is defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

Contractor warrants, for the term of this agreement and for six months thereafter, that it has fully complied with the requirements of the Immigration Reform and Control Act of 1986 and all related or similar legal authorities.

This contract shall be governed by the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the City. This contract shall be governed by the laws of the State of Arizona and suit pertaining to this contract may be brought only in courts in the State of Arizona.

This contract is subject to the provisions of ARS §38-511; the City may cancel this contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

3. **LEGAL REMEDIES:** All claims and controversies shall be subject to resolution according to the terms of the City of Peoria Procurement Code.
4. **CONTRACT:** The contract for the services, software and equipment described herein shall be fixed price, to include all expenses, including travel related expenses. The contract between the City and the Contractor shall consist of (1) the Solicitation, including instructions, all terms and conditions, specifications, scopes of work, attachments, and any amendments thereto, and (2) the offer submitted by the Vendor in response to the solicitation. In the event of a conflict in language between the Solicitation and the Offer, the provisions and requirements in the Solicitation shall govern. However, the City reserves the right to clarify, in writing, any contractual terms with the concurrence of the Contractor, and such written contract shall govern in case of conflict with the applicable requirements stated in the Solicitation or the Vendor's offer. The Solicitation shall govern in all other matters not affected by the written contract.
5. **CONTRACT AMENDMENTS:** This contract may be modified only by a written Contract Amendment (COP Form 217) signed by persons duly authorized to enter into contracts on behalf of the City and the Contractor.
6. **CONTRACT APPLICABILITY:** The Vendor shall substantially conform to the terms, conditions, specifications and other requirements found within the text of this specific Solicitation. All previous agreements, contracts, or other documents, which have been executed between the Vendor and the City are not applicable to this Solicitation or any resultant contract.
7. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the contract will forthwith be physically amended to make such insertion or correction.
8. **SEVERABILITY:** The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.



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- 9. RELATIONSHIP TO PARTIES:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Contractor is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and that the Contractor should make arrangements to directly pay such expenses, if any.
- 10. INTERPRETATION-PAROL EVIDENCE:** This contract represents the entire agreement of the Parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this contract are hereby revoked and superseded by this contract. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this contract. This contract may not be changed, modified or rescinded except as provided for herein, absent a written agreement signed by both Parties. Any attempt at oral modification of this contract shall be void and of no effect.
- 11. NO DELEGATION OR ASSIGNMENT:** Contractor shall not delegate any duty under this Contract, and no right or interest in this Contract shall be assigned by Contractor to any successor entity or third party, including but not limited to an affiliated successor or purchaser of Contractor or its assets, without prior written permission of the City. The City, at its option, may cancel this Contract in the event Contractor undertakes a delegation or assignment without first obtaining the City's written approval. Contractor agrees and acknowledges that it would not be unreasonable for the City to decline to approve a delegation or assignment that results in a material change to the services provided under this Contract or an increased cost to the City.
- 12. SUBCONTRACTS:** No subcontract shall be entered into by the contractor with any other party to furnish any of the material, service or construction specified herein without the advance written approval of the City. The prime contractor shall itemize all sub-contractors which shall be utilized on the project. Any substitution of sub-contractors by the prime contractor shall be approved by the City and any cost savings will be reduced from the prime contractor's bid amount. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract and if the Subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not Subcontractors are used.
- 13. RIGHTS AND REMEDIES:** No provision in this document or in the Vendor's offer shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of the City to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the City's acceptance of and payment for materials or services, shall not release the Contractor from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the Contract.
- 14. INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.



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The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

- 15. OVERCHARGES BY ANTITRUST VIOLATIONS:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.
- 16. FORCE MAJEURE:** Except for payment for sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force Majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God: acts of the public enemy; war; acts of terror, hate crimes affecting public order; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts, injunctions-intervention-acts, or failures or refusals to act by government authority; events or obstacles resulting from a governmental authority's response to the foregoing; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract.

Force majeure shall not include the following occurrences:

- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
- b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this Force Majeure term and Condition.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *Certified-Return Receipt* and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this contract.

- 17. RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform he may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
- 18. RIGHT TO AUDIT RECORDS:** The City may, at reasonable times and places, audit the books and records of any Contractor as related to any contract held with the City. This right to audit also empowers the City to inspect the papers of any Contractor or Subcontractor employee who works on this contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty made pursuant to Paragraph 3 above.



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- 19. RIGHT TO INSPECT PLANT:** The City may, at reasonable times, inspect the part of the plant or place of business of a Contractor or Subcontractor which is related to the performance of any contract as awarded or to be awarded.
- 20. WARRANTIES:** Contractor warrants that all material, service or construction delivered under this contract shall conform to the specifications of this contract. Unless otherwise stated in Contractor's response, the City is responsible for selecting items, their use, and the results obtained from any other items used with the items furnished under this contract. Mere receipt of shipment of the material/service specified and any inspection incidental thereto by the City shall not alter or affect the obligations of the Contractor or the rights of the City under the foregoing warranties. Additional warranty requirements may be set forth in the solicitation.
- 21. INSPECTION:** All material and/or services are subject to final inspection and acceptance by the City. Materials and/or services failing to conform to the specifications of this Contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. The City may elect to do any or all:
- Waive the non-conformance.
  - Stop the work immediately.
  - Bring material into compliance.
- This shall be accomplished by a written determination for the City.
- 22. TITLE AND RISK OF LOSS:** The title and risk of loss of material and/or service shall not pass to the City until the City actually receives the material or service at the point of delivery, unless otherwise provided within this Contract.
- 23. NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach of the Contract as a whole.
- 24. DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor shall deliver conforming materials in each installment of lot of this Contract and may not substitute nonconforming materials. Delivery of nonconforming materials or a default of any nature, at the option of the City, shall constitute a breach of the Contract as a whole.
- 25. SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.
- 26. LIENS:** All materials, service or construction shall be free of all liens, and if the City requests, a formal release of all liens shall be delivered to the City.
- 27. LICENSES:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this Contract.
- 28. PATENTS AND COPYRIGHTS:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this contract are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.



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- 29. PREPARATION OF SPECIFICATIONS BY PERSONS OTHER THAN CITY PERSONNEL:** All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the City's needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.
- 30. COST OF BID/PROPOSAL PREPARATION:** The City shall not reimburse the cost of developing presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
- 31. PUBLIC RECORD:** All offers submitted in response to this solicitation shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code. However, subsequent to the award of the contract, any information and documents obtained by the City during the course of an audit conducted in accordance with Paragraph 19 above for the purpose of determining compliance by Contractor or a Subcontractor with the Contractor Immigration Warranty mandated by Paragraph 3 above shall remain confidential and shall not be made available for public review or produced in response to a public records request, unless the City is ordered or otherwise directed to do so by a court of competent jurisdiction.
- 32. ADVERTISING:** Contractor shall not advertise or publish information concerning this Contract, without prior written consent of the City.
- 33. DELIVERY ORDERS:** The City shall issue a Purchase Order for the material and/or services covered by this contract. All such documents shall reference the contract number as indicated on the Offer and Contract Award (COP Form 203).
- 34. FUNDING:** Any contract entered into by the City of Peoria is subject to funding availability. Fiscal years for the City of Peoria are July 1 to June 30. The City Council approves all budget requests. If a specific funding request is not approved, the contract shall be terminated.
- 35. PAYMENT:** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or services and correct invoice.
- 36. PROHIBITED LOBBYING ACTIVITIES:** The Vendor, his/her agent or representative shall not contact, orally or in any written form any City elected official or any City employee other than the Materials Management Division, the procuring department, City Manager, Deputy City Manager or City Attorney's office (for legal issues only) regarding the contents of this solicitation or the solicitation process commencing from receipt of a copy of this request for proposals and ending upon submission of a staff report for placement on a City Council agenda. The Materials Manager shall disqualify a Vendor's proposal for violation of this provision. This provision shall not prohibit a Vendor from petitioning an elected official after submission of a staff report for placement on a City Council agenda or engaging in any other protected first amendment activity after submission of a staff report for placement on a City Council agenda.

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|   | Solicitation Number: <b>P10-0046</b>    |   |

1. **Purpose:** Pursuant to provisions of the City Procurement Code, the City of Peoria, Materials Management Division intends to establish a contract to **purchase and install CAD/RMS/Mobile System Software for Peoria Police Department.**
2. **Authority:** This Solicitation as well as any resultant contract is issued under the authority of the City. No alteration of any resultant contract may be made without the express written approval of the City Materials Manager in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the City Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
3. **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Solicitation to be valid and irrevocable for one hundred and eighty (180) days after the opening time and date.
4. **Eligible Agencies:** Any contract resulting from this Solicitation shall be for the exclusive use of the City of Peoria.
5. **Contract Type:** Fixed Price (inclusive of all expenses including travel).
6. **Term of Contract:** The term of any resultant contract shall commence on the first day of the month following the date of award and shall continue for a period of five (5) years thereafter, unless terminated, cancelled or extended as otherwise provided herein.
7. **Contract Extension:** At the City's sole discretion and by written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of sixty (60) months.
8. **Affirmative Action Report:** It is the policy of the City of Peoria that suppliers of goods or services to the City adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire, and promote regardless of race, color, religion, gender, national origin, age or disability. The City of Peoria encourages diverse suppliers to respond to solicitations for products or services.
9. **Cooperative Purchasing:** Any contract resulting from this solicitation shall be for the use of the City of Peoria. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate at their discretion. In order to participate in any resultant contract, a political subdivision or nonprofit educational or public health institution must have been invited to participate in this specific solicitation and the contractor must be in agreement with the cooperative transaction. In addition to cooperative purchasing, any eligible agency may elect to participate (piggyback) on any resultant contract; the specific eligible political subdivision, nonprofit educational or public health institution and the contractor must be in agreement.

Any orders placed to the successful contractor will be placed by the specific agencies participating in this purchase. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others.

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**10. Pre-Proposal Conference:** A pre-proposal conference will be held at the Municipal Office Complex, Materials Management Division:

**ADDRESS:** 8401 W. Monroe Street  
Peoria, Arizona 85345  
1<sup>st</sup> Floor, Pine Room

**DATE:** June 7, 2010  
**TIME:** 1:00 p.m., AZ Time

The purpose of this conference will be to clarify the contents of this Request For Proposal in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this Request For Proposal or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine the appropriate action necessary, if any, and issue a written amendment to the Request For Proposal. Oral statements or instructions shall not constitute an amendment to this Request For Proposal. All questions must be sent to [cadrmsquestions@peoriaaz.gov](mailto:cadrmsquestions@peoriaaz.gov). All questions must be received by 5:00 p.m. AZ Time on June 2, 2010.

**11. Exceptions:** Exceptions to any Terms and Conditions of this RFP shall be clearly indicated as such in the proposal response by placing the tabbed exceptions page(s) in the front of the submittal.

**12. Evaluation Process:** The City of Peoria intends to use the following process to evaluate the responses to the RFP:

1. PHASE I:

- a. Vendor Profile **(100 Points)** - The City's Source Selection Committee will evaluate Vendor stability and commitment to its product line via responses to the Vendor Profile requirements as described in [Section 1](#) (page 38) below. This evaluation process will also include the Firm's project understanding, where in Vendor shall summarize their understanding of the City of Peoria's purpose, scope and objectives describing experience, financials and project understanding.

**Vendors with a score of 60 or more points will move to Phase II of the evaluation process.**

2. PHASE II

During Phase II, the Source Selection Committee will evaluate the responses of Vendors who have been selected to move from Phase I to Phase II of the evaluation process. Evaluation criteria will include:

- a. Functionality Worksheet (Appendix 1) Proposal Content **(200 Points)**
  - i. All applications (i.e., CAD, RMS, MDC, Field Reporting, etc.).
- b. Technical Requirements Proposal Content **(200 Points)**
  - i. Technical design, specifications and architecture
  - ii. Performance and reliability
  - iii. Redundancy and up time
  - iv. Back-up process
  - v. Data conversion/legacy data
  - vi. Interfaces

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vii. Other areas

c. Project Management and Implementation Plan Proposal Content **(200 Points)**

- i. Project Plan
- ii. Cut over
- iii. Knowledge, skills and abilities of proposed staff
- iv. Training plan
- v. Maintenance and technical support
- vi. Other areas

d. Reference checks **(100 Points)** - Vendors shall provide contact information so City of Peoria Police and IT personnel may contact their counterparts at agencies that utilize the Vendor's system to ask scripted questions. For example, areas that may be contacted include:

- i. Executive management
- ii. Project management
- iii. IT – Architecture, GIS, back-up, etc.
- iv. Public Safety Answering Point/Emergency Communications Center
- v. Records Management
- vi. Criminal Investigation Division
- vii. Patrol
- viii. Crime Analysis

After evaluation of Phase II a.- d., is complete, City will open sealed cost proposal to conclude Phase II evaluation and scoring.

e. Cost Proposal Content **(200 Points)**

- i. Cost proposal (purchase, installation and 1st year of maintenance) shall be provided in a separate sealed envelope labeled RFP10-0046 Cost Proposal from the other contents of the proposal on the Cost Proposal Instructions and Worksheet provided, plus 1 CD utilizing either Microsoft Office 2003 or 2007 suite of tools.
- ii. Recurring Costs shall also be provided in the same sealed envelope, separate from the other contents of the proposal on the Cost Proposal Instructions and Worksheet provided.

3. PHASE III

Based on the ranking in Phase II, no more than three Vendors will be selected for evaluation under Phase III.

**At this phase, scores from Phase I and Phase II are not carried forward. The scores of the remaining vendors will be reset to 0: (1000 points).**

Phase III evaluation criteria will be as follows:

- a. Four (4) day scripted Vendor Demonstrations: (1000 points) - The Phase III demonstration process will take 4 10 hour days to complete. A precise schedule will be presented to the final candidates. The following is some preliminary information:
  - iii. Companies selected for the demonstration phase will be provided appropriate time to prepare for the demonstration.

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- iv. The company will be expected to utilize sample City of Peoria data and maps for the demonstration.
- v. The company shall demonstrate the proposed system and shall differentiate functionality and features of the proposed system to future versions.
- vi. The order of the company demonstrations will be selected at random.
- vii. Each company will be provided with a list of scripted scenarios to follow.
- viii. A high-level schedule of the four 10-hour days is presented in the following:
  - (1) Day1 - Company presentation (two hours), CAD – PSAP, CAD modules, mobile, AVL, GIS, etc. & scripted scenarios.
  - (2) Day 2 – RMS, RMS modules, Field Reporting, data mining, report generation and scripted scenarios.
  - (3) Day 3 – IT infrastructure, specifications, reliability, back-up process and redundancy, interfaces, data conversion and legacy data solution.
  - (4) Day 4 – Entire system scenarios and final question and answer session.

b. The City of Peoria may choose to provide the final companies a best and final offer time period.

**The City will select one vendor to participate the final step, confirmation of selection.** The City of Peoria may choose to conduct a site visit where installed product is being used of the top selected firm prior to a final decision being made.

- 13. **Evaluation:** In accordance with the City of Peoria Procurement Code, awards shall be made to the responsible Vendor whose proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria described in Item #11, Proposal format of this section. Per the City of Peoria Procurement Guidelines R-12-240, if the City of Peoria and the best qualified Vendor fail to negotiate a contract, Materials Management shall notify the Vendor in writing of the termination of negotiations. The City may then enter into negotiations with the next most qualified Vendor. If negotiations fail, they shall be terminated, the Vendor given notice and negotiations commenced with the next most qualified Vendor.
- 14. **Discussions:** In accordance with the City of Peoria Procurement Code, after the initial receipt of proposals, discussions may be conducted with Vendors who submit proposals determined to be reasonably susceptible of being selected for award.
- 15. **Proposal Opening:** Proposals shall be submitted at the time and place designated in the request for proposals. All information contained in the proposals shall be deemed as exempt from public disclosure based on the City's need to avoid disclosure of contents prejudicial to competing Vendors during the process of negotiation. The proposals shall not be open for public inspection until after contract award. **PRICES SHALL NOT BE READ.** After contract award, the successful proposal and the evaluation documentation shall be open for public inspection.
- 16. **Performance Warranty:** Contractor warrants that the services rendered in performance will conform to the requirements and to the highest professional standards in the engineering field.
- 17. **Permits and Approvals:** Contractor agrees and undertakes to obtain necessary permits and approvals from all local, state and federal authorities for the project.
- 18. **Scope of Work Deliverable:** The successful contractor shall prepare and provide a detailed Scope of Work for the project prior to contract award. The finalized Scope of Work shall include the agreed upon approach, method, format, and timing to complete the project.

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|  | <b>SPECIAL TERMS AND<br/>CONDITIONS</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
|   | Solicitation Number: <b>P10-0046</b>    |   |

19. **Inspection:** All work shall be subject to inspection, surveillance, and test by the City at reasonable times during the performance. The Contractor shall provide and maintain an inspection system which is acceptable to the City.
20. **Investigation of Conditions:** The Contractor warrants and agrees familiarity of the work that is required, is satisfied as to the conditions under which is performed and enters into this contract based upon the Contractor's own investigation.
21. **Compensation:** Compensation for services shall be based upon fees negotiated, including all approved costs and expenses incurred in connection with the project; including but not limited to, telephone and other communications, reproduction of documents, special consultants (as approved by the City) and computer costs.
22. **Acceptance:** Determination of the acceptability of work shall be completed in a responsive and professional manner and in accordance with the specifications, schedules, or plans which are incorporated in the Scope of Work.
23. **Payments:** The City shall pay the Contractor based on milestone deliverables, based upon work performed and completion to date, and upon submission of invoices. All invoices shall document and itemize all work completed to date. The invoice statement shall include a record of work performed in sufficient detail to justify payment.
24. **Shipping Terms:** Prices shall be F.O.B. Destination to the delivery location designated herein. Contractor shall retain title and control of all goods until they are delivered and the contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the contractor. All claims for visible or concealed damage shall be filed by the contractor. The City will notify the contractor promptly of any damaged goods and shall assist the contractor in arranging for inspection.
25. **Insurance Requirements:** The Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of A-, or approved unlicensed in the State of Arizona with policies and forms satisfactory to the City.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the City, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the City, and any insurance or self-insurance maintained by the City shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the City.

The insurance policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, representatives, directors, officers, and employees for any claims arising out of the Contractor's acts, errors, mistakes, omissions, work or service.

The insurance policies may provide coverage which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the City under such policies. The Contractor shall be solely responsible for the deductible and/or self-insured retention and the City, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a Surety Bond or an irrevocable and unconditional letter of credit.

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The City reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The City shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Contractor's obligations under this Contract.

The insurance policies, except Workers' Compensation and Professional Liability, required by this Contract, shall name the City, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

**26. Required Insurance Coverage:**

**a. Commercial General Liability**

Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the Contractor subcontracting any part of the work, services or operations awarded to the Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011207 or any replacements thereof. The coverage shall not exclude X, C, U.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20370704, and shall include coverage for Contractor's operations and products and completed operations.

Any Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

**b. Automobile Liability**

Contractor shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00010306, or any replacements thereof). Such insurance shall include coverage for loading and off loading hazards. If hazardous substances, materials or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

**c. Workers' Compensation**

The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

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In case any work is subcontracted, the Contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of the Contractor.

**d. Professional Liability**

The Contractor retained by the City to provide the work or service required by this Contract will maintain Professional Liability insurance covering acts, errors, mistakes and omissions arising out of the work or services performed by the Contractor, or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim.

**27. Certificates of Insurance:** Prior to commencing work or services under this Contract, Contractor shall furnish the City with Certificates of Insurance, or formal endorsements as required by the Contract, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy (ies) required by this contract is(are) written on "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the City fifteen (15) days prior to the expiration date.

All Certificates of Insurance shall be identified with bid serial number and title. A \$25.00 administrative fee will be assessed for all certificates received without the appropriate bid serial number and title.

**28. Cancellation and Expiration Notice:** Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the City.

**29. Independent Contractor:**

**a. General**

- ix.** The Contractor acknowledges that all services provided under this Agreement are being provided by him as an independent contractor, not as an employee or agent of the City Manager or the City of Peoria.
- x.** Both parties agree that this Agreement is nonexclusive and that Contractor is not prohibited from entering into other contracts nor prohibited from practicing his profession elsewhere.

**b. Liability**

- i.** The City of Peoria shall not be liable for any acts of Contractor outside the scope of authority granted under this Agreement or as the result of Contractor's acts, errors, misconduct, negligence, omissions and intentional acts.
- i.** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold

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harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

**c. Other Benefits**

The Contractor is an independent contractor, therefore, the City Manager will not provide the Contractor with health insurance, life insurance, workmen's compensation, sick leave, vacation leave, or any other fringe benefits. Further, Contractor acknowledges that he is exempt from coverage of the Comprehensive Benefit and Retirement Act (COBRA). Any such fringe benefits shall be the sole responsibility of Contractor.

**30. Key Personnel:** It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

- a. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
- b. If key personnel are not available for work under this contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.
- c. The City reserves the right to approve and reject the resume of any proposed personnel working on the project at its sole discretion. In the event the City rejects or removes personnel, the contractor will make every reasonable effort to replace such personnel with personnel meeting the City's requirements.
- d. The City also reserves the right to remove any personnel from the project at its sole discretion. In the event the City rejects or removes personnel, the contractor will make every reasonable effort to replace such personnel with personnel meeting the City's requirements.

**31. Confidential Information:**

- a. If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a statement advising the Materials Supervisor of this fact shall accompany the submission and the information shall be identified.
- b. The information identified by the person as confidential shall not be disclosed until the Materials Supervisor makes a written determination.
- c. The Materials Supervisor shall review the statement and information and shall determine in writing whether the information shall be withheld.

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- d. If the Materials Supervisor determines to disclose the information, the Materials Supervisor shall inform the bidder in writing of such determination.

**32. Confidentiality of Records:** The contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that information contained in its records or obtained from the City or from others in carrying out its functions under the contract shall not be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the City. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of contractor as needed for the performance of duties under the contract.

**33. Identity Theft Prevention:** The Contractor shall establish and maintain Identity Theft policies, procedures and controls for the purpose of assuring that “personal identifying information,” as defined by A.R.S. § 13-2001(10), as amended, contained in its records or obtained from the City or from others in carrying out its responsibilities under the Contract, is protected at all times and shall not be used by or disclosed to unauthorized persons. Persons requesting such information should be referred to the City. Contractor also agrees that any “personal identifying information” shall not be disclosed other than to employees or officers of Contractor as needed for the performance of duties under the Contract. Contractor agrees to maintain reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft. Contractor is required under this contract to review the City of Peoria’s Identity Theft Program and to report to the Program Administrator any Red Flags as defined within that program. At a minimum, the contractor will have the following Identity Theft procedures in place:

- a. Solicit and retain only the “personal identifying information” minimally necessary for business purposes related to performance of the Contract.
- b. Ensure that any website used in the performance of the contract is secure. If a website that is not secure is to be used, the City shall be notified in advance before any information is posted. The City reserves to right to restrict the use of any non-secure websites under this contract.
- c. Ensure complete and secure destruction of any and all paper documents and computer files at the end of the contracts retention requirements.
- d. Ensure that office computers are password protected and that computer screens lock after a set period of time.
- e. Ensure that offices and workspaces containing customer information are secure.
- f. Ensure that computer virus protection is up to date.

**34. Ordering Process:** Upon award of a contract by the City of Peoria, Materials Management Division may procure the specific material and/or service awarded by the issuance of a purchase order to the appropriate contractor. The award of a contract shall be in accordance with the City of Peoria Procurement Code and all transactions and procedures required by the Code for public bidding have been complied with. A purchase order for the awarded material and/or service that cites the correct contract number is the only document required for the department to order and the contractor to deliver the material and/or service.

Any attempt to represent any material and/or service not specifically awarded as being under contract with the City of Peoria is a violation of the contract and the City of Peoria Procurement Code. Any such action is subject

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|   | Solicitation Number: <b>P10-0046</b>    |   |

to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.

- 35. Billing:** All billing notices to the City shall identify the specific item(s) being billed and the purchase order number. Items are to be identified by the name, model number, and/or serial number most applicable. Any purchase/delivery order issued by the requesting agency shall refer to the contract number resulting from this solicitation.
- 36. Licenses:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor.
- 37. Cancellation:** The City reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. The City will issue written notice to the contractor for acting or failing to act as in any of the following:
- a. The contractor provides material that does not meet the specifications of the contract;
  - b. The contractor fails to adequately perform the services set forth in the specifications of the contract;
  - c. The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
  - d. The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies:

- e. Reserve all rights or claims to damage for breach of any covenants of the contract;
- f. Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliant with the specifications, the actual expense of testing shall be borne by the contractor;
- g. In case of default, the City reserves the right to purchase materials, or to complete the required work in accordance with the City Procurement Code. The City may recover any actual excess costs from the contractor by:
- h. Cancel any contract;
  - i. Deduction from an unpaid balance;
  - ii. Collection against the bid and/or performance bond, or;
  - iii. Any combination of the above or any other remedies as provided by law.

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|  | <b>SUBMITTAL REQUIREMENTS</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
|   | Solicitation Number: P10-0046 |   |

## Submittal Requirements

### Proposal Format:

Proposals shall be submitted in one (1) original and ten (10) copies on the forms and in the format as contained in the Request for Proposal. Proposals shall be on 8 1/2" by 11" paper. Responders should also submit one (1) electronic copy of their complete response on a CD, utilizing either Microsoft Office 2003 or 2007 suite of tools. All submittal information must contain data for only the office(s) which will be performing the work.

### RFP Response Instructions

The City of Peoria is seeking a highly configurable Consumer Off the Shelf (COTS) system and is not seeking a customized solution. Vendors are encouraged to provide whatever information they deem necessary to appropriately respond to RFP questions to support their responses. For example, the Technical Requirements section is primarily comprised of open ended questions concerning various categories to allow Vendor's the latitude to explain their approach, system, methodology, architecture, functionality, features, experience, benefits, etc. Vendors may include product information, charts, analysis papers, reference statements, etc. with any response. To avoid duplication of effort and material, Vendors may reference other sections in their RFP response package as desired.

Additionally, the City of Peoria is not requiring any customization concerning the Functionality Worksheet section. As previously stated, the City understands they will be purchasing a COTS solution. The list of Functionality criteria is to provide Vendors with areas that are important to City of Peoria Police Department personnel and at the same time provide a systematic process to evaluate the functionality and features of proposed systems. The City understands there will be additional functionality and features in the proposed systems that are not captured on the Functionality Worksheet. The City will utilize a methodology that ensures the entire proposed solution, from a global view to all proposed features, is appropriately evaluated.

1. Vendors shall provide a response for each of the following Sections in the same order as described below.
2. Each section should be clearly labeled and separated in the binder.
3. Vendors should use the original RFP Word and Excel documents as appropriate to ensure all responses follow the precise category and/or question that is being answered.
4. Vendors may include any additional information and/or attachment they deem necessary for any response.
5. Vendors may reference other sections in their response as they deem necessary.
6. Vendors should use a readable font size (a minimum of 12 point)



## QUESTIONNAIRE

Solicitation Number: P10-0046

### Materials Management Procurement

9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Phone: (623) 773-7115  
Fax: (623) 773-7118

Has your firm been certified by any jurisdiction in Arizona as a minority or woman owned business enterprise?

Yes \_\_\_\_\_, No \_\_\_\_\_.

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|  | <b>SCOPE OF WORK</b>          | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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For your convenience in filling out documents, you may obtain sections of this solicitation at the following City of Peoria ftp site:

HTML Address: <ftp://cityftp.peoriaaz.gov/solicitation>

User Login: **ftpsolicitation**

User Password: **0EC91&!v**

#### 1. CITY OF PEORIA BACKGROUND INFORMATION

The City of Peoria, Arizona, located in the Northwest Phoenix metropolitan area, is one of the fastest growing municipalities in the United States. Peoria is a major suburb in Maricopa and Yavapai counties. Peoria borders the City of Phoenix and is the ninth largest city in the State of Arizona in terms of population.

Since 1980, Peoria has transformed from a small farming community into a business hub for the Northwest Valley area. Peoria's population grew from 12,000 in 1980 to a current population of approximately 155,560. The 2000 Census identified the City of Peoria as the fifth fastest growing city in the nation during the 1990's for cities over 100,000 in population. The City extends over 176 square miles making it the fourth geographically largest incorporated area in Arizona.

While Peoria has maintained the friendly family character that it developed as a small rural community, it now stands as one of the Valley's most dynamic cities. The combination of a relatively sound economy and diverse recreational and cultural opportunities makes Peoria a prosperous community in which to live, work and play. The Peoria Unified School District and the Deer Valley Unified School District, two of the finest school districts in the state, have contributed to the City's strong educational reputation. Our city has one of the lowest unemployment rates in the Phoenix metropolitan area and an affluent, young working community that enjoys a high quality of life. It is the spring training home of the San Diego Padres and Seattle Mariners who jointly share the Peoria Sports Complex. In July 2008, Money Magazine listed Peoria in the "Top 100 Places to Live."

#### 2. CITY OF PEORIA POLICE DEPARTMENT BACKGROUND INFORMATION

The Peoria Police Department has been accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA) since 1997. The Department has an annual budget of \$34,631,060. There are 187 sworn officers and 101 civilian employees. Of the 187 sworn personnel, there are 146 police officers, 25 sergeants, 11 lieutenants, 3 commanders, 1 deputy chief, and 1 police chief (187 total). Of the 101 civilian personnel, there are 87 line-level employees, 10 supervisors, 3 managers, and 1 deputy director (101 total). Last year, officers responded to 58,486 calls for service and generated 16,540 incident reports. The total about of CAD entries numbered 182,987.

Department staff are primarily located in the Public Safety Administration Building, with a smaller number of staff located at the Pinnacle Peak Public Safety Facility. Peoria PD organizational culture encourages end user involvement in decision making and recognizes the importance of field level participation in the successful implementation of technology. The Police Department is organized as follows:

- Police Administration
  - Professional Standards Unit
  - Media Relations
- Patrol Services Bureau
  - North Precinct
  - South Precinct

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|  | <h2>SCOPE OF WORK</h2>                      | <p><b>Materials Management<br/>Procurement</b><br/> 9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.<br/> Peoria, Arizona 85345-6560<br/> Phone: (623) 773-7115<br/> Fax: (623) 773-7118</p> |
|   | <p>Solicitation Number: <b>P10-0046</b></p> |  |

- Operations Support Bureau
  - Criminal Investigations Section
  - Neighborhood Services Section
  - Special Operation Section
- Communications Section
- Administrative Services Section
  - Strategic Planning Unit
  - Intel
  - Financial Services Unit
- Youth and Support Services Section
  - Records Unit
  - Property and Evidence Unit
  - Staff Services Unit
  - SRO Program

### 3. Current Police Department Technology Environment

The Peoria Police Department's SunGard Public Safety Suite includes:

- Computer Aided Dispatch (CAD)
- Records Management System (RMS)
- State interface
- Mobile Data Browser (MDB's)
- Alarm tracking
- Bar coding to track property and evidence
- Field reporting
- Qrep Business Intelligence (COGNOS Ad Hoc Query) Reporting
- Personnel module to track discipline, personal data including emergency information, commendations, and performance evaluations

The Peoria Police Department has been using the SunGard integrated product line for fifteen years. Over the years, additional SunGard modules have been added to update the system, however the Police Department continues to use SunGard's green screen, command line interface instead of the newer Graphical User Interface (GUI) available in their upgraded product. A management decision has been made to publish a Request for Proposal to replace the existing CAD/RMS/Mobile system.

Management commitment to the project effort led to the formation of the project team in the Fall of 2009 to begin developing functional and technical criteria for a new system. An RFP for consultant assistance with the process was developed and the consulting firm of Winbourne & Costas, Inc. was selected. As part of the consultant engagement,

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|  | <h2>SCOPE OF WORK</h2>               | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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Winbourne & Costas provided Law Enforcement Information Management Best Practices Workshops to the organization. Consultant led functional and technical criteria sessions followed and included participation by approximately 150 stakeholders over a period of several months.

As a result of the requirements development process, management and organizational commitment to an integrated solution over a best of breed solution was re-affirmed. The intent is to purchase a Consumer Off the Shelf (COTS) product that can be configured, not customized, to meet the needs of the Peoria Police Department. As there is a high degree of business process change inherent in the implementation of a COTS solution, over the last few months, Focus Groups were developed to assist in the change process. The success of the new system will be tied to buy-in from end users and it is expected the CAD/RMS/Mobile Vendor partner will play an important change management role during the implementation of the new system.

The number of stakeholders in the selection and implementation of a new CAD/RMS/Mobile system is large and the issues are complex. The City of Peoria is looking for a business partner that understands the regional and/or integrated justice efforts that involve multiple agencies and independent systems for collecting and maintaining data, and as such, will be able to facilitate the establishment of interfaces with the Arizona Department of Public Safety, Maricopa County, regional law enforcement hubs and state and National Information Sharing Systems.

Planning and full implementation of the CAD/RMS/Mobile system will be a multi-year project which will be broken into phases with identified outcomes based on the Vendor recommendation for project phasing and organization. The intent of this RFP process is to make an award by October 2010.

#### 4. Police Department Project Goals and Objectives

The Peoria Police Department strives to be community oriented, problem solving, and data driven, whose goal is to improve neighborhood livability. Decisions must be based on quality data, and solutions must reduce redundancy and increase efficiency. The Department has a Strategic Plan which is comprised of five major goals:

- Professional Workplace - A daily commitment by all employees to the mission and core values of the organization, ensuring development and succession planning.
- Enhance Neighborhood Livability - Promote a sense of community through safe and healthy neighborhoods where people want to live and work.
- Reduce Crime and the Fear of Crime - Decrease the level of crime, perceived crime and resulting fear, while increasing satisfaction with police services.
- Innovate for the Future - To encourage continuous development of the organization, we will evaluate performance through analysis, focusing on improving systems to deliver the best policing practices.
- Develop Internal and External Partnerships - A continuous improvement while engaging stakeholders in cooperative problem solving.

The new CAD/RMS/Mobile system must support our ability to achieve these goals.

Business and Technology solutions provided in the new CAD/RMS/Mobile must work together to improve productivity by:

- Reduce redundancy and repetitive action across the organization;
- Enhance the ability to measure the effectiveness of strategies and tactics in a timely manner;

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|  | <b>SCOPE OF WORK</b>                 | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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- Improve the ability to analyze the deployment of personnel and resources;
- Reduce operational risks;
- Improve customer satisfaction at a reduced cost;
- Improve quality of the Department's products and services;
- Maximize effectiveness of current staffing;
- Ensure citywide coverage as best possible;
- Reduce response times to calls for service;
- Establish guidelines for held calls for service;
- Reduce number and time of held calls for service.

In order to operate at maximum capacity (Operations Management), the following actions are required:

- Develop a 'Dashboard' of key performance indicators (KPIs) for public safety at the department, functional, and individual levels;
- Introduce the application of real-time results through active supervision of these functions and of the workforce;
- Develop a formal program of quality control practices and assurance standards for evaluating both operational and supporting administrative functions;
- Conduct ongoing analysis and reporting of performance outcomes and levels, to include quarterly and retrospective reviews (the development and production of weekly, monthly, and annual status reports summarizing the updated status of key performance indicators, staffing patterns, operational and training accomplishments);
- Develop formal linkages for feeding lessons learned into the design and revision of new hire preparatory training and ongoing learning programs;
- Develop a well-defined process that can be consistently applied for recognizing effective and correcting suboptimal performance (complaint tracking log, Internet customer satisfaction survey, etc.);
- Expand capacity with statistical analysis, and explanatory and predictive models;
- Enhance the ability to identify trends and patterns, methods of operation (MO), hot spots; and;
- Migrate to Performance Based Budgeting.

The City of Peoria expects that the new CAD/RMS/Mobile system will provide public safety first responders with ready access to the tools that allow them to share tactical information, often in real time and on-site, and with potentially a number of different entities such as emergency management agencies; neighboring PSAPs and police and fire departments; as well as State of Arizona and federal authorities including Department of Defense components. Within

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the City of Peoria, the CAD/RMS/Mobile system will provide the foundation for a number of important ancillary public safety systems that support various management and analytical processes for public safety executives. In addition, future improvements to this environment may include expanding the system into an integrated criminal justice system by connecting to systems in the courts, probation and other relevant entities.

The CAD/RMS/Mobile system will serve as the core of this integrated, comprehensive public safety information management system. As a result, the technical architecture of the CAD/RMS/Mobile system is critically important. The technical architecture proposed by the Vendor must address the requirements listed in this RFP and also provide the foundation through an open architecture that enables the City of Peoria to meet future needs with greater ease and agility. Since many of the components of this future environment will be outside the realm and/or control of the City of Peoria, it is imperative that the CAD/RMS/Mobile system be based upon widely-adopted technical standards that facilitate integration and interoperability with external entities seamlessly. Further, flexibility must be built in to enable the City of Peoria to respond to future integration requirements that are currently either unforeseen or lacking in details.

5. Peoria Police Department Workload Information

During CY 2009, patrol officers assigned to the Patrol Services Bureau responded to 58,486 Calls for Service (CFS) , and 45,071 self initiated activity for a total of 103,557. The ranking of call volume based upon days of the week has changed very little over the years. Thursdays, Fridays and Saturdays are traditionally our busiest days of the week with Sundays being the slowest. In the month of March each year the city host spring training baseball games and the calls for service increase is not significant from a CAD perspective as Communications is not involved as officers work spring training baseball games as an off-duty assignment.



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|   | 2007    | 2008    | 2009    |
|---|---------|---------|---------|
| Population  | 153,592 | 158,227 | 155,560 |
| Number of sworn                                     | 189     | 189     | 187     |
| Civilian personnel                                  | 97      | 99      | 101     |
| <b>COMPUTER AIDED DISPATCH CALLS</b>                |         |         |         |
| Total CAD incidents entered                         | 139,782 | 186,538 | 182,987 |
| 911 Emergency Calls                                 | 70,090  | 62,422  | 62,165  |
| Administrative (8311) Calls from General Public     | 68,385  | 72,141  | 65,740  |
| Administrative (7061) Calls from other Agencies     | 124,166 | 124,577 | 106,687 |
| Total Calls for Service                             | 62,886  | 61,292  | 58,486  |
| Total On View/Self Initiated Calls                  | 40,564  | 47,889  | 45,071  |
| Total Accidents                                     | 2,517   | 2,315   | 2,217   |
| Total False Alarms                                  | 3,891   | 4,388   | 4,081   |
| <b>RMS Information</b>                              |         |         |         |
| Total Reports Generated (No Accidents - unless DUI) | 17,168  | 18,518  | 15,279  |
| Total Accidents                                     | 2,587   | 2,325   | 2,232   |
| Total CIS Cases Assigned                            | 1,937   | 2,036   | 1,694   |
| Total Citations                                     | 21,842  | 28,928  | 32,935  |
| City Court Warrants Entered                         | 2,266   | 1,862   | 1,752   |
| Total property impounded                            | 13,307  | 11,959  | 13,289  |
| Total arrests                                       | 4,215   | 4,289   | 4,319   |

### Population Projections

| 2010    | 2011    | 2012    | 2013    | 2014    | 2015    | 2020    | 2025    | 2030    |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 161,544 | 164,129 | 167,411 | 171,262 | 175,372 | 179,756 | 206,720 | 239,795 | 281,759 |

### 6. City of Peoria Current Technology Environment Overview

**City Networking Environment:** The City of Peoria operates four City-wide networks; the Enterprise Data Communications network (enterprise network), the Supervisory Control and Data Acquisition (SCADA) Utility network, the Library network and the Public Safety network. The public safety network supports Computer Aided Dispatch (CAD) and Records Management System (RMS) operations, along with other public safety sensitive systems. The enterprise network supports all other City networking requirements. The networks are connected through firewalls to allow CAD and RMS to access other applications for public safety use without putting any additional burden on the public safety network and to ensure system and data security, as described below:

- a. **Enterprise Data Communications Network:** The City's Enterprise Network is the main data backbone serving all City departments. The network is operated by the Information Technology Department and serves over 2,000 devices in more than 20 locations. TCP/IP is the sole network protocol with Gigabit

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Ethernet backbones available at the City Hall Campus. 100 MB desktop connectivity is standard at each location. Remote sites are connected with varying levels of service depending on requirements. Public safety sites on the City's enterprise network are connected with fiber with microwave redundant backup and have a minimum of full T-1 access.

- b. **Public Safety Network:** In addition to enterprise network connectivity, each public safety location accesses the CAD/RMS system and other public safety sensitive systems through a VLAN-isolated public safety network. This network is separated from the city network by a Cisco ASA firewall. Access to DPS is via a Cisco router provided by DPS and located in the main Police building. Access to Email, file shares and other data is via fiber to the IT building. The main Police building is connected to the IT building via two fiber links, the northern Police substation connects to the IT building via fiber link with a microwave link as backup. All switches are Cisco 3500 or 3550 series. 100 MB desktop connectivity is standard at each location.
- c. **Public Safety Administration Building (PSAB) Network Environment:** A high speed, redundant IP-based network utilizing Cisco equipment is installed to support the various user groups. 100 MBPS Ethernet will be available at all desktops via copper infrastructure serviced by a fiber optic based Gigabit Ethernet backbone within the PSAB. The Intranet and the PSAB network are capable of carrying voice, data and video simultaneously.

**Mobile Computing:** The City utilizes Verizon Wireless as its primary wireless data solution to support the operations of the Police Department. Connectivity to the Mobile Data Computers (MDCs) is via CDMA EV-DO cellular communications utilizing TCP/IP protocol. This system links the response vehicles of the Police Department to the City's CAD/RMS system. CAD also forwards mobile-initiated ACJIS requests via a dedicated T1 connection to the Arizona Criminal Justice Information System (ACJIS) operated by the Arizona Department of Public Safety (DPS) to conduct federated queries against state and federal databases.

- a. **Mobile Hardware -** The MDCs consists of 103 Panasonic Toughbook CF-30K laptop PCs. Transmitting speed of this CDMA wireless data system is consistent with EV-DO standards in the center of the city, and a minimum of 1xRTT speed in the outlying areas. The City's Panasonic Toughbook CF-30K standards are as follows:
  - Intel Core 2 Duo SL7300 1.6GLV (Centrino2)
  - 13.3" Touch XGA 1024x768 Monitor
  - 3 GB memory
  - 160 GB hard drive
  - Internal Intel WiFi a/b/g/n with pass through to external antenna
  - Windows XP Professional with SP2
  - Bluetooth capable / NO Optical Drive
  - GOBI WAN Modem
- b. **Mobile Applications**
  - i. **Mobile Data Browser (MDB):** MDB is provided by SunGard Public Safety Suite, a COTS product. MDB allows officers to receive calls and send text messages to dispatchers and other cars. This interface also allows ACJIS federated queries for vehicle, person and warrant information.
  - ii. **Field Reporting (FR):** FR is a SunGard Public Safety Suite. FR allows officers to enter all incident data directly into an automated reporting system in the field, thereby improving the accuracy and timeliness of data in the RMS. Reports are currently limited to the standard Police Report and Supplemental Report. These reports contain information currently collected via the CAD system; they also include extensive information and narrative about the scene of the event/incident, the findings of the officer, and persons and property information relative to the event. FR is utilized to complete police investigation and incident reports and then transmit data to the RMS avoiding

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delays in data entry and ensuring accuracy. FR is based on a store-and-forward model utilizing CDMA wireless infrastructure.

- iii. **PDM Mapping:** locally created Visual Basic mapping system based on ArcGIS ArcReader version 9.2 SP 2. Maps can be found based on:

- (1) Quarter Section
- (2) Cross Streets
- (3) Specific Address
- (4) Common Name
- (5) District
- (6) Property Owner Last Name

Additional tools include:

- (1) hyperlinks to Property Preplans (schools, apartment complexes, shopping malls, etc)
- (2) hyperlinks to Sexual Offenders
- (3) hyperlinks to Gang Members
- (4) hyperlinks to Intelligence Data
- (5) On-screen measurement tools

- iv. Microsoft Office 2007 Professional / Microsoft Project Server 2007

- v. **MDBWeb Intranet:** This internally created intranet site provides dynamic information to officers in the vehicles, including:

- (1) Policies, Procedures, Personnel Orders and Training Bulletins – includes ability to identify recent changes
- (2) Manuals and Standard Operating Procedures
- (3) Immediate Response Alerts (Amber Alerts, etc)
- (4) Arizona Law Enforcement Web (AFIS mug photo ability in the vehicle)
- (5) Dept of Transportation HAZMAT information
- (6) Beat Updates (beat-specific informal activity pass down)
- (7) Community Gate Codes
- (8) Watch Commander Logs (*ability to update and disseminate from the field*)
- (9) Various information (*City and State ARS codes, phone lists, school emergency response plans, etc*)

- vi. **Citrix Interface:** Application-based delivery system for Police vehicles. Applications currently delivered via Citrix include:

- (1) Outlook Web Access – including contacts and calendaring
- (2) AlchemyWeb – Search and review existing IRs
- (3) DocuTector – Examples of North American identification documents
- (4) Gang Intelligence
- (5) GMIC card
- (6) Beat Overview – PDF of city map with beat boundaries
- (7) Telestaff / WebStaff
- (8) Local DEX phone book
- (9) Emergency Response Guidebook / WISER HAZMAT resources
- (10) COPLink Detect \*\*
- (11) Grafitti reporting tool
- (12) GangNET \*\* - web portal to AZ DPS site

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\*\* available only to selected SILO officers

- vii. **Application Updates** – The ability to update the current suite is provided by SunGard MobileFlash, a COTS product. This utility wirelessly transmits differential updates to not only the CAD applications, but for any other Windows application.
- viii. **System Imaging** – Desktop or mobile system refreshes are accomplished using Altiris Deployment, an imaging system that holds master images for each system model and make.
- ix. **Mobile Encryption Security** - NetMotion Mobility XE – FIPS-compliant encryption software providing 128-bit end-to-end security and session persistence, is our standard for all mobile computers that run ACJIS queries.
- x. **AntiVirus / Network Access Control** - Symantec EndPoint Protection ver 11.0 is deployed to all desktops and mobile computers.
- xi. **Major Application Updates** – Operating system updates are managed using Microsoft Windows Server Update Services (WSUS) version 3.0.

7. City of Peoria Application/Hardware Standards

- a. **Security Standards:** The City of Peoria complies with *(and requires Vendors who provide applicable solutions to help uphold and adhere to)* the Payment Card Industry (PCI) Data Security Standard (DSS) ([https://www.pcisecuritystandards.org/security\\_standards/pci\\_dss.shtml](https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml)), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules (<http://www.hhs.gov/ocr/privacy/hipaa/administrative/index.html>), and the Arizona Department of Public Safety Data and Network Security standards. Vendors dealing with public safety ACJIS systems also must comply with the Federal Bureau of Investigation’s Criminal Justice Information System’s Vendor agreement ([Attachment E](#)). Additionally, the City of Peoria embraces Microsoft’s Best Practices recommendations, as included in their published documents, for the configuration of servers, applications, and databases and for security updates and patches.
- b. **Network Infrastructure:** Cisco Switched 10/100 network utilizing TCP/IP is the only network protocol. Municipal complex connected with GB fiber connections with remote locations primarily running on T1 connections. The network consists of converged voice and data running Cisco VoIP with QOS.
- c. **Servers:** HP Proliant servers running Microsoft Windows 2003 and Windows 2008 operating systems (latest Service Pack and Critical Updates applied), Windows 2003 Active Directory, Norton Antivirus Enterprise, Comm Vault Galaxy backup agents, HP System Insight Manager agents, and EMC storage agents for SAN connectivity and management.
- d. **Supported Virtual Environments:** VMWare ESX4.
- e. **Storage Area Network:** Currently Peoria has an EMC CLARiiON CX500 attached to Cisco 9216 Fiber Channel Switches. The PD CAD/RMS does not utilize this storage.
- f. **Databases:** Microsoft SQL Server 2005/2008 Standard Edition in place, Enterprise Edition purchased when required, with latest service packs and critical updates. Microsoft enterprise per seat licensing in place, per processor purchased when required.
- g. **Web Servers:** Windows 2003/2008.
- h. **Web Application Servers:** Currently using but not limited to: Microsoft IIS, Cold Fusion MX7.0, Apache-Jakarta-Tomcat Servlet.
- i. **Web Applications:** Currently using but not limited to ASP/JSP/ASP.Net.

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- j. **Payment Processing:** VeriSign Payflow Pro (*All public web servers are isolated from the City Network in a DMZ.*).
- k. **Email:** Microsoft Exchange 2007 with Outlook 2007 client.
- l. **Application Systems:** Client-server or browser-based clients.
- m. **Electronic Document Management System:** The Police Department currently utilizes Alchemy with Impression Technology iCapture front end.
- n. **Reporting Tool:** Current environment includes Crystal Reports and/or Business Objects (single licenses), Microsoft Access Reporting, Report Server.
- o. **GIS:** Desktop ArcGIS Version 9.3, ArcView and ArcINFO licensing levels (concurrent); Server ArcSDE Version 9.3 running on MS SQL Server; Internet/Intranet Mapping System ArcIMS 9.2 – Intranet Only access, ArcGIS Server 9.2 environment. Peoria will begin development of ArcGIS Server applications in the 9.3 environment. *Note: Our licensing will not allow us to publish map services (ArcGIS Server applications) in V.9.3 until our production server is migrated to 9.3, which is being held back due to the requirements of the current Accela Automation application environment (which is only supported using 9.2).*
- p. **Police Dept Desktops:** Dell hardware standard, OptiPlex 755, Microsoft Office 2007 Suite. Desktop standards are:
  - Processor, Intel E8500, 3.16 GHz, 6MB Wolfdale, 65W
  - DVD+/-RW
  - Disk Drive, 1.44
  - Hard Drive, 80G, 7.2K, 8M
  - DIMM 2GB, 800 MHz
  - Flat Panel Display, 17" 1708FPT
  - Windows XP SP2
- q. **Printers:**
  - Dell 1700 series printer directly connected
  - Hewlett Packard: Printing and Scanning – low, medium and high volume devices. Various models, B/W, color - duplex and network ready as a standard.
- r. **Remote Access:** Cisco VPN, Citrix Application Server.
- s. **Public Safety Radio System:** The City currently operates on a Motorola Astro-25 700 MHz Project 25 Phase I-compliant digital radio system as Zone 5 of the Regional Wireless Cooperative (RWC) radio system. Current members of the Cooperative are Avondale, Buckeye, Chandler, Daisy Mountain Fire, El Mirage, Glendale, Goodyear, Guadalupe, Maricopa, Paradise Valley, Peoria, Phoenix, Scottsdale, Sun City, Sun City West, Sun Lakes, Surprise, Tempe, Tolleson and Valley Metro Transit. There are 8 sites in Zone 5 that support all the west valley agencies. There are plans to split the Zone at about the I-10 line north and south to create another zone. The current portable radios are Motorola XTS5000 and are capable of GPS location with the addition of a GPS Microphone. The current mobile radios are Motorola XTL5000 and are not capable of GPS location with the addition of a GPS receiver. It is undetermined if the regional users will allow AVL data to be broadcast on the system. There is sufficient bandwidth and channel capacity for the system to meet the needs of the RWC for the next 10 years. Currently the City of



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Peoria has approximately 800 radios on the system with about 450 of them used for police. The other radios are deployed to the general government users of the radio system. The fire department is using a combination of the RWC system and a VHF simplex radio system that will be in place until the transition to the RWC system is completed sometime in the future. Non-Hazard calls are currently dispatched on the RWC trunked system, Hazard calls are dispatched on VHF. By December 31, 2016 all the subscriber radios will need to be APX or equivalent models to comply with FCC mandates for frequency efficiency. Interoperations with neighboring jurisdictions are through direct contact through common talkgroups or through console patches to a talkgroup designated for that jurisdiction.

**t. Public Safety Phone System:** The 9-1-1 dispatch center phone system is provided by Maricopa Regional 9-1-1, which was implemented in 1985 through a partnership between the county, municipalities and the Mountain Bell telephone system (*precursor to Qwest*). E-911:

- Viper 2.0.0.8
- Positron Power911 5.2 SP1 (5.2.1.40)
- Power MIS 4.2 SP1 (4.2.1.109)
- PowerMAP 3.2 (to be upgraded to 4.0 within 12 months)
- Logging and Recording:
- NICE AIS Administrator 1.16.3.0
- IP Logger Digital 9.10.05.33 SP5
- Analog Gigital 9.6.03.24
- Master Time Clock: Spectracom 91890 (NTP Protocol) / Net Clock GPS

**u. Computer Telephony Integration (CTI):** Positron Power Viper

- i. Call information display (caller's number (ANI), number dialed (DNIS), and Screen population on answer, with or without using calling line data - Together VIPER 2.0 and Power911 displays ANI and ALI information and is capable of providing traditional caller-id and inbound trunk identification. The system can be upgraded to handle QSIG/PRI interfaces from a telco or legacy PBX and is SIP capable. Positron has partnered with Cisco and can integrate (through IP firewalls) with Cisco Call Manager based telephony systems.
- ii. Automatic dialing and computer controlled dialing (fast dial, preview, and predictive dial.) - Power911 provides redial capability along with extensive customizable "phone book"/rolodex functionality. It is not a predictive dialer.
- iii. Phone control (answer, hang up, hold, conference, etc.) - Together VIPER 2.0 and Power911 provide answer, transfer (supervised and unsupervised), hold, park, conference and barge/monitor functions.
- iv. Coordinated phone and data transfers between two parties (i.e. pass on the Screen pop with the call) - Together VIPER 2.0 and Power911 provide 911 transfers (intrasite and between regional 911 centers).
- v. Call center phone control (logging on; after-call work notification) - Together VIPER 2.0 and Power911 can require a user to login with individualized credentials. The system can support ACD functionality, but it is currently not employed for Peoria.
- vi. Advanced functions such as call routing, reporting functions, automation of desktop activities, and multi-channel blending of phone, e-mail, and web requests - PowerMIS provides for call center and telephony activity monitoring. The current version of VIPER/Power911 does not support "nontraditional" contact implements (email, web chat, SMS). It is expected that as industry standards evolve in these areas that support will become available on the VIPER/Power911 platform.
- vii. Agent state control (i.e., after-call work for a set duration, then automatic change to ready state) - The system can support ACD functionality, but it is currently not employed for Peoria.

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- viii. Call control for Quality Monitoring/call recording software. - Barge/monitoring functionality is supported along with short and medium term call recording (ICC-instant call check and ITRR-integrated telephony and radio recording). These do not take the place of traditional long term logging/recording and have relatively limited capability for supervisor/user sharing of recordings.
  
- v. **Geographic Information Systems (GIS):** The City of Peoria has invested significant resources to develop in-house GIS services. Development began in 2001 with the implementation of a five year GIS Strategic Plan, outlining the various needs (hardware, software, data, processes, and personnel) to make the implementation successful. Peoria's GIS current situation with respect to the components expressed above are:
  - i. **Hardware:** The GIS maintains three production servers:
    - (1) **Data Warehouse Server:** for ArcSDE and File based product (shared)
    - (2) **ArcIMS Server:** plays host to Spatial Website development
    - (3) **GIS Application Server:** to host any ArcGIS Server application services
  
  - ii. **Software:** Environmental Systems Research Institute (ESRI) based application platform for server and client side access. Inventory includes Server based products: ArcGIS Server Enterprise (ArcSDE for MS SQL, ArcGIS Server, and ArcIMS (legacy)) and Client based application ArcMAP (both ArcINFO and ArcVIEW licensing with multiple extensions). Desktop licensing is concurrent for multi-user access.
  
  - iii. **Data:** GIS maintains over 150 layers of vector based data, and an inventory of 26 Raster based data themes (including ortho-imagery coverage beginning in the year 2000 to present). Vector based data are based on a regional geodetic and cadastral model to ensure spatial integrity. The vector framework data warehouse contains: 87,000 point addresses, 82,000+ Parcels (not all within Peoria), 650+ Miles of roads, 900 miles of Peoria water mains, 750 miles of sewer mains, and 18 miles of new reuse mains.
  
  - iv. **Processes:** City of Peoria GIS currently utilizes ArcIMS to publish a variety of Map Services for internal use only; services are business based and represent requirements determined by users. Also, City of Peoria GIS is the master address database for several business systems (Hansen CMMS (asset management system), Utility Billing, Permitting, and Sales Tax). GIS is seen as an integrator of business systems to give staff ability to query information of geographic nature from systems that have little or no GIS connectivity. The City is committed to migrate from the current ArcIMS environment to the more robust ArcGIS Server environment in the near future.
  
  - v. **Personnel:** City of Peoria recently moved to a centralized GIS model within the Information Technology Department. The GIS Technician staff is assigned as primary contact to other Peoria departments and is employed as GIS liaisons to these departments.



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| Frame Layers              | Work   |        |                 |               |     |
|---------------------------|--|--------|-----------------|---------------|-----|
| Theme                     | Description  | Owner  | Maint. Provider | Type          | SDE |
| Cadastral Theme (Parcels) | MCAO Parcel Information - updated from imported DGN Files  | ENG    | ENG             | Vector        | Y   |
| Corporate Limits          | Peoria Incorporation Boundary - Includes Annexation History theme  | ComDev | ComDev          | Vector        | Y   |
| Geodetic Control          | Peoria Geodetic Control - includes GDACS Control   | ENG    | ENG             | Vector        | Y   |
| Street Centerline         | Transportation layer to demonstrate road network, ownership (maint), public and private roadways. Also provides Address ranges for geocoding events linked to any address  | ENG    | ENG             | Vector        | Y   |
| Street Intersections      | Intersection Points used for Peoria Pilot and Location tools in MapViewer  | IT     | IT              | Vector        | Y   |
| Flood Information         | Plains Maricopa County Flood Control District Flood Information  | ENG    | IT              | Vector        | Y   |
| Luke Contours             | Noise LDN Contours of Luke AFB and Jurisdiction Information  | ENG    | IT              | Vector        | Y   |
| Public Survey System      | Lands PLSS section layer - also includes various grids developed for map book generation for specific projects, Police, Fire, Hansen asset management Etc.   | IT     | IT              | Vector        | Y   |
| Address                   | Both Tabular and Vector this POINT layer exhibits all available Site addresses within Peoria - it is maintained via various departments and exports data (currently) to both Hansen and Northstar as a single point of contact for addressing information in Peoria. | IT     | ENG, ComDev, IT | Vector, Table | Y   |

w. **GIS Support for Police:** Most interaction has been as a result of map product requests and specific Police GIS Framework data theme updates (districts, beats, mapping grids, etc). The current situation for various aspects of enterprise GIS (IT GIS responsibilities) are as follows:

- i. **MDC Mapping Tool (PDMAP.exe):** This is a standalone mapping tool, created for PD officers to provide mapping capability on their mobile data computer (MDC). It utilizes visual basic application development technology, and embeds the ESRI ArcREADER control for map viewing. The application is all stored local to the MDC, thus having up time 24/7. This tool has also been deployed on the network via Citrix for use in house on networked PC's.
- ii. **ArcIMS CrimeViewer (in house Map Service):** Built on ArcIMS 9.2 Infrastructure, this tool provides staff ability to review Calls for Service via calendar, shift, call type, and a variety of other query opportunities. The application allows staff to download the queries to an Excel Format for additional manipulation, and also provides the ability for staff to MAP properly geocoded call for service locations. NOTE: GIS staff are utilizing the Omega Import Wizard to extract the calls for service from SunGard Public Safety Suite and build the spatial database. As of 01/12/2010, staff are still having to manually export and import the data due to program limitations, but are working with IT Staff to identify a method to automate the extraction and load of the calls for service data to ArcSDE – daily.
- iii. **Maricopa 9-1-1 Addressing:** Provide extracts of both point addressing and transportation (centerline) feature classes for use in the Maricopa911 PowerMAP. This is done quarterly (or upon request) – there may be a need to formalize this process in the future, especially with respect to

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address changes. The Maricopa911 Power map is utilized by 9-1-1 Staff for response mapping (currently).

- iv. **Omega Group ArcGIS Extension Implementation:** Peoria Police utilizes The Omega Group to provide products and services for the Crime Analyst position within the Police department. The product will be the Omega CrimeView extension to ArcGIS and the Import Wizard (already in house) to extract appropriate information from the current CAD/RMS system. The Omega Group will provide process development for data extraction and report generation, as well as professional training for staff. Projected completion is June 2010.
- x. **COPLINK** – Peoria currently utilizes the COPLINK investigation tool as part of the City of Phoenix Police Regional Node. The intent is to automatically export Peoria RMS data into COPLINK daily by June 30th, 2010.
- y. **Master Clock** – All network systems, including Cisco IP phones, receive their time directly or indirectly from the Police communication radio system’s Spectracom NetClock 9183 device.

8. Peoria Police Department Current Hardware Resources and Software Licenses

**Peoria Police Department Hardware Resources** *(Current Vendor count)*

- b. Dispatch Workstations 14
- c. Desktops 181
- d. Laptop 35
- e. Mobile Computers 103

**Peoria Police Department Software License** *(Current Vendor count)*

- a. CAD 20 concurrent *(14 dispatch / 6 Supervisors)*
- b. RMS Enterprise
- c. Mobile Field Reporting 177
- d. Mobile Data Browser 115

**RFP Terminology and Acronyms**

Complete list of Terminology and Acronyms found in [Attachment A](#).

**City of Peoria Current CAD/RMS End Points Diagram**

CAD/RMS/Mobile End Points Diagram is found in [Attachment B](#).

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|  | <b>SECTION 1: VENDOR PROFILE</b>     | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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**REQUIRED SECTIONS FOR RESPONSE TO P10-0046**

**PROPOSAL INSTRUCTIONS:** Please provide complete responses to each section (section 1- section 13) listed below. Proposals should not contain extraneous promotional materials. Vendors should utilize lay person terms and common terminology wherever possible. Proposals should cover the general topics outlined in this section. Proposals will be evaluated on the basis of information presented by the Vendor and the evaluation criteria listed in this RFP. The Vendor must submit their responses in separate binders containing the following information divided by tabs:

**Section 1: Executive Summary and Vendor Profile**

1. COVER LETTER

- a. The cover letter will provide a brief history of the Vendor and its organization. The letter will indicate the principal or officer of the Vendor organization who will be the City's primary point of contact during negotiations. This individual must have the authority to negotiate all aspects of the scope of services and provisions on behalf of the Vendor. An officer authorized to bind the Vendor to the terms and conditions of this RFP must sign the cover letter transmitting the proposal.

2. EXECUTIVE SUMMARY:

- a. The Vendor will provide an Executive Summary that presents in brief, concise terms a summary level description of the contents of the Proposal. In addition, the Vendor must clearly and specifically detail all exceptions to the exact requirements identified in this RFP.

3. VENDOR PROFILE

**a. Firm's Contact Information**

- i. Company name, address, website, company contact with his/her contact information
- ii. If applicable, name of partnering companies

**b. Firm's Experience: (please respond in table format in this section 3. b. i – xxi. Additional firm information can be sent in other format)**

- i. Number of years in business selling CAD/RMS/Mobile products and services
- ii. Number of years involved with CAD software development
- iii. Number of years involved with RMS software development
- iv. Number of years involved with Mobile application development and sales
- v. Number of years involved with Field Reporting (i.e., Incident and Traffic Crash reports) software development and sales
- vi. Total number of employees in the company (i.e., all industry, products, sales and services)
- vii. Number of employees dedicated to CAD (support, development, implementation, etc.)
- viii. Number of employees dedicated to RMS (support, development, implementation, etc.)
- ix. Number of employees dedicated to Mobile (support, development, implementation, etc.)
- x. Number of employees dedicated to Technical Support
- xi. Number of CAD/RMS/Mobile clients in the United States

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- xii.** Number and location of CAD/RMS/Mobile client sites in the State of Arizona
- xiii.** Number of clients in the United States that utilize a complete CAD/RMS/Mobile suite provided by the Vendor
- xiv.** Number of clients installed on proposed version of CAD/RMS/Mobile software suite
- xv.** Number of staff devoted to development of CAD/RMS/Mobile software suite
- xvi.** Number of staff devoted to support of CAD/RMS/Mobile software suite
- xvii.** Number of staff devoted to quality assurance testing of CAD/RMS/Mobile software suite
- xviii.** Date of original release of each CAD/RMS/Mobile application proposed for the City of Peoria
- xix.** Date of three previous major version updates to the CAD/RMS/Mobile software suite proposed for the City of Peoria (including release proposed for the City of Peoria)
- xx.** Number of installations of the proposed version of software of a single solution (CAD/RMS/Mobile) that is on a scale comparable to the City of Peoria Police Department
- xxi.** For each comparable implementation, please identify the name of the public safety agency and (Note: Include No more than 10 of the most recent projects, if applicable):
  - (1) Number of CAD licenses
  - (2) Number of RMS licenses installed
  - (3) Number of Mobile Data Computer Licenses
  - (4) Number of Field Reporting licenses
  - (5) Number of calls of service
- xxii.** List all CAD/RMS/Mobile system contracts completed in the last five years similar to the City of Peoria's proposed project
- xxiii.** List the names of public safety agencies, if any, that have defaulted, closed or are in the process of defaulting and closing an existing CAD/RMS/Mobile contract with your company in the past five years
- xxiv.** Are all product lines proposed for the City of Peoria developed internally by the Vendor? Yes/No
- xxv.** If not, Identify all products that are developed by a partner

**c. Financials**

- i.** Annual audited financial statements for the past five years in business
- ii.** If CAD/RMS/Mobile is a subsidiary company, division, etc. of a parent company; provide same information for CAD/RMS/Mobile subsidiary/division
- iii.** Affidavit by a licensed bonding agent of its willingness to furnish your firm with a performance bond equal to the contract amount
- iv.** Provide Dun & Bradstreet report on your company

**d. Firm's Project Understanding**

- i.** Vendor shall summarize understanding of the City of Peoria's purpose, scope and objectives

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|  | <b>SECTION 2: PROJECT<br/>MANAGEMENT PLAN</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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## SECTION 2: Project Management Plan

Major City information technology projects, including the CAD/RMS/Mobile Replacement project, are managed by PMP certified project managers reporting to the City's Chief Technology Officer (CTO). Project sponsorship is through business units and City resources for the project are staffed and managed through a matrix management project structure. A project steering committee will oversee the CAD/RMS/Mobile project.

### a. Project Management Approach

- i. The Vendor shall describe the management, technical and organizational approach; resources, and controls to be employed to successfully accomplish project planning, and schedule requirements.
- ii. Prior to contract signage, the Vendor will prepare and submit to the City of Peoria Project Manager for approval a Statement of Work to include:
  - (1) Final schedule
  - (2) All features of Vendors base system that are available in the base system price, but not included in the City's functional and tech specs
  - (3) Final Implementation Plan
  - (4) Payment schedule should be based on major project milestones and deliverables (*note that it is the policy of the City not to tie any payments to the signing of the contract*)
  - (5) City expects the Vendor to include a retainage in its price proposal.

### b. Project Schedule

- i. Vendor must provide draft project schedule in MS Project 2007 format utilizing a Work Breakdown Structure (WBS) format including resources and milestones. The intent of Peoria is to develop and maintain a shared project schedule that includes all Vendor and City tasks and activities. Implementation schedule should incorporate the major subproject implementation phases such as CAD, RMS, Mobile, FR, etc.

### c. Vendor Project Staffing Plan

- i. Given the high profile nature of this project, the City of Peoria expects best in class project management services from the Vendor. The City expects the Vendor will work closely in conjunction with City's Project Manager. The City will only accept Vendor personnel who have significant and relevant experience with the Vendor's CAD/RMS/Mobile system and can show a successful track record at locations of similar size and complexity as the City of Peoria.
  - (1) Vendor must identify proposed staffing resources and Level of effort for each major task. Also include an organization chart for proposed project personnel, including proposed sub-contractors.
  - (2) Expectation of City of Peoria staffing resources and Level of Effort for each major phase, including expected skill set needed to successfully complete each task.
  - (3) List key personnel that will be assigned to the project.
  - (4) 3d. Resumes of all key staff that provides sufficient information to allow the City of Peoria to evaluate their capability and qualifications to perform proposed tasks.
  - (5) Describe roles and tasks for all key personnel.

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- (6) Identify whether this is their major assignments, and a projection of other assignments they may be working on during the implementation period.
- (7) Describe for all key personnel what percentage of time will be on project.
- (8) Provide information regarding who will be on site for each major phase of the project, and who will be remote.
- (9) Provide an organizational chart of all personnel proposed for the project.
- (10) Describe the Vendors Communications Plan that will be used for this project.
- (11) The City of Peoria is concerned there will be a significant increase in long-distance telephone calls during the life of this project. Please provide any possible solutions to this potential cost increase.
- (12) Describe the Vendor's escalation process of issues.
- (13) Describe the facilities and equipment that Peoria is required to provide on-site staff.
- (14) Describe level of effort performed on site.

All Vendor personnel assigned to work on-site on the CAD/RMS/Mobile project shall be required to undergo a criminal history check. Off-site personnel may also be subject to a criminal history check. Please note that arrangements for required criminal history checks should be made in advance with appropriate City personnel. The City reserves the right to reject any personnel proposed by the Vendor for any reason. All key personnel will be required to sign a confidentiality agreement for access to sensitive data.

Support personnel proposed should have the necessary level of training and experience with the application suite to ensure that the City is receiving expert-level support. The Vendor may be requested to provide the City with a listing of all certificates, training courses and other relevant evidence to document the level of expertise of proposed support personnel.

The Vendor's Project Manager is expected to coordinate and participate in all activities related to Vendor demonstrations, if shortlisted. The City of Peoria prefers the following:

- A Prime/Subcontractor relationship.
- The Vendor's Project Manager to be PMP certified
- Key personnel will not be removed without permission from City of Peoria Project Manager.

**d. Project Reporting**

The Vendor shall participate in a weekly Project Meeting to report progress toward contract deliverables, update status from the previous reporting period, and advise current objectives, problems or delay issues, proposed corrections and other relevant information.

**e. Project Status Reports**

The Vendor's Project Manager will provide weekly project status reports detailing relevant information to the City's Project Manager.

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|  | <b>SECTION 3: IMPLEMENTATION<br/>MANAGEMENT PLAN</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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### SECTION 3: Implementation Management Plan

The City of Peoria uses the Project Management Book of Knowledge (PMBOK) as a guide for implementation of all projects. Please describe how your implementation planning activities incorporate all of the major PMBOK phases (Initiation, Planning Execution, Monitoring & Control, and Closing).

#### a. Implementation Approach

Responses should also detail the vendors' approach to the following:

- i. Describe the Vendor's process to complete each major phase (i.e. CAD, RMS, Mobile, AFR, etc.).
- ii. Describe the Vendor's methodology to prepare servers (i.e., completed on-site or at the Vendor's location).
- iii. Describe the Vendor's Deployment plan of all phases and why this methodology is being proposed.
- iv. Describe the Vendor's Risk Management plan that will be used to ensure successful implementation of all phases.
- v. Describe the Vendor's Quality Management plan that will be used to ensure successful implementation of all phases.

#### b. Change Management

The City of Peoria understands the implementation of a new CAD/RMS/Mobile system will require new business processes and a change in policies, procedures and training protocols.

- i. Please describe any Change Management solutions provided by the Vendor that are a component of the proposal
- ii. If no Change Management solutions are provided in the proposed solution, does the Vendor offer Change Management consulting services? If yes, describe the options for Change Management consulting services and provide all relevant costs in the Cost Proposal Worksheet.

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|  | <b>SECTION 4: MIGRATION &amp;<br/>ACCEPTANCE TEST PLAN</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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## SECTION 4: Migration & Acceptance Test Plan

The Vendor shall be responsible for managing all system testing activities including but not limited to:

- Drafting a test plan for Peoria staff
- User acceptance testing
- Product performance testing
- Interfaces testing
- Parallel testing (if parallel processing is appropriate)
- Security testing
- Data conversion testing
- Hardware and network capacity testing
- Integration testing
- Load testing
- Fail-over testing

The Vendor shall provide the City with draft test plans. The City shall be responsible for developing a final unit, subsystem and system acceptance test plan that will include but is not necessarily limited to the following:

- Testing all software components in accordance with published functions and features
- Testing all software components
- Testing all system software based on business scenarios
- Testing all system software based on user friendliness
- Testing of all contracted interfaces based on design and business scenario
- Parallel testing prior to cutover (if parallel processing is appropriate)
- Security testing
- Data Conversion testing
- Testing based on business scenarios
- Hardware and network capacity testing
- Integration testing
- Load testing
- Fail-over testing

The Vendor shall review the City's additions to the test plans for accuracy and completeness. The Vendor shall duplicate the City test environments using the City's test plan as a guide to testing the software. The software can only be delivered to the City upon successful completion of the tests in accordance with the test plans. The delivery of the software shall be accompanied with written documentation of the test results. The City reserves the right to revise the test plans provided that reasonable notice is given to the Vendor. The City maintains sole authority to certify the successful completion of any and all tests performed by the Vendor on the proposed system.

**Acceptance Test Process:** The acceptance test process shall include three phases: the acceptance testing period, the reliability test period, and the final acceptance. If at any time during the acceptance-testing period, the system reveals any major defects or several minor defects, the process shall be terminated and the Vendor shall resolve the outstanding issues. Once all of the issues have been addressed, the Vendor will recommence the acceptance test

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period from the very beginning.

**Acceptance Test Plan:** The Vendor's software will be delivered to the City accompanied with written documentation of a test plan for the City to use in their acceptance testing. The City will review the written draft of the testing plan and schedule the installation of the software within the City test environment. The acceptance test period will begin when the City, along with the assistance of the Vendor, first performs all tests in accordance with the written test plan and successfully completes the tests defined within that plan. If major defects or numerous minor defects are found during the acceptance testing, the tests shall be terminated and the Vendor shall resolve outstanding issues. Once all issues have been addressed, the Vendor will recommence the acceptance test process from the very beginning.

**Reliability Test Period:** After the successful completion of the cutover period, there shall be a minimum of thirty (30) day reliability test period during which the newly installed system will be in production and its performance monitored. During this period, the system must perform fully without degradation of any kind in order for the acceptance test to be satisfied. If any major defects or numerous minor defects are discovered, the reliability test period shall be terminated and the Vendor shall resolve any and all issues. Once all issues have been addressed, the Vendor will recommence the acceptance test process from the beginning.

**Final Acceptance:** At the successful completion of the reliability test period, the City shall issue the conditional acceptance certificate. At the end of the successful completion of both the reliability test period and the data conversion, the City shall issue the final acceptance certificate.

The Vendor should demonstrate through an acceptance process performance (stress) test that the system performs as required in the City's technical environment and that the system meets or exceeds the City's functional requirements. The stress test should include all LAN connected applications (i.e., CAD, RMS, etc.). The final Acceptance Test Plan (ATP) should use City of Peoria approved data and include report generation.

- The final acceptance test should exercise all functionality and components successfully.
- The Vendor should test back-up/recovery features successfully.
- The failure of any specific portion of a test may require that the entire test be rerun, not just the failed portion of the test.

**Operational Migration Plan:** The migration from one CAD/RMS/Mobile system to a new one can present significant threats to the health and safety of the public and first responders if problems arise. The City of Peoria CAD cutover will take place in its existing Public Safety Answering Point and will require an extraordinary level of coordination and staging to avoid impacting existing operations. Cut-over activities shall be approved in advance by the City. A cut-over working group composed of City, CAD/RMS/Mobile Vendor and other relevant personnel will be formed to develop a detailed migration plan and the actual execution of the CAD/RMS/Mobile system cut-over.

- i. Describe the Vendor's ability to meet the above described requirements.
- ii. Describe the process for migration from one environment to another (i.e., test environment to production).
- iii. Describe the Vendor's Risk Management processes to ensure a successful ATP processes.
- iv. Contingency Plan – Please describe what contingency plan and problem resolution measures the Vendor will have during the cut over period.

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|  | <b>SECTION 5: TRAINING PLAN</b>      | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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## SECTION 5: Training Plan

Ensuring that all personnel are trained to an appropriate level of proficiency as the various applications are implemented is a primary factor to the success of this project. The City of Peoria will focus considerable attention on the proposed training plan. The City shall provide sufficient space for conducting the training and housing and securing the training equipment.

The City prefers the Vendor to utilize the Train the Trainer (TTT) approach for all applications unless designated otherwise by the Vendor.

### a. Project Team Training

- i. Please list all coursework required to fully train project team members to facilitate participation in configuration workshops and their backup person.
- ii. For each course, please state the prerequisite requirements, size of class, duration, and location of the class.

### b. System Administrator Training

- i. Please list all coursework required to fully train a System Administrator and their backup person. For each course, please state the prerequisite requirements, size of class, duration, and location of the class. Note that the City is interested in having the Vendor provide a phase training approach that ensures that the System Administrator is provided the appropriate training throughout the length of the implementation.
- ii. In addition please list all coursework required to fully train personnel that will create security profiles for groups of end users in the system as per Arizona CJIS requirements.
- iii. For each course, please state the prerequisite requirements, size of class, and duration.

### c. Database Administrator Training

- i. Please list all coursework required to fully train a Database Administrator and their backup person.
- ii. For each course, please state the prerequisite requirements, size of class, duration, and location of the class.

### d. Applications Administrator Training

- i. Please list all coursework required to fully train an Applications Administrator and their backup person.
- ii. For each course, please state the prerequisite requirements, size of class, duration, and location of the class.

### e. All User Training

- i. Please list all on-site coursework required to fully train all user training.

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ii. For each course, please state the prerequisite requirements, size of class, and duration.

**f. Trainer Training**

- i. Please list all coursework required to fully train the trainers that will, in turn, train the end users of the system (i.e., City of Peoria sworn and civilian personnel).
- ii. For each course, please state the prerequisite requirements, size of class, and duration.

**g. Training Documentation**

To meet the needs of the City, end some training documentation may require customization. The City shall be responsible for the customization of the end user and system administrator training documentation.

**h. Training Manuals and Materials**

The Vendor shall be responsible for providing sufficient training materials and take-away documents such as:

- Instructor Manual(s)
- Student Training Manual(s)
- All manuals in Microsoft Word format
- All manuals in other media format (HTML and Adobe Acrobat .PDF)
- Master videos or DVDs of pre-recorded training
- Keyboard templates
- On-Line and Computer Based Training

All training materials must be edited to reflect the City of Peoria’s specific environment, technology, post-configured screen shots. The City will work with the Vendor to document and edit the training materials to match the City’s implementation state and business processes. The City expects to receive final versions of training materials in hardcopy and electronic formats, using the Microsoft Office suite of applications.

**i. Training Schedule**

Given the shift assignments of public safety personnel training courses will often need to be scheduled outside of normal working hours, including weekends. In order to keep the training relevant to the ultimate system look-and-feel as well as fresh as possible and still accommodate the necessary number of sessions it is expected that training will not begin until after preliminary system acceptance and before cut-over, but in no case will begin longer than 60 days prior to the scheduled “go live” date.

**j. Extended Training Cycle**

The Vendor should describe their ability to ensure personnel have the requisite skills at the time of migration if the training period was extended period of time to get all personnel trained (i.e., Computer based training and/or refresher training).

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**k. Training Plan**

The Vendor should describe its ability to train personnel using the proposed CAD/RMS/Mobile system while it is in production mode. For example, applications have a training module that allows personnel to use the CAD/RMS/Mobile system while it is in production operation.

- i. Describe the responding company's ability to meet this requirement.
- ii. Provide a detailed training plan.
- iii. Provide all facility and logistical requirements of the City regarding the Training Plan.

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|  | <b>SECTION 6: HARDWARE SPECIFICATIONS &amp;<br/>INSTALLATION PLAN</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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## SECTION 6: Hardware Specifications and Installation Plan

### a. Hardware Specifications

The City of Peoria reserves the option to purchase all hardware and Operating System (OS) software separate from the Vendor's proposal.

- i. The Vendor shall submit detailed specifications of all hardware and OS required to meet the performance and operational specifications described in their response.
- ii. The Vendor will install and perform initial configuration of software with City of Peoria personnel to allow City personnel to document installation and configuration process.
- iii. Provide a hardware and software installation plan.
- iv. Describe all logistics required by the Vendor and the City to complete:
  - (1) Shipping and receiving of equipment.
  - (2) Storage of equipment.
  - (3) Installation, configuration and testing of equipment.

### b. On-Site Prep

As an option, The City of Peoria may request to have the Vendor prepare servers on-site. Describe all implications and costs (i.e., Cost Proposal Worksheet – Options Section) if this request was made.

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|  | <b>SECTION 7: VENDOR PRODUCT SUPPORT</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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**SECTION 7: Vendor Product Support**

**a. Product Support**

The City of Peoria requires product support for the implemented CAD/RMS/Mobile system. Such support includes some or all of the following:

- Telephone Help Desk Support – 24/7/365 via a toll free number.
  - Remote Help Desk Support for the system 24/7/365. Note that remote network connectivity will be provided for system support as required. Access must be initiated by City of Peoria personnel.
- i. Describe your ability to meet this requirement.
  - ii. List all technical support options.
  - iii. List the costs associated with each Technical Support option on the separate Cost Proposal Worksheet.

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|  | <b>SECTION 8: SOFTWARE MAINTENANCE,<br/>WARRANTY, &amp; ENHANCEMENTS</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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**SECTION 8: Software Warranty, Maintenance, & Roadmap/Enhancements**

**a. Software Updates, Warranty, Maintenance and Roadmap**

The Vendor shall make available to the City of Peoria at no additional charge all updates to the software as they are released so long as the City is currently under the Vendor’s software maintenance agreement. If the City decides to take advantage of the updated version and support it under the on-site maintenance agreement.

To ensure that documentation is consistent with the operating environment, updated documentation should be delivered concurrently with the software update.

Software warranty will commence at “go-live” system acceptance and will last for one-year.

- i.** Describe the Vendor’s ability to meet the above requirements.
- ii.** Describe the proposed Software Warranty plan.
- iii.** Describe all Vendor warranties for all applications and hardware.
- iv.** Describe all Maintenance Services included in each major level of maintenance support tiers provided i.e. software patches to major enhancements.
- v.** Describe the roadmap for each application and how the roadmap is developed.
- vi.** Describe the software enhancement process for each application.
- vii.** Describe the role and processes of user groups, to include the use of user groups in the design of product roadmaps.
- viii.** Describe the upgrade process, including the process and optional cost for moving upgrades from the Test to Production environment.
- ix.** Describe any other support services the Vendor may offer. Provide any applicable costs to these services in the separate Cost Proposal Worksheet.

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|  | <b>SECTION 9: DATA CONVERSION &amp;<br/>LEGACY DATA PLAN</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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## SECTION 9: Data Conversion and Archiving Legacy Data Plan

The City of Peoria Police Department has utilized the current SunGard CAD/RMS system for over 15-years. It is imperative that all SunGard historical data is archived and maintained in a manner that allows querying of the data. The Police Department does not expect to convert all 15-years of data into the new CAD/RMS/Mobile system.

Vendors are encouraged to use their expertise in this area to provide the City applicable options. The City understands there may be many methodologies available to manage legacy data in a cost effective and user friendly manner. The City will convert a specific amount of data into the new CAD/RMS/Mobile system while maintaining all other legacy data on a separate system that can still be accessed by personnel.

The following list of proposed legacy data candidates is to provide Vendors with background information concerning the City's objectives regarding legacy data:

| <b>Data Name</b>   | <b>Time Frame/Records</b>   | <b>Comments</b>  |
|--|---|--|
| Property & Evidence Data   | All data, up to 15 years.<br>Approximately 60,000<br>Property items   | City anticipates a clean-up of property information, and a reduction of the number of Property records to be converted.            |
| Master Entity Files (i.e. name, address, vehicle, etc.)  | 841,870 records /<br>Approximately 2 years  | There are concerns regarding the quality of some of the data. For example, no names have ever been merged in the Master Name File. |
| Incident Report information (i.e. criminal investigations) and Incident Report narrative information                             | 5,237 Open Cases  |  |
| CAD Data, including:<br>a. Incident information<br>b. Location information<br>c. Hazards<br>d. False Alarm and Alarm Permit data | Past two years of data.<br>Incident Information - Approx 17,000 per year.<br>Location, Hazard and Alarm information – approx 80,000 |  |

The City expects to access the unconverted legacy SunGard data tables, and to continue querying the tables using the existing Microsoft Access database. Please provide your solution for converting the CAD/RMS SunGard historical data to a SQL server where an ODBC connection can be utilized to pull queries via Microsoft Access, while keeping the existing table structures and field names the same. It is the City's preference to use SQL server however alternative solutions will be considered.

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|  | <b>SECTION 9: DATA CONVERSION &amp;<br/>LEGACY DATA PLAN</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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**a. Data Conversion and Archiving Legacy Data Plan**

The Vendor shall include a detailed Data Conversion and Archiving Legacy Data Plan that describes all Vendor and City of Peoria processes and activities required to successfully migrate relevant City of Peoria legacy data from the SunGard DB2 data schema into the Vendor's proposed CAD/RMS/Mobile system. The plan should include the following:

- i. The Vendor's proposed data conversion process.
- ii. Specific functionality and features of the proposed solutions(s). For example, provide a description of how City personnel would access the historical data.
- iii. Specific roles and responsibilities for proposed City resources, as well as recommended skills of personnel required to perform City tasks.
- iv. Specific roles and responsibilities for proposed Vendor resources, as well as recommended skills of personnel required to perform City tasks.
- v. Qualification, experience and resumes of Vendor staff proposed for the Data Conversion Task.
- vi. A description of the Vendor's proposed automated data conversion tools.
- vii. Recommended solutions for end-users to access non-migrated legacy data via integrated system or separate queries.
- viii. Recommended storage location for non-migrated legacy data.
- ix. Any prior data conversion experience with the City's legacy CAD and RMS systems. Please list the relevant projects, the versions involved, and provide contact information for the clients. We are particularly interested in projects that involved the proposed Data Conversion personnel.

**b. Data Conversion Process**

The Vendor shall include a description of its process for implementing data conversion and archiving legacy data. The City has attached a copy of its Data Conversion and Archiving Legacy Data Plan as an attachment for informational purposes, however, Vendors are encouraged to provide the best solution(s) and option(s) they deem applicable, in their Technical Proposal response, and provide a cost for completing these services as part of their Cost Proposal response Add cost options.

The Vendor must include in its Cost Proposal a description of all assumptions upon which it is based. In addition, the Vendor's Implementation Schedule should clearly indentify the proposed schedule for completing all tasks related to data conversion. The following is summary information regarding the current CAD/RMS System data base:

**Information about the current CAD/RMS system:**

|   |                       |
|---|-----------------------|
| Vendor Name:  | SunGard Public Safety |
| CAD Version:  | 5.0.5.0               |
| RMS version:  | 5.0.5.0               |
| Operating System:                                     | OS/400                |
| OS Version:   | V5R3M0                |
| Database Type (SQL Server, Oracle, DOS, AS400, etc.): | DB/2 (aka AS/400)     |
| Database Size (MB):                                   | 35,867 MB             |
| Does Database Have A Master Name Table?               | Yes                   |
| Is Database ODBC Compliant?                           | Yes                   |
| Export File Type:                                     | Your choice (ODBC)    |



## SECTION 9: DATA CONVERSION & LEGACY DATA PLAN

Solicitation Number: P10-0046

### Materials Management Procurement

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|  |         |
|--|---------|
| Are Data Dictionaries Available:                   | Yes     |
| Are Entity Relationship Diagrams (ERDs) Available: | No      |
| Years in use                                       | 15      |
| Number of Name Records:                            | 841,870 |

|                                     |               |
|-------------------------------------|---------------|
| Number of unique partial key values |               |
| Key field 1:                        | 293,766       |
| Key fields 1 - 2:                   | 505,228       |
| Key fields 1 - 3:                   | 667,220       |
| Key fields 1 - 4:                   | 810,470       |
| Number of Incident Records:         | 268,132 total |

See [Attachment F](#) for a copy of the City of Peoria Data Conversion Plan

|   |                                      |   |
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## SECTION 10: Interface Plan

The City of Peoria prefers that the new CAD/RMS/Mobile be able to query, add, or modify information stored in various third party systems. This includes federal and State of Arizona systems (i.e., missing persons, wanted persons, stolen vehicles, stolen property, and sex offender registries). Additionally, the new CAD/RMS/Mobile system should be able to interface with the Phoenix area multijurisdictional information sharing system COPLink and other multi-jurisdictional systems through national standards such as GJXDM, NIEM, and NCIC.

### a. Interface Solutions

Vendors should provide their proposed solution for each mandatory and optional interface described below, including:

- i. Methodology that will be employed.
- ii. Functionality and features.
- iii. Technical specifications.
- iv. Experience with this type of interface.
- v. Performance specifications.
- vi. Whether the interface is COTS or will have to be developed.

### b. Interface Costs

The cost for each interface shall be listed separately on the Cost Proposal Worksheet. Vendors should indicate on the Cost Proposal Worksheet the costs for all proposed options. Refer to [Attachment G](#) concerning contact information for each identified interface.

### c. Mandatory Interfaces

**Arizona Criminal Justice Information System (ACJIS):** A bidirectional, life-critical interface between the Arizona Department of Public Safety (DPS) and all modules (CAD, RMS, MDC and Field Reporting). The requirement for an interface using IBM WebSphere MQ to DPS provides Arizona access to MVD, ACIC, NCIC, NLETS, and numerous other systems. [Attachment D](#) outlines the specific requirements of this interface.

**Arizona Criminal Justice Information System (ACJIS) Masks:** The State of Arizona ACJIS has over 250 screens for entry, queries and modifications. Vendors should indicate the number and type (if applicable) of masks included in their proposal. If the proposal does not include all ACJIS masks, Vendors shall include all options to develop ACJIS masks, used for entry, modifications, clears and removals. List of Arizona masks is Excel [Attachment D](#). Arizona Technical Specifications for masks is [Attachment D](#) (DPS MQSeries Support).

**Arizona Automated Disposition Reporting System (ADRS):** An interface, tying together the system's RMS, the Sagem Morpho Automated Fingerprint Identification System (AFIS) Livescan, ImageWare Mug Photo Interface systems and Maricopa County Sheriff Pre-booking Portal. The initial version of ADRS provides a web interface to justice agencies for entering disposition and sentence data. ADRS interfaces with the Arizona Automated Fingerprint Identification System (AZAFIS) and the Arizona Computerized Criminal History system (ACCH). AZAFIS populates all of the fingerprint based arrests in the State into ADRS and ADRS has a 2-way interface with ACCH. Dispositions added, updated or deleted through ADRS are updated into ACCH on a real-time basis. If updates occur directly into

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ACCH related to Arrest / Charge information, transactions are then sent to ADRS to keep the two systems synchronized. <http://www.azdps.gov/services/ADRS/> and <http://www.azafis.gov/>.

**Maricopa County Pre-Booking Portal:** The City books prisoners into the Maricopa County Jail. Officers need to be able to submit pre-booking information from the RMS to the Maricopa Jail Management System. The City would like to eliminate duplicate data entry and maintain an arrest record for the booked prisoners in its RMS. Maricopa County Technical Specifications for Pre-Booking is [Attachment G](#).

**COPLINK:** An export, pushing incident report information from the RMS system to the City of Phoenix Police COPLink regional hub. This information includes:

- Name master file
- Location master file
- Accident Master File
- Vehicle Master information
- Accident Supplement Property
- Adult arrest
- Body marks
- Case management assignment
- Charge / Offense
- Citation
- Citation disposition
- Drug
- Field Interrogation
- Incident
- Young offender
- Narrative
- Identifiers / Fingerprints
- Property
- Warrant

**9-1-1 System Phase II Compliant:** A mission-critical, user-initiated pull interface between the Positron Power911 system and the CAD module, delivering ANI/ALI to the CAD system.

**9-1-1 System Master Clock:** A mission-critical, user-initiated pull interface between the Positron NetClock 9183 and all of the Vendor modules. The RMS, CAD, MDC, and Report Writing applications shall all be synchronized to one Master Network Clock such that all time stamping is synchronized. Vendor may connect to the SNTP server provided by Peoria PD.

**PeopleSoft:** The City of Peoria uses PeopleSoft as its Enterprise Human Resources system. The CAD/RMS should accept a no less than daily import of PeopleSoft personnel data into the proposed system's personnel, training and associated modules.

**d. Optional Interfaces**

**Accident Reporting:** Maricopa County currently uses the **Arizona Dept of Transportation TraCS system** to push or pull data with the State of Arizona Department of Transportation, interfacing accident information between the RMS module and the AZDoT TraCS system. The City is interested in information regarding the Vendor's accident reporting modules, and would like an interface included an option in the cost proposal.

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**Document Imaging:** A one-way, read-write interface between the RMS module and the Alchemy document management application. If the Vendor has a document imaging solution, please provide details and an optional cost. If not, please provide the cost of building an interface to this system.

**eCitation Traffic Citations:** A timed pull import from Advanced Public Safety eCitation and the RMS module, capturing citation information. This current process is using comma-delimited files exported from the APS SmartExport application and drawn in to the RMS accident module.

**Maricopa County Pawn:** A timed, one-way push interface between the RMS system's Pawn module, as described in the Functionality Worksheet, and Maricopa County's Pawn System for the exchange of pawned property information.

**PDSI TeleStaff:** A timed, one-way pull interface between the RMS / CAD and Telestaff to extract roster, scheduling, specialty, and time accounting information into the CAD/RMS.

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## SECTION 11: Technical Requirements

### 1. STANDARDS COMPLIANCE

The federal government has taken the lead recently in developing standards for facilitating information sharing among local, state and federal first responders and emergency operations managers. The proposed CAD/RMS/Mobile solution should adhere to these standards.

**a. National Information Exchange Model (NIEM) <http://www.niem.gov/>**

- i. Describe compliancy with NIEM standards. List all specifications, functionality and features related to proposed CAD/RMS version.
- ii. Describe any completed and existing projects implementing NIEM standards relevant to proposed CAD/RMS version. Provide public safety customers point of contact information (if applicable).
- iii. Describe current plans, processes and functionality related to N-DEX standards.
- iv. Describe any completed and existing projects implementing N-DEX standards relevant to proposed CAD/RMS system. Provide public safety customers point of contact information (if applicable).
- v. Identify criminal justice entities that the company is a participant related to the development and implementation of NIEM and N-DEX standards.

**b. Law Enforcement Information Technology Standards (LEITS) <http://www.leitsc.org/>**

- i. Describe the proposed CAD/RMS/Mobile solution's ability to meet LEITS standards.

**c. FBI CJIS Security Policy <http://www.fbi.gov/>**

- i. Describe the proposed CAD/RMS/Mobile solution's ability to meet CJIS standards.

**d. Arizona Criminal Justice Information System (ACJIS) and Arizona Disposition Reporting System (ADRS)**

All arrest data stored in ADRS is considered criminal history information and therefore all security requirements defined in Arizona Revised Statute 41-1750 apply.

- i. Describe the proposed CAD/RMS/Mobile solution's ability to meet both the ADRS and ACJIS standards.

**e. National Emergency Number Assoc (NENA) ALI/GIS Standards <http://www.nena.org/>**

The City of Peoria is adopting the "NENA Recommended Formats and Protocols for ALI Data Exchange, ALI Response and GIS Mapping", NENA 02-010 of January 2002 as a minimal standard. All GIS/Mapping solutions should comply with the NENA formats and standards.

- i. Describe the proposed CAD/RMS/Mobile solution's ability to meet NENA standards.

**f. Next Generation 9-1-1 (NG-911) <http://www.its.dot.gov/ng911/>**

- ii. Describe the company's involvement with the development of NG-911 standards and how NG-911 will impact the proposed CAD system's functionality and features.

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- iii. Describe any NG-911 capabilities, functionality and features of the proposed CAD system.
- iv. Describe how the company will update existing CAD systems as new NG-911 standards, functionalities and features are developed.

**g. HIPAA Compliance**      <http://www.hhs.gov/>

- i. Describe the proposed CAD/RMS/Mobile solution's ability to meet HIPAA standards.

**h. Deviations from Standards**

Deviations from the architecture and standards may represent a barrier to the implementation of the City of Peoria's public safety integration and interoperability goals and may be reviewed with prejudice.

- i. All bidders should specifically disclose all aspects of the proposed solution which deviate from the documented standards and desired architectures, and provide approaches for consideration about the manner in which non-standard components may be integrated.

**i. Maintenance of Standards**

The Federal government and other parties such as APCO occasionally update and improve the above referenced standards or develop new ones. In that the City of Peoria may desire to adopt such future standards, it is mandatory that the CAD/RMS/Mobile Vendor will monitor these developments and upgrade their offerings as necessary to comply. As the time between purchase of a CAD/RMS/Mobile system and their implementation may be significant, it is possible that updated standards would have been released in the interim. The City of Peoria will not accept products that will be outdated by the time they are installed.

- i. Describe the proposed CAD/RMS/Mobile solution's ability to meet this standard.

**2. TECHNICAL ENVIRONMENT**

**a. Hardware Specifications**

All hardware should be new equipment delivered in the manufacturers' original packaging and carrying the manufacturers' full warranty. The warranty period begins after system acceptance and certification by the City of Peoria that the equipment is in production use. All equipment should be installed according to manufacturers' requirements. All hardware components should be sized appropriately to ensure that the performance requirements of the Contractor's application will be met.

- i. Describe the Vendor's ability to meet this requirement.

**b. Redundancy and Failover**

Two separate computing environments, with the ability to run concurrently, should be provided. Automated failover to the backup system is preferred. Ensure that each environment is technically equivalent, duplicate servers and workstations. The City will work with the Vendor to duplicate or approximate other relevant environmental considerations such as the network and system loading to ensure realistic testing scenarios are facilitated.

- i. Describe the Vendor's ability to meet this requirement.

**c. Backup and Recovery**

The CAD/RMS/Mobile system servers should have an appropriate automated backup capability for system and

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application backup and recovery. Backup media shall be in a format suitable for convenient off-site storage. The system should provide differential backup schedules for various system components configurable by the system administrator. Incremental and full backup capabilities should be provided. All backup and recovery processes should be subject to auditing and reporting. System backups should be accomplished without taking the application out of service and without degradation of performance or disruption to operations.

- i. Describe the Vendor's ability to meet this requirement.

**d. Test/Training Environment**

In addition to production, a separate test/training environment is required for this application to assist with minor development, such as mask creation, and testing service patches both for the application, as well as the server operating system. The City expects to work with the Vendor to utilize virtualization software to create a test/training environment.

The City's preference would be to utilize the production environment during the implementation phase to perform development, configuration and testing activities. As part of Cut-over activities, the Vendor will migrate the final production configuration to the Test/Training environment.

- i. Describe the Vendor's ability to meet this requirement.
- ii. Describe the proposed environments and the company's migration methodology as part of your overall proposed Detailed System Architecture diagram.

**e. Mobile Data Computers**

The Peoria Police Department will be retaining their current mobile data computer (MDC) hardware. The MDC units are Panasonic Toughbook CF-30K models equipped with GOBI embedded CDMA modems. The network protocol is TCP/IP and UDP/IP based.

- i. Please confirm that the City of Peoria MDCs and wireless network will meet the Vendor's minimum specifications to operate the proposed applications.

**f. Performance Standards**

- i. Provide relevant performance standards for all proposed hardware systems and applications.
- ii. Describe how the Vendor completes load testing?
- iii. Describe the Acceptance Test Process (ATP) to prove completion of performance standards.  
Note: This response may be completed in the ATP section.

**g. Database**

- i. What are the database platforms that will be employed for the entire proposed solution?
- ii. What are the initial sizes of the databases?
- iii. What are the yearly expected growth rates of each database?

**h. Software – Server and Workstations**

- i. What operating systems are supported on the servers and workstations?
- ii. Does any piece of the software require the Vendor or a certified business partner to install?

**i. Connectivity**

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- i. What kind of connectivity does the application use, i.e. ODBC connections with specific drivers or server IP addresses?

**j. Licensing**

- i. What kind of licenses are needed for all hardware?
- ii. Is workstation/MDCs licensing concurrent? If concurrent, are there separate modules that have different licensing ability at the same time? If concurrent, how will the application control the concurrent sign-on's?
- iii. Do you require separate licensing for a test environment or training environment?

**3. OTHER TECHNICAL REQUIREMENTS**

**a. Archive Process**

- i. Describe the proposed system's ability to archive data.

**b. CAD Data Purging**

The CAD system should have a purge facility that will off-load incident and incident-related data from the CAD servers for archival storage and access. Purging should be administrator configurable by multiple parameters, e.g., date, file, field value, unit ID and location. All purges should be subject to strict audit tracking and reporting and should occur while the system is fully operational without degradation of performance.

- i. Describe the proposed CAD system's capability to meet this requirement.
- ii. Describe the proposed system's ability to purge CAD data.

**c. CAD Standalone Mode**

The CAD workstations should have the ability to operate in a standalone, off-line mode in the event of the CAD servers becoming unavailable. The system should have the ability to append event data from the workstations in a store-and-forward capacity when the servers are back on line. At a minimum, the system should provide the ability to track basic unit availability and status information in a standalone mode.

- i. Describe the proposed CAD system's capability to meet this requirement.

**d. Automatic Update of Workstations/Mobile Data Computers**

All Vendor software installation and updates to both desktop workstations and mobile data computers should be accomplished through an automated network facility and not require a technician to perform a manual procedure on each workstation/MDC. This update utility should be configurable by multiple parameters, e.g. workstation type, and able to support the scheduling of update activities in batch and non-batch modes. A summary report is required documenting the results of the update activity.

- i. Describe the proposed system's capability to meet this requirement.
- ii. The City of Peoria uses an Altiris solution for workstation management. Will Altiris work with the proposed system?



# SECTION 11 TECHNICAL REQUIREMENTS

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### e. Data Integrity

The CAD/RMS/Mobile system should ensure the integrity of the data in which it is maintained. Interruptions in processing due to incidents such as aborted transactions, hardware failures, or network unavailability should not result in inaccurate or inconsistent data residing in the system. If data transfers occur, the system should provide a method of audit validation to ensure that all data sent was received in the target application.

- i. Describe the proposed system’s capability to meet this requirement.

### f. Scalability

It is clear that future requirements for regional cooperation and interoperability will only increase. Since this may result in the CAD/RMS/Mobile being subjected to a greater than normal amount of traffic, the system should be able to scale up to handle the additional load without any performance impact on the CAD operations. Increased loads of up to 50 percent may be the result of temporary surges based on a major event. Also, the need may arise to permanently increase the standard capabilities of the system. The former will be handled by building in excess capacity over historical trends, the latter by seamlessly adding hardware and software components to adapt to the new workload. Adding or upgrading hardware components should be accomplished without bringing the system down or negatively affecting its performance.

- i. Describe the proposed system’s capability to meet this requirement.

### g. Peak Workload

During FY 2009, patrol officers assigned to the Patrol Services Bureau responded to 60,219 calls for service. To account for possible growth over the life cycle of this solution, the system is expected to be able to handle two times the current peak load for the CAD system. This is estimated to be 100 calls for service per hour and 300,000 total calls annually.

|                               | 2007    | 2008    | 2009    |
|-------------------------------|---------|---------|---------|
| <b>CAD Entries</b>            | 139,763 | 186,538 | 182,987 |
| - <b>Top month (May)</b>      | 14,978  | 17,139  | 16,495  |
| - <b>Top day (Thu/Fri)</b>    | 578     | 669     | 677     |
| - <b>Top Hour (0700-0800)</b> | 55      | 66      | 56      |

- i. Describe the proposed system’s capability to meet this requirement.

### h. CAD System Reliability/Availability and Access

The public safety mission requires consistent operations. The CAD is expected to maintain a system availability of 99.999 percent “up time” annually. Routine maintenance or administrative procedures should not require system “down-time” or a re-start to take effect. These procedures specifically include all system/database/security administrator actions as defined below.

- i. Describe the proposed CAD system’s capability to meet this requirement.
- ii. Describe the up-time available of all other proposed systems (i.e., RMS, Mobile, etc.).

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4. GIS AND ADDRESSING

a. GIS and Addressing

The CAD/RMS system should have the ability to utilize existing master addressing features coming from the enterprise GIS (ESRI ArcSDE 9.3 Environment). The master address features contain the following representative information (high level definition):

**Address Points (Parcel Addresses):** information is stored in native components with associated easting and northing available for capture. The location of each point are as follows:

- **Single Family Residential Addresses:** address point located in the center of each parcel/lot as identified by the cadastral framework.
- **Multifamily Residential:** Addresses identified with a single master address point (located central to the development), and each apartment/unit number placed appropriately within the development to match location.
- **Mobile Home Parks/Courts (non-parceled):** Addresses identified with a single master address point (located central to the development), and each space/unit identifier placed appropriately within the development to match location.
- **Commercial Addresses:** Addresses identified with a single master address point (located central to the development), and each apartment/unit number placed appropriately within the development to match location.

**Transportation/Roadway Linear Features (Includes Mile Posting where appropriate):** Linear features containing appropriate street naming conventions (native components; directional, street name, type), right and left address ranges, right and left annexation/jurisdiction components, ownership (Peoria/PVT/Other), speeds (posted and public safety (fire) assumed speeds), and street type code (not CFCC).

The CAD/RMS geofile should have the ability to integrate/leverage the above mentioned GIS feature classes to establish an appropriate geofile within the CAD/RMS (assuming no direct connection to the enterprise GIS addressing and transportation layers can be utilized) having the ability to address match the existing GIS addressing data. Each address point record contained within the CAD/RMS database should have the ability to store geographic values (easting's and northing's) representing the spatial location for the address being reviewed. The CAD/RMS must have the ability to export from the internal geofile all pertinent addressing information as well as the geographic values (easting and northing's) to any report requiring geographic information at the address level. The CAD/RMS will store this information against a variety of datasets: calls for service (site locations), persons of interest, records (as appropriate to site location), etc.

Where the CAD/RMS utilizes the Transportation/Roadway/mile post feature class to identify geography for any call for service, the geographic values (easting and northing) representing the location of interest shall be stored internal to the CAD/RMS data model and provide opportunity for easy extraction to be utilized in reporting from any record requiring geographic location rendering.

- i. Please describe the Vendor's ability to integrate/interface with cities existing ESRI ArcSDE (9.3) data environments to include various level of vector representation (point, line, polygon) with respect to the creation of CAD/RMS geofile tables.
- ii. Please describe the Vendor's geofile Model.

The integration of updated geofiles to the CAD/RMS environment should be accomplished with no impact on

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systems operations or performance. The update between the GIS Master addressing file and the street (range) file should be configurable and have ability to support scheduling of automated tasks driven via 'change' (additions or edits) to the GIS Master address file. The CAD/RMS should possess the ability to synchronize back with the GIS Master Address table any errors, changes, or additions to addressing records found during the course of daily operations and provide the ability to catalog these issues via an automated reporting process or tool. Thus providing an opportunity for the GIS to repair any addressing issues discovered through the course of day to day operation of the CAD/RMS.

- iii. Please describe Vendors application ability to update geofile from Cities GIS master address tables, and its ability to recognize change (additions, edits, removals) from either the GIS Master Address tables or necessary changes identified via the CAD/RMS users.

The CAD/RMS should have the ability to accept address alias<sup>1</sup> information from the enterprise GIS and also provide to the GIS any alias or common name reference files to be used in mapping through either system (CAD/RMS or GIS).

- iv. Please describe the Vendor's application ability to utilize alias information for rapid address recognition.

The current enterprise GIS (ESRI ArcMAP 9.3.x and ArcSDE 9.3) utilizes a composite locator process to match and store locations of interest derived from address flat files (e.g. Calls for Service information containing address data), the hierarchy of such is as follows – CAD/RMS is expected to have similar capabilities depending on the accuracy of input addresses (*Note: it is understood that free form addresses are a necessity within the CAD/RMS environment – the ability of the product to adequately match these addresses is the intent of this requirement*):

- **Exact Match (single field locator)** – the address string must match exactly with the address string provided within the GIS – this also includes unit numbers from multi-family residential and commercial entities. This locator runs against all available point addresses in inventory. For example:
  - 1234 W MAIN ST
  - 13908 N 73RD AV UNIT 101
- **One Address Locator** – The address string is broken into native components (street number, directional, street name, street type, post directional, and unit number (if appropriate) and linked to the highest ranked (within specified criteria) address point of the collection.
- **Address Range Locator** – Lowest priority address locator, if no point address is located, this locator will attempt to identify via the existing centerline and associated address ranges, an approximate location for addresses that fall outside of the criteria referenced in the Exact Match or One Address locator – this locator holds the least confidence to actual geography.
- v. Please describe the Vendor's solution for utilizing multiple address source information (specific point locations and address range (linear) features) to adequately geocode CAD/RMS information (to include mile posting as appropriate).

The CAD/RMS system should have the ability to reference the appropriate call/location type (point based or range (linear) based systems) based on the call for service need. For example:

- **Traffic Accidents or Traffic Stops** should have the ability to address match to the approximate location of the accident (geocode to the centerline as opposed to an address associated with a property owner

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(residential or commercial site)) via the linear reference data.

- **Property Crime** should be recognized and addressed matched to the appropriate property location as provided. Note: if the address provided is not in inventory for exact match or one address location, then a range location would be acceptable (and noted). This includes apartment/unit calls where the "UNIT" has been identified and is available via address inventory.
- vi. Please describe the Vendor's application ability to geocode (address match) each activity based on appropriate address type (Property vs. Right of way issues) within the GIS Map environment.

In addition, the CAD/RMS should have the ability to identify via the call type a potential for jurisdiction conflict. For example, a particular right of way (street) may reside within Jurisdiction A, however, all the residences/business located on the east boundary actually correspond to Jurisdiction B – when a call for service is entered that (through call type and identified location value) indicates a response to the street (traffic stop or accident, etc), Jurisdiction A would be primary with Jurisdiction B available in a support role. If a call for service indicates a response to a property location (serving warrant, interview, burglary, etc) then Jurisdiction B would have primary response, with Jurisdiction A playing the support role.

- vii. Please identify the applications ability to track and return jurisdictional information to assist in call taker dispatching.

The CAD/RMS system should have the ability for an authorized user or resource to dynamically insert impediments to any existing street segment, intersection, bridge, tunnel, interstate highway (or access ramp), low water crossings in support of vehicle routing. The system should have the capability to identify permanent impediments, such as, access gates (gated community access), bollards as well as differentiate between public and private street systems. The system should have the ability to reference the GIS database or other known and acceptable services that may provide this type of information and integrate to system. The CAD/RMS should have opportunity to override specific impediments (coming from other disparate sources) if the impediment is not seen (in the field) as an issue to routing. Also any impediment that is referenced through the CAD/RMS should have the capability to be submitted to Mobile Data Computers located in Officers vehicles.

- viii. Please describe the applications ability to handle dynamic impediment mapping (inventory) to assist in routing and mapping.

## 5. GUI And SYSTEM ADMINISTRATION

### a. Graphical User Interface (GUI)

The system should use a standard Graphical User Interface which utilizes menus, keyboard shortcuts, point and click and touch-screen (i.e., MDC) and function keys to operate and navigate. All standard windows functionality regarding the sizing and placement of windows and the ability to sort columnar data by pointing and clicking and other capabilities should be supported. The ability of a user to return to a default windows configuration shall be available. A consistent user interface design between the CAD terminal and MDC is required (e.g. use of controls, function keys, navigational procedures, etc.) to reduce user training and application administration.

All windows on desktop workstations should be designed to continuously display updated information, for example, windows displaying status or active events shall continually be updated even while being manipulated. All inactive, or non-focused, windows should be continuously updated as if they were active.

- i. Describe the responding company's ability to meet this requirement.

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**b. Configuration / Transaction Utility**

- i. Describe the configuration utility of all CAD/RMS/Mobile systems.
- ii. Describe any utility that will allow City staff to build ACJIS state query transaction masks.

**c. Browser Support**

The CAD/RMS/Mobile client application should be accessible via MS Internet Explorer using SSL security. All CAD and RMS functionality, within the parameters set by the system or security administrator, should also be available to users in real time outside of the PSAP via browser.

- i. Describe the responding company's ability to meet this requirement.

**d. CAD/RMS/Mobile System Administration**

The proposed CAD/RMS/Mobile solutions should provide a suite of system administration tools to support the effective ongoing operation of the systems. The full suite of system administration tools native to the operating system and database utilized shall be available to appropriate City personnel.

- i. Describe the proposed CAD/RMS/Mobile system's system administration capability.

**e. Database Administration**

The full suite of database administration tools and capabilities native to the proposed database environment for the CAD/RMS/Mobile system should be available to the City.

- i. Describe the proposed system's database administration capability.

**f. Security**

**Security Overview:** As mission-critical applications affecting the safety of the public as well as the City's first responders the CAD/RMS/Mobile system should be supported by robust security controls. Security considerations to be addressed minimally include hardware and networks; application security; user identification and authentication; and multi-jurisdictional considerations.

Multiple firewalls, encryption, anti-virus software, intrusion detection, for remote users and LDAP authentication are all utilized within the City's systems.

The Vendor should install a secure remote management capability to permit Vendor access to the servers for troubleshooting in cases where on-site personnel require assistance, and stand ready to be activated when needed. The City will authorize remote access as needed.

All hardware and software introduced to the City of Peoria networks should be in compliance with the City's standards.

The system/security administrator should have at a minimum the ability to assign different user profiles based on individual and group classifications and sub-classifications and assign differential access privileges. To protect restricted data, the system administrator should have the ability to define security profiles down to the individual data field level. Profiles should support read-only access and selective read/write privileges. Security profiles should also be able to be assigned to individual devices such as workstations and printers.

A detailed activity auditing and reporting module with the capability to log, query and report all user actions, including keystrokes, at specified positions, throughout the entire CAD/RMS/Mobile environment including all workstations, MDCs and other devices should be available. Logging shall be configurable by the security administrator. Log

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entries shall be customizable by the security administrator to handle the different requirements of the user agencies but shall minimally contain a user and workstation ID, date and time. Audit trails related to events should be appended to the event history.

As many users will also require simultaneous access to applications on the enterprise network, the CAD/RMS/Mobile security/authentication process should support single log-on and integrate with Active Directory in use on the enterprise network.

The City of Peoria and other public safety agencies in the region will also be participating in federal information sharing initiatives with the Department of Homeland Security, the FBI, and potentially others through various local, state and federal initiatives. In that this and other initiatives with security impacts are active projects with changing requirements, it is mandatory that the City's CAD/RMS/Mobile Vendor maintain awareness of these national and regional programs, and is prepared to support any emerging security and identity authentication standards which may impact CAD/RMS/Mobile operations.

All security administration procedures should be supported by a detailed logging, auditing and reporting capability.

- i. Describe the proposed CAD/RMS/Mobile system's ability to meet these security requirements.
- ii. If the proposed system has a SQL backend, do all users have individual SQL logins or do they all share one. Please describe.
- iii. Does your solution provide user group security and access control? If so, please describe.

## 6. QUERYING AND REPORTING

### a. Data Analysis and Report Generation

The ability for all users to complete queries, data mining, analytics and statistical reports is a primary goal for the City of Peoria. The City expects all public safety personnel to utilize the query and data mining tools on a constant basis and does not want queries to negatively impact the performance of the production system.

- i. Describe the proposed system's capability to meet this requirement.
- ii. Does the proposed system architecture have a separate reporting database optimized for reporting (e.g. Does your solution have an integrated data warehouse/data mart solution or does it integrate with a 3rd party solution?) Please describe.
- iii. If the proposed system does have an integrated data warehouse/data mart solution, what kind of Data Warehouse tools is used? Please describe.
- iv. Describe the Vendor supported Extract, Transform and Load (ETL) tool or metadata integrations.
- v. Describe how the proposed data analysis tool provides for online analytical processing (OLAP) style analysis, i.e. slicing and dicing.
- vi. Does the proposed solution have the ability to create and edit reports from a business view, i.e., a semantic layer?
- vii. Does your solution provide central administration and monitoring for reporting? If so, describe.
- viii. Describe how the proposed solution provides report/query audit logs and usage information.
- ix. Describe the proposed solution's ability to provide flexibility and scalability to adapt to future growth.
- x. Is the proposed reporting and analysis tool developed internally or is it part of an OEM agreement with a third-party Vendor? If third-party Vendor then please list the Vendor.

### b. Report Output

- i. Does the proposed solution have the ability to publish standard reports in a variety of formats, i.e.,



# SECTION 11 TECHNICAL REQUIREMENTS

Solicitation Number: P10-0046

## Materials Management Procurement

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- Microsoft Office, PDF, email, etc.? Please describe.
- ii. Does the proposed solution integrate with Microsoft Office and MS SharePoint? If so, describe.
- iii. Does the proposed solution provide an integrated Management Information System (i.e., Dashboard solution)? How can these dashboards be rendered (e.g. portal, email, etc.)? Are these static dashboards or can they be connected for real-time data access?
- iv. Does your solution provide Score carding capabilities for CAD and RMS? Please describe and provide examples.
- v. Does the proposed solution provide a print-friendly report format? Please provide examples.
- vi. Does the proposed solution provide the ability to schedule standard and user-defined reports? If so, describe.
- vii. What kind of canned reports does the proposed solution provide? Please provide examples.
- viii. Does the proposed solution allow canned reports to be modified?
- ix. Does the proposed solution's query and reporting tool(s) allow ease of use for end-users? If so, describe.
- x. Does the proposed solution provide the ability to export data or integrate with statistical programs? If so, describe.

## 7. SYSTEM DOCUMENTATION

### a. System Documentation

The Vendor will supply documentation in printed and electronic format (MS Word Format). The proposed solution should include complete documentation including, at a minimum:

System and Technical Documentation will be a deliverable. The Vendor should describe the technical architecture of the product as installed and configured. The technical documentation should include information regarding the relational database design (data dictionary), record or table layouts, file schemas and use of application programs interfaces (API's), program description, and report manual. The Vendor should compile and provide to the City of Peoria complete documentation for all COTS and customized components of the CAD/RMS/Mobile environment minimally including:

- Data dictionary, table layouts and relationships
- Interface specifications
- Data conversion processes
- Programs
- XML schema
- Stored queries and procedures
- Report layouts
- Configuration

- i. Describe the Vendor's ability to meet this requirement.

### b. System Administration Documentation

The Vendor should describe the steps and procedures needed to operate the product as installed, configured and customized, on a day-to-day basis. It should include information relating to procedures for system start-up and shut down, batch job submission procedures, security procedures, table maintenance procedures, etc.

- i. Describe the Vendor's ability to meet this requirement.

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**c. User Documentation**

The Vendor should describe the operation of the products, as installed, configured and customized from the perspective of the end user. The documentation should cover sign-on and sign-off sequences, menu operation, screen descriptions, means of invoking online help facilities, report generation, etc., and should be targeted to specific user groups.

The Vendor shall, at no additional charge to the City, provide updated technical, System Administrator, and user documentation when major system changes or updates occur such as Versions or Releases. Documentation will be provided in electronic format with permission for the City to distribute internally as needed. All new versions and releases should be accompanied by a document clearly explaining the new functionality, features, corrections, etc, addressed by the release or version.

The Vendor shall, at no additional charge to the City, provide documentation for any system configurations and integrations. System documentation should be provided in a MS Word format. Any content within the documentation which is considered proprietary in nature shall be so marked.

- i. Describe the Vendor's ability to meet this requirement.

**d. Source Code**

The Vendor shall either provide their proposed systems' source code to the City, or establish an escrow account with the exact version of the source code being implemented at the City. The Vendor should provide to the City, or escrow, the original, unaltered code, which should be replaced with the as-built code subsequent to completing the 1) testing, 2) acceptance and 3) implementation phases of this project. The Vendor should notify the City every time code versions are sent to escrow. This is required to ensure that the City has unrestricted access to and use of the source code in the event the company ceases to exist, ceases to support the application, or otherwise terminates its relationship with the product.

- i. Describe the Vendor's ability to meet this requirement.

**8. DATA OWNERSHIP**

**a. Item 41. Ownership of and Access to Data and Associated Products**

CAD/RMS/Mobile data shall remain the sole property of the City of Peoria. Therefore, all tools and capabilities native to the database/OS environment, either Oracle/SQL Server, Unix/Windows, as proposed, should be available to the City to allow for full access to that data. All tables, layouts, queries, stored procedures, XML schema and other content developed to support the operation of the database and the CAD/RMS/Mobile applications in the City of Peoria environment become the property of the City, and shall be available to the appropriate City personnel as needed and upon request. Database query, extract and download capabilities into external formats such as MS Excel and Access should be completely operational and available for appropriate City personnel to access.

The above is not meant to include proprietary programs or other intellectual property unique to the Vendor's solution. However, such claim to proprietary content can not intrude on the City's right to access its data without undue interference or additional cost. Data owned by City of Peoria may not be used by the Vendor for any purposes without the express written consent of the appropriate City representative.

- i. Describe the Vendor's ability to meet this requirement.

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|  | <b>SECTION 12 FUNCTIONAL<br/>REQUIREMENTS</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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**SECTION 12: FUNCTIONALITY WORKSHEET**

Please complete the Excel spreadsheet, labeled "APPENDIX 1 Functionality Worksheet," located on the ftp site at <ftp://cityftp.peoriaaz.gov/solicitation>.

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|  | <b>SECTION 13 COST PROPOSAL<br/>WORKSHEET</b> | <b>Materials Management<br/>Procurement</b><br>9875 N. 85 <sup>th</sup> Ave., 2 <sup>nd</sup> Fl.<br>Peoria, Arizona 85345-6560<br>Phone: (623) 773-7115<br>Fax: (623) 773-7118 |
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**SECTION 13: COST PROPOSAL WORKSHEET**

Please use spreadsheet in APPENDIX 2 to complete Cost Proposal requirements for this solicitation P10-0046. This worksheet is located on the ftp site in an editable format: <ftp://cityftp.peoriaaz.gov/solicitation>

## APPENDIX 2: COST PROPOSAL WORKSHEET

### APPENDIX 2: City of Peoria CAD/RMS/Mobile Cost Proposal Instructions & Worksheet

#### 1. COST PROPOSAL INSTRUCTIONS

- a. The Cost Proposal information should be delivered in a sealed envelope separate from the RFP response
- b. The Vendor must submit a cost proposal in a separate binder fully supported by cost and pricing data adequate to establish the reasonableness of the proposed fee. The Cost Proposal Worksheet must be used in completing the cost proposal.
- c. The Vendor will ensure the core proposed system is clearly identified and included on the Cost Proposal worksheet. The City of Peoria will evaluate the total cost of the proposed system. Separate from the total cost of the proposed system the Vendor should identify all optional costs.
- d. Vendors Cost Proposals must use the attached spreadsheets, and must be categorized.
- e. Vendors shall categorize all worksheets as applicable to their proposed system. For example: CAD, RMS, Mobile, AVL, GIS, etc.
- f. Please show annual costs for 10 years for all major applications and relevant systems. For example, CAD, RMS. Mobile, etc. Note: First year of maintenance should be included in the overall project implementation cost.
- g. All Optional Items
- h. Vendor must provide a payment schedule based upon deliverables or milestones, based on the previously described conditions.
- i. Cost of licenses and average annual percentage increase and what is covered under license agreement.
- j. Cost of maintenance and average annual percentage increase and what is covered under maintenance agreement.
- k. Please show annual maintenance costs for 4 years for all hardware.

All categories shall follow the below format example:

- i. **Computer Aided Dispatch (CAD)**
  - CAD Software License Costs.
  - Server Operating System Costs.
  - Other Associated Software License Costs.
  - Project Management Costs Associated with CAD implementation.
  - Configuration costs Associated with CAD implementation.
  - Other Implementation costs associated with CAD implementation.
  - CAD Custom Report/Query Development Costs.
- ii. **CAD Interfaces (for each Interface)**
  - CAD Interfaces Software License Costs.
  - Server Operating System Costs.
  - Other Associated Software License Costs.

## APPENDIX 2: COST PROPOSAL WORKSHEET

- Project Management Costs Associated with CAD Interfaces implementation.
  - Configuration/Programming costs Associated with CAD Interfaces implementation.
  - Other Implementation costs associated with CAD Interfaces implementation.
- iii. **Training (Please list by class, and include associated class description summary).**
- iv. **All Other Costs (examples)**
- Optional products and services
  - Shipping
  - Insurance
  - Warranty
  - Data conversion
  - Legacy data solution
  - System Discounts
  - Escrow
- v. **Software Maintenance**
- vi. **Hardware Maintenance**
- vii. **All Optional Items**

**Caution: Failure to provide payment schedule by deliverable or milestone may render the Cost Proposal non-responsive.**

### 2. COST WORKSHEET:

- a. The Vendor will provide a detailed breakdown of all costs required for the successful implementation and ongoing operation of the proposed solution, utilizing the Cost Worksheet distributed with this proposal. The Cost Worksheet will be sent in both electronic and hardcopy format as part of the Cost Proposal. The City encourages the Vendor to fully identify costs associated with the proposed solution. To minimize or hedge on product costs will only serve to place the Vendor at a disadvantage.
- b. The City recognizes that the implementation of an integrated CAD/RMS system is a complex effort and that not all possible variables are provided for within this RFP document. Therefore, the Vendor may be required to make some assumptions about the City's environment or about specific requirements. Any assumptions made by the Vendor in regard to this RFP that impacts the Cost Proposal shall be documented in this section.
- c. The City is requesting the Vendor to provide specific cost information as outlined within the Cost Worksheet. The worksheet must be completed and is mandatory to be considered responsive to the RFP. Vendors should provide fixed prices in all areas. The Vendor must separately identify those costs that are not part of the proposed core solution (i.e., optional costs). Proposed pricing shall be F.O.B. destination and must NOT include state and local taxes.
- d. The City will require the Vendor to propose required equipment and material on this project as optional. The equipment will be new unless otherwise agreed to in writing by the City. The City has the option to solicit third parties for alternative costs, and to purchase any required hardware directly from appropriate hardware Vendors.

## APPENDIX 2: COST PROPOSAL WORKSHEET

- e. The Vendor must specify the cost for all interfaces and data conversion of all items identified in the Interfaces and Data Conversion sections.
  - f. The Vendor shall propose a pricing schedule for labor categories that may be needed for consulting services over the duration of this project. These labor categories should be based on previous experience of the Vendor and the Vendor's best judgment as to topics and issues that will require additional consulting services.
3. PRICING:
- a. The subsequent contract will be a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the contract.

**APPENDIX 2: COST PROPOSAL WORKSHEET**

**CITY OF PEORIA CAD/RMS/Mobile SYSTEM  
Contract Pricing Proposal Cost and Price Analysis**

Summary Costing Schedule Format. Vendors should use the below format as applicable. Data in the below format are examples only.

| Item   | Category (CAD, RMS, Mobile, AFR, Interfaces, etc.) | Description of Item | Qty | Per Unit Cost | Total Cost | Seat / Concurrent/ Enterprise |
|--|--|---------------------|-----|---------------|------------|-------------------------------|
| Summary Software License Costs – List Type of license (Seat, Concurrent, Enterprise) |  |                     |     |               |            |                               |
| Summary Server Operating System Costs  |  |                     |     |               |            |                               |
| Summary Data Storage Costs   |  |                     |     |               |            |                               |
| Summary Other Associated Software License Costs                                      |  |                     |     |               |            |                               |
| Project Management Costs Associated with system implementation                       |  |                     |     |               |            |                               |
| Configuration/Programming costs Associated with System implementation                |  |                     |     |               |            |                               |
| Other Implementation costs associated with System implementation                     |  |                     |     |               |            |                               |
| System Custom Report/Query Development Costs   |  |                     |     |               |            |                               |
|  |  |                     |     |               |            |                               |
|  |  |                     |     |               |            |                               |
| CAD Software License Costs   |  |                     |     |               |            |                               |
| Server Operating System Costs  |  |                     |     |               |            |                               |
| Other Associated Software License Costs  |  |                     |     |               |            |                               |
| Project Management Costs Associated with CAD implementation                          |  |                     |     |               |            |                               |
| Configuration/Programming costs Associated with CAD implementation                   |  |                     |     |               |            |                               |
| Other Implementation costs associated with CAD implementation                        |  |                     |     |               |            |                               |
| CAD Custom Report/Query Development Costs  |  |                     |     |               |            |                               |
|  |  |                     |     |               |            |                               |
| <b>CAD application</b>   |  |                     |     |               |            |                               |
| <b>Interface example. List separately for each Interface</b>                         |  |                     |     |               |            |                               |
| CAD Interfaces Software License Costs  |  |                     |     |               |            |                               |
| Server Operating System Costs  |  |                     |     |               |            |                               |

**APPENDIX 2: COST PROPOSAL WORKSHEET**

| Item  | Category (CAD, RMS, Mobile, Interfaces, etc.) | Description of Item | Qty | Per Unit Cost | Total Cost | Seat / Concurrent/ Enterprise |
|---|---|---------------------|-----|---------------|------------|-------------------------------|
| Other Associated Software License Costs                                       |   |                     |     |               |            |                               |
| Project Management Costs Associated with CAD Interfaces implementation        |   |                     |     |               |            |                               |
| Configuration/Programming costs Associated with CAD Interfaces implementation |   |                     |     |               |            |                               |
| Other Implementation costs associated with CAD Interfaces implementation      |   |                     |     |               |            |                               |
| <b>Mobile Data System (Example)</b>   |   |                     |     |               |            |                               |
| Mobile Software License Costs   |   |                     |     |               |            |                               |
| Server Operating System Costs   |   |                     |     |               |            |                               |
| Other Associated Software License Costs                                       |   |                     |     |               |            |                               |
| Project Management Costs Associated with Mobile implementation                |   |                     |     |               |            |                               |
| Configuration/Programming Costs associated with Mobile implementation         |   |                     |     |               |            |                               |
| Other Implementation costs associated with Mobile implementation              |   |                     |     |               |            |                               |
| Mobile Custom Report/Query Development Costs                                  |   |                     |     |               |            |                               |
|   |   |                     |     |               |            |                               |

**APPENDIX 2: COST PROPOSAL WORKSHEET**

| Item   | Category (CAD, RMS, Mobile, Interfaces, etc.) | Description of Item | Qty | Per Unit Cost | Total Cost | Seat / Concurrent/ Enterprise |
|--|---|---------------------|-----|---------------|------------|-------------------------------|
| <b>Mobile Interfaces example (for each Interface)</b>                            |   |                     |     |               |            |                               |
| Mobile Interfaces Software License Costs   |   |                     |     |               |            |                               |
| Server Operating System Costs  |   |                     |     |               |            |                               |
| Other Associated Software License Costs  |   |                     |     |               |            |                               |
| Project Management Costs Associated with Mobile Interfaces implementation        |   |                     |     |               |            |                               |
| Configuration/Programming costs Associated with Mobile Interfaces implementation |   |                     |     |               |            |                               |
| Other Implementation costs associated with Mobile Interfaces implementation      |   |                     |     |               |            |                               |
|  |   |                     |     |               |            |                               |
|  |   |                     |     |               |            |                               |
| <b>Police Records Management System (RMS) example</b>                            |   |                     |     |               |            |                               |
| RMS Software License Costs   |   |                     |     |               |            |                               |
| Server Operating System Costs  |   |                     |     |               |            |                               |
| Other Associated Software License Costs  |   |                     |     |               |            |                               |
| Project Management Costs Associated with RMS implementation                      |   |                     |     |               |            |                               |
| Configuration/Programming Services costs Associated with RMS implementation      |   |                     |     |               |            |                               |
| Other Implementation Services costs associated with RMS implementation           |   |                     |     |               |            |                               |
| RMS Custom Report/Query Development Services Costs                               |   |                     |     |               |            |                               |
|  |   |                     |     |               |            |                               |
|  |   |                     |     |               |            |                               |
| <b>RMS Interfaces example (for each Interface)</b>                               |   |                     |     |               |            |                               |
| RMS Interfaces Software License Costs  |   |                     |     |               |            |                               |
| Server Operating System Costs  |   |                     |     |               |            |                               |
| Other Associated Software License Costs  |   |                     |     |               |            |                               |

**APPENDIX 2: COST PROPOSAL WORKSHEET**

| Item  | Category (CAD, RMS, Mobile, Interfaces, etc.) | Description of Item | Qty | Per Unit Cost | Total Cost | Seat / Concurrent/ Enterprise |
|---|---|---------------------|-----|---------------|------------|-------------------------------|
| Project Management Costs Associated with Mobile Interfaces implementation   |   |                     |     |               |            |                               |
| Configuration/Programming costs Associated with Mobile Interfaces implementation  |   |                     |     |               |            |                               |
| Other Implementation costs associated with Mobile Interfaces implementation   |   |                     |     |               |            |                               |
| <b>List all optional Modules that may be purchased not included in core proposal</b>  |   |                     |     |               |            |                               |
| <b>Training</b> (Please list by class, and include associated class description summary)  |   |                     |     |               |            |                               |
| <b>Other Costs (Examples)</b>   |   |                     |     |               |            |                               |
| Shipping  |   |                     |     |               |            |                               |
| Insurance   |   |                     |     |               |            |                               |
| System Discounts  |   |                     |     |               |            |                               |
| Data Conversion   |   |                     |     |               |            |                               |
| Legacy Data Solution  |   |                     |     |               |            |                               |
| Escrow  |   |                     |     |               |            |                               |
| <b>Software Maintenance</b> - Please show annual costs for 10 years for all <u>core</u> applications and modules (i.e., CAD, RMS, Mobile, etc.)     |   |                     |     |               |            |                               |
|   |   |                     |     |               |            |                               |
| <b>Software Maintenance</b> - Please show annual costs for 10 years for all <u>optional</u> applications and modules (i.e., CAD, RMS, Mobile, etc.) |   |                     |     |               |            |                               |
|   |   |                     |     |               |            |                               |

**APPENDIX 2: COST PROPOSAL WORKSHEET**

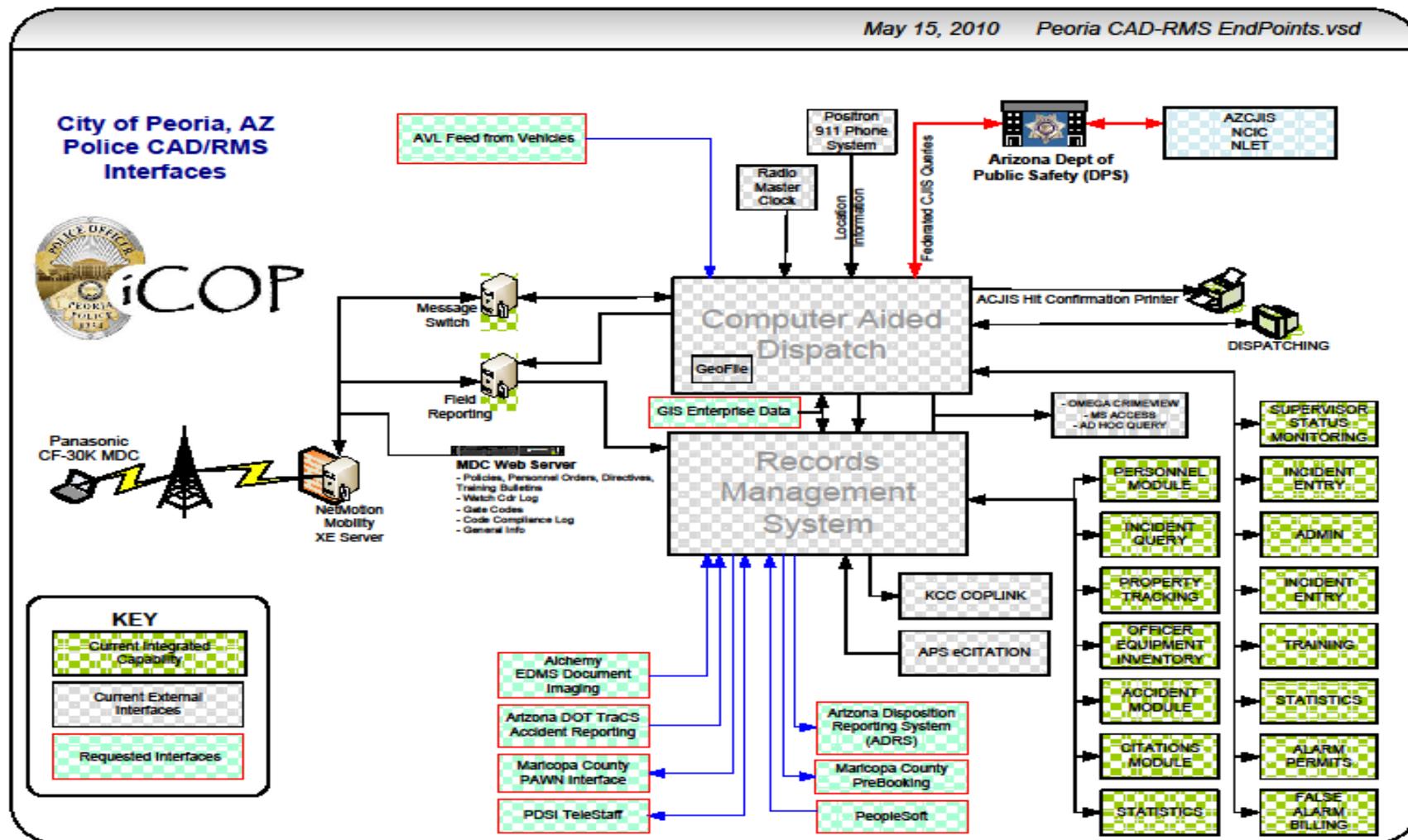
| Item  | Category (CAD, RMS, Mobile, AFR, Interfaces, etc.) | Description of Item | Qty | Per Unit Cost | Total Cost | Seat / Concurrent/ Enterprise |
|---|--|---------------------|-----|---------------|------------|-------------------------------|
| <b>Optional Items (Examples)</b>  |  |                     |     |               |            |                               |
| Hardware Per Functional Area  |  |                     |     |               |            |                               |
| <b>Hardware Maintenance</b> - Please show annual costs for 4 years for all hardware |  |                     |     |               |            |                               |
| Consulting Services   |  |                     |     |               |            |                               |
|   |  |                     |     |               |            |                               |

## Attachment A: RFP Terminology & Acronyms

### Attachment A RFP Terminology and Acronyms

|     |                |   |
|-----|----------------|---|
| a.  | 103            | Peoria Police Public Safety Administration Building                               |
| b.  | 107            | Peoria Police Pinnacle Peak Public Safety Facility / Fire Station 195             |
| c.  | ACJIS          | Arizona Criminal Justice Information System                                       |
| d.  | AFIS           | Automated Fingerprint and Identification System                                   |
| e.  | AIU            | Arizona DPS Access Integrity Unit   |
| f.  | AJAX           | Arizona Supreme Court Case Management System ( <i>new</i> )                       |
| g.  | AZPOST         | Arizona Police Officer Standards and Training Board                               |
| h.  | AZTEC          | Arizona Supreme Court Case Management System ( <i>existing</i> )                  |
| i.  | CAD            | Computer Assisted Dispatch ( <i>CAD400 terminals that dispatchers use</i> )       |
| j.  | CALEA          | Commission on Accreditation for Law Enforcement Agencies, Inc                     |
| k.  | CF-30          | Panasonic ruggedized Laptop ( <i>in 90 police units – referred to as MDC</i> )    |
| l.  | CHRI           | Criminal History Record Information   |
| m.  | CI             | Confidential Informant  |
| n.  | CI             | Criminal Investigations   |
| o.  | CIS            | Criminal Investigation Section – detectives                                       |
| p.  | CRIMES         | SunGard Record Management System ( <i>RMS</i> )                                   |
| q.  | CVSS           | Commercial Vehicle Safety Inspection Team   |
| r.  | DPS            | Arizona Dept of Public Safety   |
| s.  | DR             | Department Record ( <i>a.k.a. IR</i> )  |
| t.  | Field Report   | SunGard Field Incident Reporting ( <i>electronic report writing</i> )             |
| u.  | FTO            | Field Training Officer  |
| v.  | III “          | Triple-eye” - Interstate Identification Index                                     |
| w.  | IR             | Incident Report ( <i>a.k.a. DR</i> )  |
| x.  | LEO            | FBI Law Enforcement Online  |
| y.  | MDB            | Mobile Data Processor ( <i>interface software in the cars</i> )                   |
| z.  | MDC            | Mobile Data Computer ( <i>Panasonic Laptops in police cars</i> )                  |
| aa. | MDT            | Mobile Data Terminal ( <i>old name for MDC</i> )                                  |
| bb. | MIMIX          | Replication software for IBM iSeries  |
| cc. | MOC            | Municipal Operations Center – vehicle maintenance & gas                           |
| dd. | Motors         | Traffic Unit of Patrol Division ( <i>motorcycles and traffic investigations</i> ) |
| ee. | NCIC           | National Crime Information Center   |
| ff. | NetMotion      | Encryption product for Police wireless  |
| gg. | NIST           | National Institute of Standards   |
| hh. | NLETS          | National Law Enforcement Telecommunication System                                 |
| ii. | NSA            | Nation Security Agency  |
| jj. | ORI            | Organization Routing Indicator – used for routing CJIS queries                    |
| kk. | PCOM           | “IBM Personal Communications”, TN3270 terminal interface to DPS                   |
| ll. | PIO            | Public Information Officer  |
| mm. | PSAB           | Public Safety Administration Building   |
| nn. | PSO            | Police Services Officer – non-sworn that carries out admin functions              |
| oo. | Report Manager | SunGard Field Reporting client  |
| pp. | SAU            | Special Assignment Unit ( <i>a.k.a. SWAT</i> )                                    |
| qq. | TOC ID         | Unique criminal justice ID number assigned to each officer                        |

Justice Acronyms: [http://www.ncc.state.ne.us/pdf/others/Justice\\_Acronyms\\_0206.pdf](http://www.ncc.state.ne.us/pdf/others/Justice_Acronyms_0206.pdf)



**Attachment C: Peoria Interface Details**

| Interface   | Interface requirement | Company name                  | Version  | Contact                       | Criticality      | Data Flow: | Initiation:    | Data Exchange  | Core ICDs | Narrative – Expected benefit and process of interfaced application |
|---|-----------------------|-------------------------------|----------|-------------------------------|------------------|------------|----------------|--|-----------|--|
| Vendor modules                                      | Mandatory             | NA                            | NA       | NA                            | Life Critical    | Two-Way    | Real-Time      |  | All       |  |
| Arizona Criminal Justice Information System (ACJIS) | Mandatory             | State of Arizona DPS          | NA       | Joyce Dehnert<br>602 223-2488 | Life Critical    | Two-Way    | User Initiated | Arizona access to MVD, ACIC, NCIC, NLETS, and numerous other systems   | RMS / CAD |  |
| Arizona Disposition Reporting System (ADRS)         | Mandatory             | State of Arizona DPS          | NA       |                               | Mission Critical | Push       | Real-Time      | interfaces RMS with the Arizona Automated Fingerprint Identification System (AZAFIS) and the Arizona Computerized Criminal History system (ACCH) | RMS       |  |
| Prebooking Portal                                   | Mandatory             | Maricopa County Sheriff       |          | 602 876-4080                  | Mission Critical | Push       | Real-Time      | submit pre-booking information to the Maricopa Jail Management System  | RMS       |  |
| Coplink   | Mandatory             | i2 / Knowledge Computing Corp |          | 877 522-9599                  | Normal Priority  | Push       | Timed          | IR information to the Phoenix Police COPLink regional hub  | RMS       |  |
| Phone E911 Phase II                                 | Mandatory             | Positron                      | Power911 |                               | Mission Critical | Pull       | User Initiated | delivering ANI/ALI to CAD  | CAD       |  |
| Phone ANI/ALI                                       | Mandatory             | Positron                      | Power911 |                               | Mission Critical | Pull       | User Initiated | delivering ANI/ALI to CAD  | CAD       |  |

**Attachment C: Peoria Interface Details**

| Interface                   | Interface requirement | Company name           | Version       | Contact      | Criticality      | Data Flow: | Initiation: | Data Exchange  | Core ICDs | Narrative – Expected benefit and process of interfaced application |
|-----------------------------|-----------------------|------------------------|---------------|--------------|------------------|------------|-------------|--|-----------|--|
| Phone Master Clock          | Mandatory             | Positron               | NetClock 9183 |              | Mission Critical | Pull       | Real Time   | synchronize all applications to one Master Network Clock                       | All       |  |
| PeopleSoft                  | Mandatory             | Oracle                 | 9.1           | 800 477-5738 | Normal Priority  | Pull       | Timed       | PeopleSoft personnel data into the personnel, training and associated modules. | All       |  |
| <b>OPTIONAL</b>             |                       |                        |               |              |                  |            |             |  |           |  |
| TraCS Accident Reporting    | Optional              | State of Arizona DoT   |               | 602 712-7709 | Normal Priority  | Unknown    | Timed       |  | RMS       |  |
| Document Imaging            | Optional              | Alchemy                |               |              | Normal Priority  | Push       |             |  | RMS       |  |
| eCitation Traffic Citations | Optional              | Advanced Public Safety |               | 954-354-3000 | Normal Priority  | Pull       | Timed       |  | RMS       |  |
| Pawn                        | Optional              | Maricopa County        |               |              | Normal Priority  | Push       |             | Exchange Pawn Property Info  | RMS       |  |
| Telestaff Roster            | Optional              | PDSI                   |               | 800 850-7374 | Normal Priority  |            |             |  | RMS / CAD |  |

## Attachment D: Arizona Criminal Justice Information System (ACJIS) Masks

### ACJIS/NCIC NETWORK MESSAGE KEYS

| <u>Message Key</u> | <u>Function</u>  |
|--------------------|--|
| ACC1               | Entry-Supervised Release Supplemental-AKA's                    |
| ACC2               | Entry-Supervised Release Supplemental- Vehicle Information     |
| ACC3               | Entry-Supervised Release Supplemental-Case Management          |
| ACC4               | Entry/Modify-Supervised Release Supplemental - email           |
| ACCA               | Clear - Article  |
| ACCB               | Clear - Boat   |
| ACCC               | Clear- Supervised Release                                      |
| ACCF               | Clear - Felony Vehicle   |
| ACCG               | Clear - Gun  |
| ACCH               | Arizona Computerized Criminal History File                     |
| ACCL               | Clear - Stolen License Plate                                   |
| ACCM               | Clear - Missing Person   |
| ACCP               | Clear - Stolen Vehicle Part                                    |
| ACCS               | Clear - Securities   |
| ACCU               | Clear - Unidentified Person                                    |
| ACCV               | Clear - Stolen/Abandoned Vehicle                               |
| ACCW               | Clear - Wanted Person  |
| ACDE               | Entry- Wanted person detainer                                  |
| ACDN               | Entry/Modify- DNA  |
| ACDX               | Cancel- Wanted Person detainer                                 |
| ACEA               | Entry - Article  |
| ACEB               | Entry - Boat   |
| ACEC               | Entry- Supervised Release                                      |
| ACED               | Entry - Supplemental Dental (Missing or Unidentified Person)   |
| ACEG               | Entry - Gun  |
| ACEI               | Entry- Identity Theft  |
| ACEL               | Entry - Stolen License Plate                                   |
| ACEM               | Entry - Missing Person   |
| ACEP               | Entry - Stolen Vehicle Part                                    |
| ACES               | Entry - Securities   |
| ACEU               | Entry - Unidentified Person                                    |
| ACEV               | Entry - Stolen/Felony/Abandoned Vehicle                        |
| ACEW               | Entry - Wanted Person  |
| ACIE               | Entry- Investigative Interest                                  |
| ACJS               | Inquiry -ACJIS Assistance                                      |
| ACLA               | Locate - Article   |
| ACLB               | Locate - Boat  |
| ACLF               | Locate - Felony Vehicle  |
| ACLG               | Locate - Gun   |
| ACLL               | Locate - Stolen License Plate                                  |
| ACLM               | Locate - Missing Person  |
| ACLP               | Locate - Stolen Vehicle Part                                   |
| ACLS               | Locate - Securities  |
| ACLV               | Locate - Stolen Vehicle  |
| ACLW               | Locate - Wanted Person   |
| ACM1               | Modify- Identity Theft entry                                   |
| ACM2               | Entry - Missing Person Supplemental Drivers Lic/Reg Info       |
| ACMA               | Modify - Article Entry   |
| ACMB               | Modify - Boat Entry  |
| ACMC               | Modify- Supervised Release                                     |
| ACMD               | Modify – Supp. Dental Entry (Missing/Unidentified Person File) |
| ACMG               | Modify - Gun Entry   |
| ACMI               | Inquiry- Identity Theft  |
| ACML               | Modify - Stolen License Plate Entry                            |
| ACMM               | Modify - Missing Person Entry                                  |

## Attachment D: Arizona Criminal Justice Information System (ACJIS) Masks

|      |  |
|------|--|
| ACMO | Modify - Telephone or Address Change (string format only) ORI file |
| ACMP | Modify - Stolen Vehicle Part Entry                                 |
| ACMS | Modify - Securities Entry  |
| ACMU | Modify - Unidentified Person Entry                                 |
| ACMV | Modify - Stolen/Felony/Abandoned Vehicle                           |
| ACMW | Modify - Wanted Person Entry                                       |
| ACQ  | Inquiry - Commercial Vehicle Carrier Status                        |
| ACQA | Inquiry - Article File   |
| ACQB | Inquiry - Boat File  |
| ACQG | Inquiry - Gun File   |
| ACQI | Inquiry- Identity Theft  |
| ACQM | Inquiry - Missing Person File                                      |
| ACQO | Inquiry - ORI File   |
| ACQQ | Inquiry - Wanted Person, Missing Person, Stolen Veh Files (string) |
| ACQS | Inquiry - Securities File  |
| ACQU | Inquiry - Unidentified Person File                                 |
| ACQV | Inquiry - Stolen/Felony/Abandoned Vehicle Files                    |
| ACQW | Inquiry - Wanted Person File, Stolen Vehicle Files                 |
| ACR  | Response -Commercial Vehicle Carrier Status                        |
| ACS1 | Entry- Supplemental Information Identity Theft                     |
| ACSV | Inquiry - Stolen Vehicle Formats                                   |
| ACXI | Cancel- Identity Theft   |
| ACXS | Cancel-Supplemental Information Identity Theft                     |
| ACUN | Entry-Unidentified Person Supplemental Scars, Marks, Tattoos       |
| ACUP | Unidentified Persons format directory                              |
| ACUX | Cancel - Unidentified Persons Supplemental                         |
| ACVR | Inquiry - Veh Reg, Stolen Veh, Wanted Person Files (string format) |
| ACW1 | Entry - Wanted Person Supplemental Physical Descriptors            |
| ACW2 | Entry - Wanted Person Supplemental Drivers Lic/Reg Info            |
| ACW3 | Entry - Wanted Person Stolen/Fraudulent Identifier                 |
| ACW4 | Cancel - Wanted Person Stolen/Fraudulent Identifier                |
| ACW5 | Quash - Wanted Person Active Warrant                               |
| ACWI | Inquiry - Concealed Weapon Permit                                  |
| ACWL | Inquiry - Wanted Person MVD Drivers License Files                  |
| ACWP | Wanted Persons formats   |
| ACWQ | Inquiry - Quashed Warrant  |
| ACWS | Concealed Weapon Permit format directory                           |
| ACWX | Cancel - Wanted Persons Supplemental                               |
| ACXA | Cancel - Article Entry   |
| ACXB | Cancel - Boat Entry  |
| ACXC | Cancel-Supervised Release  |
| ACXD | Cancel - Supp. Dental Entry (Missing or Unidentified Person File)  |
| ACXF | Cancel - Felony Vehicle Entry                                      |
| ACXG | Cancel - Gun Entry   |
| ACXL | Cancel - Stolen License Plate Entry                                |
| ACXM | Cancel - Missing Person Entry                                      |
| ACXP | Cancel - Stolen Vehicle Part Entry                                 |
| ACXS | Cancel - Securities Entry  |
| ACXU | Cancel - Unidentified Person Entry                                 |
| ACXV | Cancel - Stolen/Abandoned Vehicle                                  |
| ACXW | Cancel - Wanted Person Entry                                       |
| ACZA | Inquiry - Article File   |
| ACZB | Inquiry - Boat File  |
| ACZG | Inquiry - Gun File   |
| ACZO | Inquiry - Securities File  |
| ACZV | Inquiry - Stolen Vehicle File                                      |
| ACZW | Inquiry - Wanted Person File                                       |
| ADAM | Alcohol Data Acquisition Management Format                         |
| ADAQ | Inquiry - Aircraft Registration File                               |
| ADQA | Inquiry - Alcohol Data Acquisition Management System (ADAMS)       |
| AHDR | Display - ACCH Rap Sheet   |
| AHPI | Print - ACCH Rap Sheet (using embedded transaction)                |

**Attachment D: Arizona Criminal Justice Information System (ACJIS) Masks**

AHPR  
AHQH  
AHQR  
AHSI  
AHSR  
AHSU

Request - ACCH Record  
Inquiry - III (NCIC Interstate Identification Index)  
Request - III Record  
Display - ACCH Rap Sheet (using embedded transaction)  
Inquiry - ACCH (AZ Computerized Criminal History File)  
Request - ACCH Automation (using embedded transaction)

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

**Legal Authority for and Purpose and Genesis of the  
Security Addendum**

Traditionally, law enforcement and other criminal justice agencies have been responsible for the confidentiality of their information. Accordingly, until mid-1999, the Code of Federal Regulations Title 28, Part 20, subpart C, and the National Crime Information Center (NCIC) policy paper approved December 6, 1982, required that the management and exchange of criminal justice information be performed by a criminal justice agency or, in certain circumstances, by a noncriminal justice agency under the management control of a criminal justice agency.

In light of the increasing desire of governmental agencies to contract with private entities to perform administration of criminal justice functions, the FBI sought and obtained approval from the United States Department of Justice (DOJ) to permit such privatization of traditional law enforcement functions under certain controlled circumstances. In the Federal Register of May 10, 1999, the FBI published a Notice of Proposed Rulemaking, announcing as follows:

1. Access to CHRI [Criminal History Record Information] and Related Information, Subject to Appropriate Controls, by a Private Contractor Pursuant to a Specific Agreement with an Authorized Governmental Agency To Perform an Administration of Criminal Justice Function (Privatization). Section 534 of title 28 of the United States Code authorizes the Attorney General to exchange identification, criminal identification, crime, and other records for the official use of authorized officials of the federal government, the states, cities, and penal and other institutions. This statute also provides, however, that such exchanges are subject to cancellation if dissemination is made outside the receiving departments or related agencies. Agencies authorized access to CHRI traditionally have been hesitant to disclose that information, even in furtherance of authorized criminal justice functions, to anyone other than actual agency employees lest such disclosure be viewed as unauthorized.

In recent years, however, governmental agencies seeking greater efficiency and economy have become increasingly interested in obtaining support services for the administration of criminal justice from the private sector. With the concurrence of the FBI's Criminal Justice Information Services (CJIS) Advisory Policy Board, the DOJ has concluded that disclosures to private persons and entities providing support services for criminal justice agencies may, when subject to appropriate controls, properly be viewed as permissible disclosures for purposes of compliance with 28 U.S.C. 534.

We are therefore proposing to revise 28 CFR 20.33(a)(7) to provide express authority for such arrangements. The proposed authority is similar to the authority that already exists in 28 CFR 20.21(b)(3) for state and local CHRI systems. Provision of CHRI under this authority would only be permitted pursuant to a specific agreement with an authorized governmental agency for the purpose of providing services for the administration of criminal justice. The agreement would be required to incorporate a

[FBI SA 8/2006]

## Attachment E: FBI Security Criminal Justice Information Systems Security Addendum

security addendum approved by the Director of the FBI (acting for the Attorney General). The security addendum would specifically authorize access to CHRI, limit the use of the information to the specific purposes for which it is being provided, ensure the security and confidentiality of the information consistent with applicable laws and regulations, provide for sanctions, and contain such other provisions as the Director of the FBI (acting for the Attorney General) may require. The security addendum, buttressed by ongoing audit programs of both the FBI and the sponsoring governmental agency, will provide an appropriate balance between the benefits of privatization, protection of individual privacy interests, and preservation of the security of the FBI's CHRI systems.

The FBI will develop a security addendum to be made available to interested governmental agencies. We anticipate that the security addendum will include physical and personnel security constraints historically required by NCIC security practices and other programmatic requirements, together with personal integrity and electronic security provisions comparable to those in NCIC User Agreements between the FBI and criminal justice agencies, and in existing Management Control Agreements between criminal justice agencies and noncriminal justice governmental entities. The security addendum will make clear that access to CHRI will be limited to those officers and employees of the private contractor or its subcontractor who require the information to properly perform services for the sponsoring governmental agency, and that the service provider may not access, modify, use, or disseminate such information for inconsistent or unauthorized purposes.

Consistent with such intent, Title 28 of the Code of Federal Regulations (C.F.R.) was amended to read:

§ 20.33 Dissemination of criminal history record information.

(a) Criminal history record information contained in the Interstate Identification Index (III) System and the Fingerprint Identification Records System (FIRS) may be made available:

(1) To criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies.

(6) To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and

(7) To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement must incorporate a security addendum approved by the Attorney General of the United States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information consistent with these

[FBI SA 8/2006]

## Attachment E: FBI Security Criminal Justice Information Systems Security Addendum

regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).

This Security Addendum, appended to and incorporated by reference in a government-private sector contract entered into for such purpose, is intended to insure that the benefits of privatization are not attained with any accompanying degradation in the security of the national system of criminal records accessed by the contracting private party. This Security Addendum addresses both concerns for personal integrity and electronic security which have been addressed in previously executed user agreements and management control agreements.

A government agency may privatize functions traditionally performed by criminal justice agencies (or noncriminal justice agencies acting under a management control agreement), subject to the terms of this Security Addendum. If privatized, access by a private contractor's personnel to NCIC data and other CJIS information is restricted to only that necessary to perform the privatized tasks consistent with the government agency's function and the focus of the contract. If privatized, the contractor may not access, modify, use or disseminate such data in any manner not expressly authorized by the government agency in consultation with the FBI.

### **Note to the 3/2003 edition of Security Addendum:**

Upon its creation in 10/1999, the Security Addendum obligated the contracting parties (and most particularly, the private entity) to abide by numerous federal laws, regulations, and (formal and informal) CJIS Division and CJIS Advisory Policy Board policies. Subsequently, the CJIS Security Policy, which contains many of the relevant portions of those sources, was developed. This compendium resulted in a new Certification being drafted, effective 1/10/2001, which replaced the citation to many of these authorities with the CJIS Security Policy, thereby providing a contracting party with a short and finite list of authorities with which to comply.

Although the Certification was updated, the body of the Security Addendum still contained the old authorities. Additionally, the CJIS Security Policy, which was formerly part of the Policy and Reference Manual, became a separate document. The 3/2003 edition coalesces the body of the Security Addendum (principally in Sections 5.06 and 9.02) with the Certification; it makes no substantive changes.

### **Note to the 5/2006 edition of the Security Addendum:**

With the evolution of policies and procedures relevant to CJIS Systems, certain policy documentation must also periodically be updated. These modifications include an update in basic terminology as recently approved by the Advisory Policy Board to reflect references to "CJIS Systems" (replacing "NCIC"), and the "CJIS Systems Agency (CSA)" and "CJIS Systems Officer (CSO)", replacing Control Terminal Agency (CTA) and Control Terminal Officer (CTO), respectively. "Technical security" has been added to elements of a security program to be administered within the contractual relationship between the contracting governmental agency and the contractor. Clarifying language has been added: in Section 2.03 with regard to initial training, testing and certification of CJIS Systems operators; in Section 2.05 to reflect current policy regarding maintenance of dissemination logs; in Sections 5.06, 9.02, and the Certification Page to delete references to the now obsolete Policy and Reference Manual; and in Section 603(d) to establish that in extenuating circumstances, the CSO may be

[FBI SA 8/2006]

## Attachment E: FBI Security Criminal Justice Information Systems Security Addendum

requested by the contracting government agency to review adverse employment decisions. The Certification Page has also been modified to be consistent with the language in the CJIS Systems User Agreement, in that it now simply requires the signatory to "be familiar with" the contents of the listed authorities. This 5/2006 version should be used henceforth (until superseded) for outsourcing contracts.

[FBI SA 8/2006]

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM**

The goal of this document is to provide adequate security for criminal justice systems while under the control or management of a private entity, the Contractor. Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

**1.00 Definitions**

1.01 Administration of criminal justice - the detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment.

1.02 Agency Coordinator (AC) - a staff member of the Contracting Government Agency, who manages the agreement between the Contractor and agency.

1.03 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.04 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

1.05 CJIS Systems Agency (CSA) - a duly authorized state, federal, international, tribal, or territorial criminal justice agency on the CJIS network providing statewide (or equivalent) service to its criminal justice users with respect to the CJIS data from various systems managed by the FBI CJIS Division. There shall be only one CSA per state or territory. In federal agencies, the CSA may be the interface or switch to other federal agencies connecting to the FBI CJIS systems.

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1.06 CJIS Systems Officer (CSO) - an individual located within the CJIS Systems Agency responsible for the administration of the CJIS network for the CJIS Systems Agency.

1.07 Criminal Justice Agency (CJA)- The courts, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.

1.08 Noncriminal Justice Agency (NCJA) - a governmental agency or any subunit thereof that provides services primarily for purposes other than the administration of criminal justice.

1.09 Noncriminal justice purpose - the uses of criminal history records for purposes authorized by federal or state law other than purposes relating to the administration of criminal justice, including employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.

1.10 Security Addendum - a uniform addendum to an agreement between the government agency and a private contractor, approved by the Attorney General of the United States, which specifically authorizes access to criminal history record information, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information consistent with existing regulations and the CJIS Security Policy, provides for sanctions, and contains such other provisions as the Attorney General may require.

### 2.00 Responsibilities of the Contracting Government Agency

2.01 The CGA entering into an agreement with a Contractor is to appoint an AC.

2.02 In instances in which responsibility for a criminal justice system has been delegated by a CJA to a NCJA, which has in turn entered into an agreement with a Contractor, the CJA is to appoint an Agency Liaison to coordinate activities between the CJA and the NCJA and Contractor. The Agency Liaison shall, inter alia, monitor compliance with system security requirements. In instances in which the NCJA's authority is directly from the CSA, there is no requirement for the appointment of an Agency Liaison.

2.03 The AC will be responsible for the supervision and integrity of the system, training and continuing education of employees and operators, scheduling of initial training and testing, and certification testing and all required reports by NCIC.

2.04 The AC has the following responsibilities:

- a. Understand the communications and records capabilities and needs of the Contractor which is accessing federal and state records through or because of its relationship with the CGA;
- b. Participate in related meetings and provide input and comments for system improvement;
- c. Receive information from the CGA (e.g., system updates) and disseminate it to appropriate Contractor employees;

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- d. Maintain and update manuals applicable to the effectuation of the agreement, and provide them to the Contractor;
- e. Maintain up-to-date records of employees of the Contractor who access the system, including name, date of birth, social security number, date fingerprint card(s) submitted, date security clearance issued, and date initially trained, tested, certified or recertified (if applicable);
- f. Train or ensure the training of Contractor personnel. If Contractor personnel access NCIC, schedule the operators for testing or a certification exam with the CSA staff, or AC staff with permission from the CSA staff. Schedule new operators for the certification exam within six (6) months of employment. Schedule certified operators for re-certification testing within thirty (30) days prior to the expiration of certification. Schedule operators for any other mandated class;
- g. The AC will not permit an untrained/untested or non-certified employee of the Contractor to access a CJIS System;
- h. Where appropriate, ensure compliance by the Contractor with NCIC validation requirements;
- i. Provide completed Applicant Fingerprint Cards on each person within the Contractor who accesses the System to the CJA (or, where appropriate, CSA) for criminal background investigation prior to such employee accessing the system; and
- j. Any other responsibility for the AC promulgated by the FBI.

2.05 The CSA shall ensure that all NCIC hot file transactions be maintained on an automated log for a minimum of six months and Interstate Identification Index (III) transactions be maintained on an automated log for a minimum of one year. This automated log must clearly identify the operator on III transactions, the authorized receiving agency, the requester, and any secondary recipient. This information can be captured at log on and can be a name, badge number, serial number, or other unique number.

### 3.00 Responsibilities of the Contractor

3.01 The Contractor shall maintain a security program which complies with this Security Addendum. **Requirement Met (see 3.03)**

3.02 The Contractor shall assign a Security Officer accountable for the management of this security program. This person shall coordinate with the CGA to establish the security program. **Security Officer: John Doe**

3.03 The Contractor shall document the security program in a Security Plan. The Security Plan shall describe the implementation of the security requirements described in this Security Addendum, the associated training program, and the reporting guidelines for documenting and communicating security violations to the CGA. The Security Plan shall be subject to the approval of the CJA, even in instances in which the CGA is the NCJA.

## Attachment E: FBI Security Criminal Justice Information Systems Security Addendum

### Plan Summary: Example Software Security Plan

#### I. Introduction

Example Software is a privately held Delaware corporation located in Sometown, AZ. Our business is providing public safety software to law enforcement, fire, rescue and EMS agencies. We have a staff of XX full time and YY part-time employees.

The purpose of this Security Plan is to document the steps Example Software has taken to develop and maintain a security program in conformance with all applicable federal, state and local laws and security standards.

Example Software has appointed a Security Officer who will be responsible for managing this security plan. All communication regarding this plan should be directed to this individual. This individual will also act as the contact person for any on-site audits.

#### II. Personnel Security

##### A. Background Investigations

1. XYZ Security Corp provides applicant screening services for Example Software. Their contact information is: 100 East Main St, Washington, DC 10016 (800) 555-1212.
2. All employees are subject to the screening upon hire.
3. Where required, some employees are also subject to state and national record checks by fingerprint identification.
4. The investigation of the employee's background may also include contacting former employers and personal references.
5. The Security Officer will maintain up-to-date records of all employees who have access to sensitive Agency data, including, but not limited to name, date of birth, social security/social insurance number, date fingerprints submitted, date clearance issued and date recertified if applicable.

##### B. Security Training Program

1. All personnel engaged in the management, development, operation and/or maintenance of systems related to Criminal Justice systems will receive a copy of the Example Software's company Security Plan.
2. Said employees will sign an acknowledgement of receipt, indicating they have read, understood and agree to comply with it's contents.
3. This process is part of all new employees orientation training.
4. Annual refresher training will be provided and is the responsibility of the Security Officer.

##### C. Visitors

1. Example Software maintains a visitor log that includes the date of the visit, the time in and out, the visitors name, company, purpose of the visit and name of the person they are visiting.
2. Visitor logs are maintained for a period of five years.
3. All visitors are escorted by authorized personnel and are not allowed access to restricted areas. Note: Authorized personnel are those persons who have passed the background checks and have been granted access.

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**D. Security Violation Response and Reporting Procedure**

In event that a computer security violation results in disclosure of sensitive or classified information to unauthorized individuals, consideration will be given to the extent of loss or injury to the system, agency, or other person. The criteria for disciplinary action for a particular offense may be based on state or local statutes or administrative policy. Any criminal activity will be dealt with by the appropriate agency.

1. Any breach of security will be reported to the Security Officer who will investigate, document and report to all appropriate parties affected by the violation.
2. Any employee involved in a violation will be immediately removed from assignments covered by this plan pending investigation.
3. Any violation of system discipline or operational policies related to system discipline is grounds for termination.
4. Violations that endanger the security or integrity of the criminal justice system, or records located therein, will be immediately communicated to the appropriate agency.
5. Minor violations will be reported to the CGA on a periodic basis, but not less than quarterly.

**E. Separation of Employment**

Example Software has a policy in place to delete separated employees from all systems in order to prevent unauthorized access. This includes, but is not limited to, network folders, VPN accounts, email and IM accounts, phone system, voicemail and all company software applications.

**III. Site Security**

1. All terminals physically or logically connected to the computer system accessing NCIC and the criminal justice files will be segregated and screened against unauthorized use or observation.
2. These servers will be contained in a locked, restricted area of the building and posted with "Authorized Personnel Only" signs.
3. Exterior doors to the area are secured with electronic locks requiring a code.

**IV. System Security**

- A. Information Technology Security Plan – see 7.02
- B. The system will include the following security measures. Technical security measures will be shared responsibility of the CJA/CGA/Contractor.
  1. Unique identification and authentication for all interactive sessions
  2. If required by the nature of the contract, advanced authentication techniques such as digital signatures and certificates, biometric or encryption for remote communications.
  3. Security audit capability for interactive sessions and transaction based logging for message-based sessions; this audit will be enabled at the system and application level.
  4. ORI identification and access control restrictions for message-based access.
  5. System and data integrity controls.
  6. Access controls on communications devices.
  7. Confidentiality controls (e.g., encrypted drives and object reuse)

**V. Data Security**

- A. Disposal of all media
- B. When no longer usable, diskettes, tape cartridges, ribbons, hard copies, printouts and other similar items used to process CJIS data shall be destroyed by shredding, incineration, or degaussing, whichever method is most appropriate for the particular media. This list is not all-inclusive and can be expanded to include other media types (e.g., USB and solid state drives).
- C. Procedures for Sanitizing Fixed Storage Media – see 7.04

**VI. Miscellaneous**

The Security Plan is subject to annual review by the Security Officer. During this review, provisions will be made to update the Plan in response to security violations, changes in policies and standards, and/or changes in federal and state law and technology.

**3.04** The Contractor shall provide for a Security Training Program for all Contractor personnel engaged in the management, development, operation, and/or maintenance of criminal justice systems and facilities. Annual refresher training shall also be provided.

**Plan Summary: Example Security Training Program**

- 1. All personnel engaged in the management, development, operation and/or maintenance of systems related to the Criminal Justice System will receive a copy of the company Security Plan.
- 2. Said employees will sign an acknowledgement of receipt, indicating that they have read, understand, and agree to comply with its contents.
- 3. This will be part of all new employee orientation training.
- 4. Annual refresher training will also be provided and is the responsibility of the Security Officer.

**3.05** The Contractor shall establish a security violation response and reporting procedure to discover, investigate, document, and report on all security violations. Violations which endanger the security or integrity of the criminal justice system or records located therein must be communicated to the CGA immediately. Minor violations shall be reported to the CGA on a periodic basis, but in no instance less than quarterly. See Section 8.01.

**Plan Summary: Example Security Violation Reporting Procedure**

A security violation is described as any network or computer intrusion, either accidental or malicious, whether or not the intrusion results in disruption of operations, data loss, compromise of personal or corporate data.

In event that a computer security violation results in disclosure of sensitive or classified information to unauthorized individuals, consideration will be given to the extent of loss or injury to the system, agency, or other person. The criteria for disciplinary action for a particular offense may be based on state or local statutes or administrative policy. Any criminal activity will be dealt with by the appropriate agency.

## Attachment E: FBI Security Criminal Justice Information Systems Security Addendum

1. Any breach of security will be reported to the Security Officer who will investigate, document and report to all appropriate parties affected by the violation.
2. Any employee involved in a violation will be immediately removed from assignments covered by this plan pending investigation.
3. Any violation of system discipline or operational policies related to system discipline is grounds for termination.
4. Violations that endanger the security or integrity of the criminal justice system, or records located therein, will be immediately communicated to the appropriate agency.
5. Minor violations will be reported to the CGA on a periodic basis, but not less than quarterly.

3.06 The Contractor's facilities will be subject to unannounced security inspections performed by the CGA. These facilities are also subject to periodic FBI and state audits.

**Requirement accepted by Contractor**

3.07 The security plan is subject to annual review by the CJA and the Contractor. During this review, efforts will be made to update the program in response to security violations, changes in policies and standards, and/or changes in federal and state law and technology.

**Requirement accepted by Contractor**

3.08 The Contractor and its employees will comply with all federal and state laws, rules, procedures and policies (including the CJIS Security Policy in effect when the contract is executed) formally adopted by the FBI and the CJIS APB, including those governing criminal history record information.

**Requirement accepted by Contractor**

### 4.00 Site Security

4.01 The Contractor shall dedicate and maintain control of the facilities, or areas of facilities, that support the CGA.

**Requirement accepted by Contractor**

4.02 All terminals physically or logically connected to the computer system accessing NCIC and the criminal justice files must be segregated and screened against unauthorized use or observation.

**Requirement accepted by Contractor**

### 5.00 System Integrity

5.01 Only employees of the Contractor, employees of CGA, the Agency Liaison, and such other persons as may be granted authorization by the CGA shall be permitted access to the system.

**Requirement accepted by Contractor**

5.02 The Contractor shall maintain appropriate and reasonable quality assurance procedures.

**Requirement accepted by Contractor**

5.03 Access to the system shall be available only for official purposes consistent with the appended Agreement. Any dissemination of NCIC data to authorized employees of the Contractor is to be for their official purposes.

**Requirement accepted by Contractor**

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5.04 Information contained in or about the system will not be provided to agencies other than the CGA or another entity which is specifically designated in the contract.

**Requirement accepted by Contractor**

5.05 All criminal history record information requests must be authorized by the appended Agreement. A current up-to-date log concerning access and dissemination of criminal history record information shall be maintained at all times by the Contractor.

**Requirement accepted by Contractor**

5.06 The Contractor will ensure that its inquiries of CJIS Systems and any subsequent dissemination conforms with applicable FBI/CJIS policies and regulations, as set forth in (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. All disseminations will be considered as "Unclassified, For Official Use Only."

**Requirement accepted by Contractor**

5.07 The Contractor shall protect against any unauthorized persons gaining access to the equipment, any of the data, or the operational documentation for the criminal justice information system. In no event shall copies of messages or criminal history record information be disseminated other than as envisioned and governed by the appended Agreement.

**Requirement accepted by Contractor**

### 6.00 Personnel Security

6.01 Appropriate background investigations must be conducted on all Contractor employees and the Contractor's vendors which provide system maintenance support.

**Requirement accepted by Contractor**

6.02 Thorough background screening by the CGA is required. This investigation includes submission of a completed applicant fingerprint card to the FBI through the state identification bureau. State and national record checks by fingerprint identification must be conducted for all personnel who manage, operate, develop, access and maintain criminal justice systems and facilities. Record checks must be completed prior to employment.

**Requirement accepted by Contractor**

6.03 When a request is received by the CSA before system access is granted:

- a. The CGA on whose behalf the Contractor is retained must check state and national arrest and fugitive files. These checks are to be no less stringent than those performed on CJA personnel with access to NCIC.
- b. If a record of any kind is found, the CGA will be formally notified, and system access will be delayed pending review of the criminal history record information. The CGA will in turn notify the Contractor-appointed Security Officer.

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- c. When identification of the applicant with a criminal history has been established by fingerprint comparison, the CGA's designee will review the matter. A Contractor employee found to have a criminal record consisting of any felony convictions or of misdemeanor offenses which constitute a general disregard for the law is disqualified. Applicants shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants.
- d. If an adverse employment determination is made, access will be denied and the Contractor-appointed Security Officer will be notified in writing of the access denial. This applicant will not be permitted to work on the contract with the CGA. Disqualified employees and applicants for employment shall be notified of the adverse decisions and the impact that such records had on such decisions. The CGA may request the CSO to review an adverse employment decision in extenuating circumstances.

**Requirement accepted by Contractor**

6.04 The investigation of the applicant's background shall also include contacting of employers (past or present) and personal references. **Requirement accepted by Contractor**

6.05 The Security Officer shall maintain a list of personnel who successfully completed the background investigation.

**Requirement accepted by Contractor**

6.06 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes.

**Requirement accepted by Contractor**

6.07 The CGA shall ensure that each Contractor employee authorized to access CJIS network terminals or information provided therefrom is specially trained in the state and federal laws and rules governing the security and integrity of criminal justice information.

**Requirement accepted by Contractor**

6.08 All visitors to sensitive areas of Contractor facilities must be escorted at all times by a Contractor employee with clearance. Names of all visitors shall be recorded in a visitor log, to include date and time of visit, name of visitor, purpose of visit, name of person visiting, and date and time of departure. The visitor logs shall be maintained for five years following the termination of the contract.

**Requirement accepted by Contractor**

### 7.00 System Security

7.01 Transmission, processing, and storage of CJA information shall be conducted on dedicated systems. Increased reliance should be placed on technical measures to support the ability to identify and account for all activities on a system and to preserve system integrity.

**Requirement accepted by Contractor**

[FBI SA 8/2006]

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- 7.02 The system shall include the following technical security measures:
- a. unique identification and authentication for all interactive sessions;
  - b. if warranted by the nature of the contract, advanced authentication techniques in the form of digital signatures and certificates, biometric or encryption for remote communications;
  - c. security audit capability for interactive sessions and transaction based logging for message-based sessions;  
this audit shall be enabled at the system and application level;
  - d. access control mechanisms to enable access to be restricted by object (e.g., data set, volumes, files, records) to include the ability to read, write, or delete the objects;
  - e. ORI identification and access control restrictions for message based access;
  - f. system and data integrity controls;
  - g. access controls on communications devices;
  - h. confidentiality controls (e.g., partitioned drives, encryption, and object reuse).

### **Plan Summary: Example Information Technology Security Plan**

The Example Software Company will take reasonable and appropriate steps consistent with current technological developments to make sure that all protected information is secure and to safeguard the integrity of records in storage and transmission.

### **Employee Management and Training**

During employee orientation, each new employee in departments that handle protected information will receive proper training on the importance of confidentiality of the protected information. Each new employee will be trained in proper use of computer information and passwords. Each department or section responsible for maintaining protected information will provide ongoing updates to its staff.

### **Physical Security**

Example Software Company has addressed the issue of physical security by limiting access to only those employees who have a business reason to know such information and requiring a signed acknowledgement of the requirement to keep protected information private. Example Software has personnel policies, which establish a procedure for the prompt reporting of any loss or theft of protected information. All offices and storage facilities that house protected information limit access to authorized personnel only and are appropriately secured. Paper documents that contain protected information are shredded at the time of disposal.

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### System Security

Example Software will maintain effective systems to prevent, detect and respond to intrusions and system failures. The systems include maintaining and implementing current anti-virus software; ensuring regular updates for the anti-virus are obtained and installed; regularly checking with software vendors to obtain and install patches to correct known software vulnerabilities; maintaining appropriate filtering and firewall technologies; backing up data regularly and storing backup information off site; as well as other reasonable measures to protect the integrity and safety of information systems.

#### 1. Passwords

The Security Administrator will set a minimum password length of 8 characters and must use a combination of letters, numbers and punctuation to produce a non-dictionary password. The passwords will automatically expire after 60 days and a previous password can't be used. After three failed attempts, the systems will lockout further attempts for 5 minutes. All system default root or Administrator passwords will be changed.

#### 2. Remote Access

Only users with necessary access are granted VPN and remote access to the domain.

#### 3. Database Security

Any data brought back from a client site will be deleted following its use. No backup files will be stored on any shared drive locations. An SQL scrubbing script will be created to scramble or delete sensitive data such as SSN, Name, DOB, address and phone numbers to render them useless to a hacker. The scrubbing script will be run on all databases on which a programmer or technician is working on a customer problem and requires data, but where the data does not have to be actual live personal identifying information. After troubleshooting the problem, the database will be removed from the workstation.

#### 4. Firewall

Example Software uses a Cisco XYZ firewall equipped with real-time event logging, web content filtering, IM/P2P blocking, etc. The logs allow analysis of web activity, intrusion activity, mail activity, IM/P2P activity and general network activity. These reports can further be narrowed down by MAC or by IP and time of day. The firewall is set to email alerts to the Security Manager in event of any activity above a normal threshold.

#### 5. Server Cleanup

The security Manager will periodically review all programs installed on company servers, desktop and laptop computers to evaluate their usefulness and necessity to operations. The Security Manager will remove all programs deemed unnecessary. The Security Manager will be responsible for archiving all data for safekeeping. The Security Manager will be responsible for sanitizing all fixed storage media. The Security Manager will verify that all inactive users are removed from company ACS/LDAP/Active Directory servers.

**7.03 Data encryption shall be required throughout the network passing through a shared public carrier network.**

**Requirement accepted by Contractor. Example will utilize a minimum of 128-bit encryption with our systems**

[FBI SA 8/2006]

7.04 The Contractor shall provide for the secure storage and disposal of all hard copy and media associated with the system to prevent access by unauthorized personnel.

**Plan Summary: Example Procedure for Sanitizing Fixed Media Storage**

The Example Software Company utilizes three fixed media sanitizing procedures: clearing, sanitization and destruction. Clearing is used for processing media that will be reused at the same or higher security classification levels. Sanitization is utilized for media that will be reused at lower security classification levels. Destruction is utilized for media that will no longer be used and contains or formerly contained classified or otherwise protected information.

**Classified Media**

- **Clearing**
  1. Media that will be reused at the same as previous or higher classification levels and categories than previously applied must be cleared.
  2. Cleared media that once contained classified information must be protected by measures according to the highest classification level of any information that was ever stored on the media.
  3. Clearing will be accomplished by overwriting the media with a series of data patterns to obscure any previously stored data.
  
- **Sanitization**
  1. Media that will be reused at lower than previous classification levels and will remain in a classified environment must be sanitized.
  2. Media that will be released from the control of Example Software Company must be destroyed
  3. Media released from a classified environment must be sanitized or destroyed. Classified media must not be reused in an unclassified environment.
  4. Security personnel will affix a signed label verifying that the equipment has been sanitized. The label must:
    - Describe the equipment
    - Provide a statement indicating that the equipment has been sanitized
    - Record the date, printed name & signature of the authorized person
  
- **Destruction**
  1. Media that will be released from the Example Software controlled environment must be destroyed.
  2. Media that contains or did contain classified information that has been identified for destruction, must be destroyed.
  3. Classified information must be sufficiently destroyed to prevent recovery of any of the information it contained.
  4. Methods for destroying the media include pulverizing, smelting, incinerating, applying acid solutions, etc., to ensure the data cannot be retrieved by any currently known methods.

#### Unclassified Media

- Clearing and Sanitization of Unclassified Computer Equipment
  1. Before any company owned or company managed hard drives or systems containing hard drives are transferred internally, they must be cleared.
  2. Media that will be released from Example Software controlled environment must be sanitized or destroyed.
  3. Systems or equipment declared surplus or donated to outside organizations must be sanitized.
  4. Individuals responsible for sanitizing computer equipment must check all components and peripherals for removable media to be sanitized/destroyed.
  5. A one-write overpass is sufficient for clearing unclassified computer media.
  6. Media that has been cleared by overwriting must be subject to random sampling to verify that the overwriting procedure has been successfully completed. Persons other than those who perform the overwriting must conduct this sampling. Random sampling should check a minimum of 20 % of overwritten hard drives.

#### Documentation

Security personnel will affix a signed label verifying that the equipment has been sanitized. The label must:

- Describe the equipment
- Provide a statement indicating that the equipment has been sanitized
- Record the date, printed name & signature of the authorized person

#### Training

Example Software personnel must be trained annually on the risks of disclosing classified and unclassified controlled information and the requirements for removing classified and unclassified controlled information from storage media, memory devices and related hardware.

Personnel responsible for clearing, sanitizing or destroying information systems storage media, memory devices and other hardware must also be trained in the techniques for checking and verifying that the procedures to remove the information were effective.

7.05 The Contractor shall establish a procedure for sanitizing all fixed storage media (e.g., disks, drives) at the completion of the contract and/or before it is returned for maintenance, disposal or reuse. Sanitization procedures include overwriting the media and/or degaussing the media. If media cannot be successfully sanitized it must be returned to the CGA or destroyed.

**Requirement accepted by Contractor – see 7.04 above**

#### 8.00 Security violations

8.01 Consistent with Section 3.05, the Contractor agrees to inform the CGA of system violations. The Contractor further agrees to immediately remove any employee from assignments covered by this contract for security violations pending investigation. Any violation of system discipline or operational policies related to system discipline are grounds for termination, which shall be immediately reported to the AC in writing.

**Requirement accepted by Contractor**

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8.02 The CGA must report security violations to the CSO and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

**Requirement accepted by Contractor**

8.03 Security violations can justify termination of the appended agreement.

**Requirement accepted by Contractor**

8.04 Upon notification, the FBI reserves the right to:

a. Investigate or decline to investigate any report of unauthorized use;

b. Suspend or terminate access and services, including the actual NCIC telecommunications link. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CJA and Contractor. Upon termination, the Contractor's records containing criminal history record information must be deleted or returned to the CGA.

**Requirement accepted by Contractor**

8.05 The FBI reserves the right to audit the Contractor's operations and procedures at scheduled or unscheduled times. The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

### 9.00 Miscellaneous provisions

9.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

**Requirement accepted by Contractor**

9.02 The following documents are incorporated by reference and made part of this agreement;(1) the Security Addendum;(2) the NCIC 2000 Operating Manual;(3) the Policy and Reference Manual;(4) the CJIS Security Policy; and (5) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

**Requirement accepted by Contractor**

9.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they provide a minimum basis for the security of the system and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

**Requirement accepted by Contractor**

9.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

**Requirement accepted by Contractor**

[FBI SA 8/2006]

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9.05 All notices and correspondence shall be forwarded by First Class mail to :

Assistant Director  
Criminal Justice Information Services Division, FBI  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

[FBI SA 8/2006]

FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or redisseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or redisseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

\_\_\_\_\_  
Signature of Contractor Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization and Title

***City of Peoria, AZ  
CAD/RMS Replacement Project***

***Data Conversion Strategic Plan***

***Prepared By***

***Winbourne & Costas, Inc***

***1411 K Street, NW  
Suite 200  
Washington DC 20005***

***May 10, 2010***

## Attachment F: Peoria Data Conversion and Legacy Data Strategic Plan

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## **Attachment F: Peoria Data Conversion and Legacy Data Strategic Plan**

### **1.0 Introduction**

This Data Conversion Strategic Plan is designed to describe the process and options available to the City of Peoria ("Peoria") for converting its legacy CAD and RMS data into the replacement CAD/RMS Vendor's ("Vendor") system. While the process described within is the typical process used for most data conversion projects, CAD/RMS Vendors will suggest alternatives and modifications in response to the CAD/RMS replacement RFP that the City should evaluate for their merit and applicability to the City as part of its overall Vendor selection process.

#### **1.1 Proposed RFP Language**

The following is suggested language for inclusion in the City of Peoria CAD/RMS Replacement RFP:

##### **Data Conversion Plan**

The Offeror shall include a description of its process for implementing the Data Conversion Plan which is included in this RFP as an attachment in its Technical Proposal, and provide a cost for completing these services as part of its Cost Proposal. In addition, the Vendor's Implementation Schedule should clearly identify the proposed schedule for completing all tasks related to data conversion.

The Technical Proposal should describe and include all Vendor processes and activities required to successfully migrate relevant City of Peoria legacy data from the SunGard HTE DB2 data schema into the offeror's proposed CAD/RMS system.

The proposal should include the following:

- The Vendor's proposed data conversion process.
- Specific functionality and features of the proposed solution(s). For example, precise information how personnel would access the historical data.
- Specific roles and responsibilities for proposed City resources, as well as recommended skills of personnel required to perform City tasks.
- Specific roles and responsibilities for proposed Vendor resources, as well as recommended skills of personnel required to perform City tasks.
- Qualification, experience and resumes of Vendor staff proposed for the Data Conversion Task.
- A description of the Vendor's proposed automated data conversion tools.
- Recommended solutions for end-users to access non-migrated legacy data via integrated system or separate queries.
- Recommended storage location for non-migrated legacy data.
- Any prior data conversion experience with the City's legacy CAD and RMS systems. Please list the relevant projects, the versions involved, and provide contact information for the clients. We are particularly interested in projects that involved the proposed Data Conversion personnel.

The Vendor must include in its Cost Proposal a description of all assumptions upon which it is based. The Vendor must provide costs for each of the following assumptions:

- Vendor must provide cost to have Vendor extract SunGard legacy data for conversion
- Vendor must provide cost to have Vendor extract SunGard legacy data for creation of storage for non-migrated legacy data solution
- Vendor must provide cost if Peoria provides SunGard extract to convert legacy data to new system
- Vendor must provide cost if Peoria provides SunGard extract for storage of non-migrated legacy data solution.

## 2.0 Data Conversion Activities

Project activities surrounding the data conversion task consists of:

- Data Extraction and Data Mapping Phase
- Scripting Phase
- Audit/Test Phase
- Final Conversion

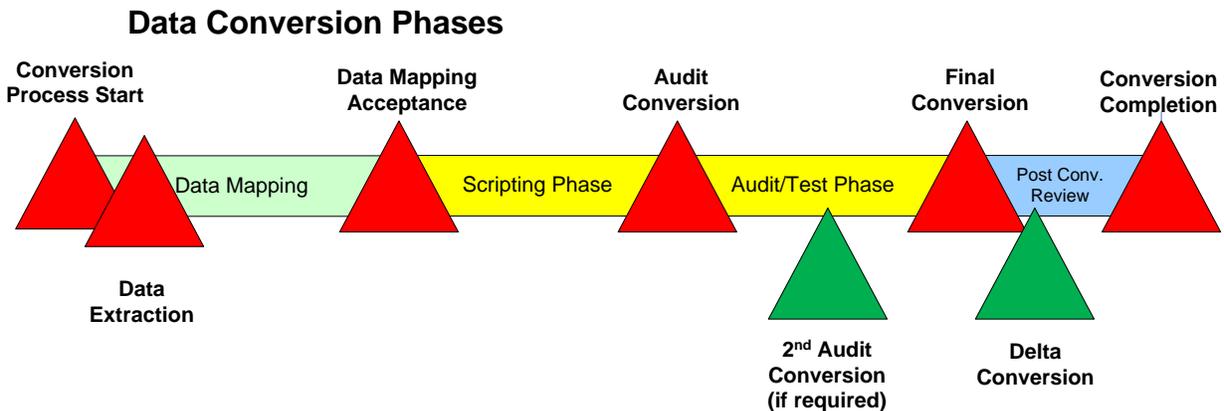


Figure 1 - Data Conversion Phases

### 2.1 Roles and Responsibilities

The City of Peoria currently plans to utilize City resources familiar with the SunGard System data and table layout, in conjunction with contracted SunGard HTE database analysts (DBA) familiar with the file structure of the City's legacy CAD/RMS system, to perform the initial data extract of legacy data. The City also intends to utilize its internal resources to extract table information into flat files for loading into the new system, as well as re-keying smaller table information, as appropriate. The City may alternatively rely on Vendor resources to assist in extracting this data. The City has established a Data Conversion Focus Group to review data quality and structure, and table information, as part of this process to correct deficiencies and flaws prior to conversion.

Once the data maps are accepted by the City of Peoria Project Manager, the Vendor would develop scripts and perform an audit conversion of the legacy data. Peoria resources would then perform an audit/test of the output to confirm the converted data's accuracy and completeness. If required, the Vendor would adjust the scripts and perform subsequent conversions and audits until the City of Peoria Project Manager accepts the converted data as being complete and accurate.

### 2.2. Conversion Strategy

This section provides a graphical description of the conversion approach that will be used to convert the legacy data to the new CAD/RMS Applications.

# Attachment F: Peoria Data Conversion and Legacy Data Strategic Plan

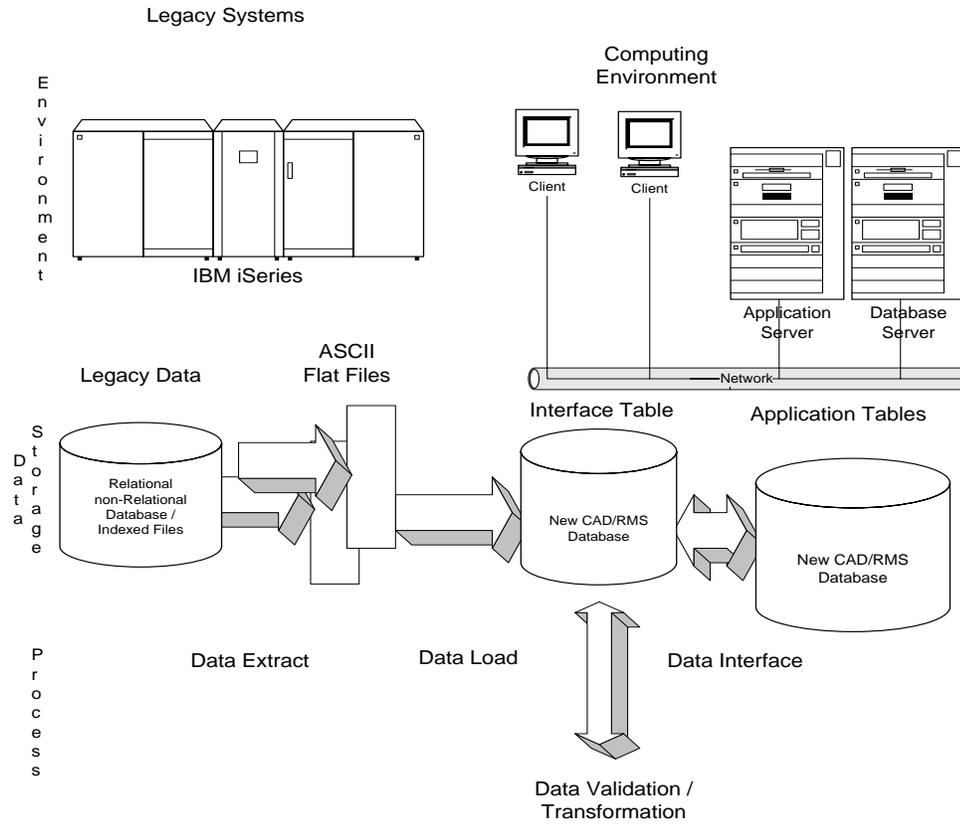


Figure 2 – Data Conversion Strategy

## Attachment F: Peoria Data Conversion and Legacy Data Strategic Plan

### 3.0 Data Conversion Phases

The first phase of the Data Conversion Project is the **Data Extraction and Mapping Phase**. As noted above, the City will perform an initial extraction of sample data to be provided to the CAD/RMS Vendor. The CAD/RMS Vendor would then subsequently use this data to map the legacy CAD/RMS data structure to the replacement CAD/RMS data tables. A product of this phase is the data mapping matrices, wherein the legacy data is “mapped” to the corresponding fields in the new CAD/RMS system, if possible.

The second phase of the Data Conversion Project is the **Scripting Phase**. The CAD/RMS replacement Vendor’s data conversion specialists will create the necessary scripts/programs to migrate the legacy data into the replacement CAD/RMS database.

The third phase of conversion is the **Audit/Test Phase**. During this phase, Peoria will review the converted data from within the replacement systems, noting any discrepancies between the converted data and the data in the legacy system. During this Phase, Peoria will test the converted data against the expected output of the legacy system to ensure consistency and to identify any discrepancies for correction. During the Audit/Test Phase, Peoria would also review the number and format of records resulting from the conversion process to ensure consistency with expected legacy system outputs. The City would then report any discrepancies to the Vendor’s data conversion specialists for review and correction.

(Optional) Additional audit conversions may be required, based upon the discrepancies discovered during the audit phase, until the City’s Project Manager determines that the quality of the data output meets the City’s requirements.

The fourth phase is the **Final Conversion Phase**, where in the Vendor’s data expert works with City representatives to extract legacy data, transfer legacy data to an intermediate database, run conversion scripts, and load converted data in to the replacement system.

The CAD/RMS Vendor’s data conversion specialists will provide continued support in relation to the data conversion process after go live to resolve issues or make modifications as required after the **Final Conversion** is completed.

(Optional) A **Delta Conversion** will be conducted if required. The delta conversion is needed when the amount of time required to complete the final conversion is significant, and manually tracking new records during this period is not feasible.

#### 3.1 Data Conversion Mapping

Data Conversion Mapping is probably the single most important step in the Data Conversion project. It is the “roadmap” used by the Vendor’s conversion specialist to write the conversion scripts. It will highlight any areas where the legacy systems and replacement CAD and RMS systems are not compatible and alert both Peoria and the Vendor to areas where customizations and “work-arounds” may be necessary. It is a guide that will be used when auditing converted data. And finally, it will serve as a roadmap between Peoria and the Vendor as to how the data will be converted.

A by-product of the Data Conversion Mapping effort may be the identification of areas in the legacy data that will to be cleansed prior to conversion. These might include legacy fields that are free-form text that have to be mapped to pick list driven fields, or fields that have multiple ways of describing the same item – e.g. “F”, “FRD” and “Ford” for Ford.

#### 3.2 Conversion Mapping Matrices

The Vendor will review the record layouts and sample data provided (either by Peoria or the Vendor’s resource) and will create the Conversion Mapping Matrices as described below.

## **Attachment F: Peoria Data Conversion and Legacy Data Strategic Plan**

- a. Each legacy database being converted will be separately mapped.
- b. An Excel Spreadsheet for each legacy database with each replacement CAD/RMS system table mapped within its functional area will be prepared.
- c. The spreadsheet will show the legacy table columns mapped to corresponding replacement CAD/RMS system table columns.
- d. Translation of legacy to replacement CAD/RMS system pick list values will be included where applicable.
- e. Legacy data that cannot not be mapped will be highlighted so that Peoria and the Vendor can work together to find an appropriate place for that information.
- f. Questions regarding missing data or data that cannot be mapped will be identified in the Conversion Maps.
- g. Once completed, both Peoria and the data conversion specialist will review the Data Conversion maps and to make changes and corrections as needed.

### **3.3 Data Conversion Scripting**

Data Conversion Scripting is completed by the Vendor's data conversion specialist. Scripts are prepared to create database tables to house the legacy data in the replacement system's database, to load those tables and then to move that data into the replacement system's tables. These scripts may include coding to reformat dates, parse name and address data, and translate legacy data to match valid pick lists, but typically do not include any type of clean up of legacy data or elimination of duplicate names, locations, property, etc. The Data conversion scripts will be tested using sample data provided by Peoria.

Once the scripts are working properly they will be run on Peoria's server, preferably, on the full set of the data to be converted so that Peoria can audit the converted data for completeness and accuracy. Peoria would then thoroughly audit the converted data and identify any issues found to the data conversion specialist. It may require multiple audit conversions to be performed to allow Peoria to audit the converted data for accuracy. Each subsequent conversion will address issues raised in the previous conversion until no changes are required to the scripts and converted data structure.

Peoria and the Vendor should include in their combined overall implementation project plan the timing and processes for data conversion. The final conversion typically is performed just prior to cutover in the manner and at a time jointly agreed upon by Peoria and the Vendor.

Data conversion scripting will include:

- a. Scripts to create tables to hold legacy data in the replacement CAD/RMS system databases.
- b. Import scripts to load legacy data into the legacy tables created in the database.
- c. Scripts to move data from the legacy tables to the replacement CAD/RMS system tables.
- d. Testing of these scripts on sample data.

### **3.4 Conversion Audit/Test**

- a. Scripts will be run on Peoria's server (usually training or test) for conversion audit.
- b. Peoria should provide a large sample of data to be used in the audit conversion, for each legacy database to be converted.
- c. The converted data should be thoroughly audited by Peoria and issues and errors should be reported to the conversion specialist for resolution.
- d. Multiple conversion processes may be performed to allow Peoria to audit the converted data for accuracy. Subsequent conversion will be performed only if significant changes are needed to adjust the scripts and converted data structure.

### **3.5 Post Conversion Review**

The Vendor will assist Peoria after the final conversion post go-live to correct issues and problems that may have been caused as a result of errors in the conversion of legacy data.

## Attachment F: Peoria Data Conversion and Legacy Data Strategic Plan

### 4.0 Conversion Planning

- a. Peoria and the Vendor must plan for the conversion(s) and how they fit into the overall cut-over plan.
- b. All data clean up should have been completed by Peoria prior to conversion.
- c. All pick lists and code tables should be finalized prior to conversion.
- d. All Sys GUI or database modifications must be complete and the system “locked down” at a time jointly agreed to by Peoria and the Vendor prior to performing the data conversion.
- e. Final conversion should either take place at cut-over or as close to cut-over (prior) as possible.

During the conversion process,

- a. Peoria (or the Vendor) provides the final conversion data set(s).
- b. Conversion scripts will be run by the data conversion specialist as agreed upon in conversion planning on production database.

Peoria should prepare and provide the Vendor with the following information about the legacy data:

- a. A document or schematic describing the database(s) which should include how modules and tables are related to each other.
- b. Table or record layouts for all tables or files that are to be included in the Data Conversion Set in spreadsheet format. This should include:
  - Field/Column Names
  - Data Type
  - Size
  - Description
  - Associated pick list
  - Identification of primary and foreign keys
- c. Any code table or pick list values associated with the table and record layouts described in B above.
- d. Sample data from each table in one of the following formats:
  - Fixed length text.
  - Delimited text
  - SQL Server tables
  - Oracle tables
  - Access tables
  - Excel spreadsheet

**Page 6**

## **Attachment F: Peoria Data Conversion and Legacy Data Strategic Plan**

### **5.0 CAD/ RMS Data Conversion File Set**

The City of Peoria has created a Data Conversion Focus group to review and make a determination regarding which data should be candidates for conversion, and which should be warehoused as accessed via queries as needed. The outputs of this effort will determine which data should be converted as part of this project. In addition, Winbourne & Costas has used CAD/RMS industry best practices to recommended candidate data fields for conversion, based on the legacy system data table. The Winbourne & Costas recommendation is provided as Attachment A.

#### **5.1 CAD/ RMS Data Conversion File Set**

Functional Areas identified as Data conversion candidates include as follows:

##### **CAD**

Unit Names

Unit Types

Event Types

Location History

Common Place Names/Aliases

Geographic Information System related data

(for example Beats, Boundaries, Street network, Major Points of Interest)

Alarm Information

##### **RMS**

Incident / Offense Reports

Incident Related Names

Incident Related Vehicles

Incident Related Property

Warrants

Arrest Records

Master Name Index

# Arresting Agency RMS To Pre-Booking Interface Specification

*Prepared by*  
**Maricopa County Sheriff's Office**  
*and*



*June 15, 2009*  
*(DRAFT)*

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## Overview

The Maricopa County Sheriff's Office (MCSO) Pre-Booking system has been in production since April 2003. This application supports law enforcement agencies in capturing arrest and booking information for all bookings that occur within Maricopa County.

Prior to accepting a prisoner into the Maricopa County jails, complete and accurate information about the prisoner and the associated arrest must be captured within the MCSO Pre-Booking system. This data may be captured by direct entry into the MCSO Pre-Booking System or by having an interface from an Arresting Agency's Records Management System (RMS) System into the Pre-Booking System.

The purpose of this document is to describe the **RMS Interface to Pre-Booking**. This will include a description of the process flow, an overview of the standard XML message into Pre-Booking, the mapping of business data elements to the standard XML message, business rules and definitions for the data, descriptions of reply and subsequent messages and error / correction processing.

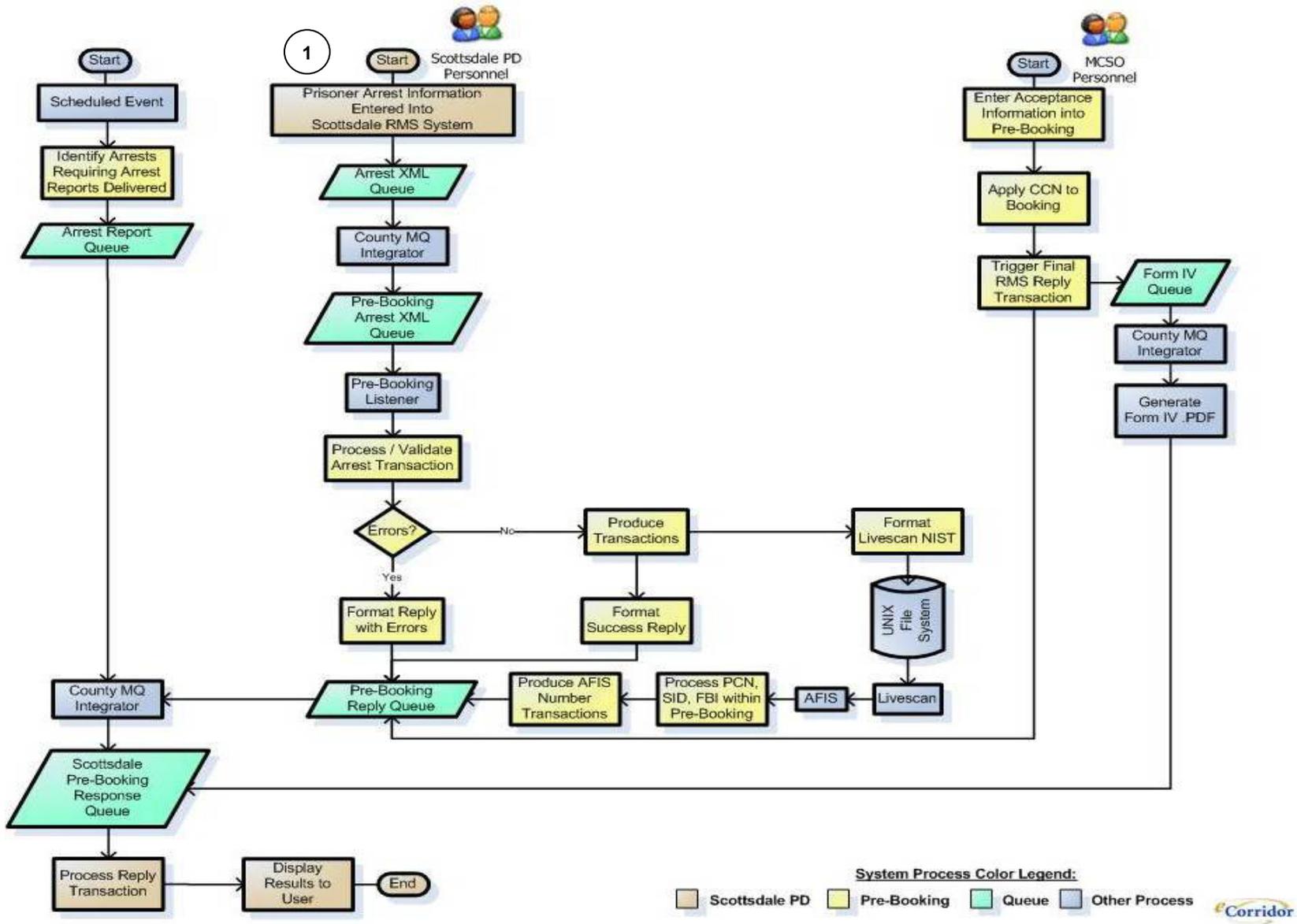
## RMS to Pre-Booking Interface Process Flow

The following describes the information flow between an Arresting Agency's RMS to the MCSO Pre-Booking System. See Figure 1 below for a diagram of the same.

- (1) An Arresting Agency's personnel enter arrest information into That Agency's RMS. Once the arrest has been completed, the information will be put into an Arrest XML message and placed on a queue within that Agency's environment. This message will be delivered to the MCSO Pre-Booking Arrest queue. The Pre-Booking listener will pick up the message off of the Pre-Booking inbound queue and process it.
- (2) The Pre-Booking Application processes, validates the data the Sending Agency's arrest transaction and enters the data into the Pre-Booking System. Any error conditions identified would also be stored and presented at the time the arresting officer brings the prisoner to the jail.
- (3) If any errors are found in the Arrest XML message, then a Pre-Booking Reply XML message will be generated with a list of the errors. This message will be delivered it the sending Agency's reply queue where it will be picked up and processed by the Arresting Agency's RMS. Arrest data errors can be corrected in the RMS and the arrest information can be resubmitted to Pre-Booking. If there are any errors that cannot be corrected in the RMS, a user can log onto Pre-Booking and fix the errors there.
- (4) When an Arrest XML message is received with no errors, The Pre-Booking Application will automatically generate a reply transaction back to the Sending Agency's RMS with an indication of Success and it will generate the NIST file to be used for populating the Livescan units.
- (5) After the arrest has been processed through Pre-Booking, the prisoner's PCN, SID and FBI numbers will be received into the Pre-Booking Application automatically from AFIS. These key identifiers are then returned to the original Sending Agency in reply XML messages, along with key data from the original Arrest XML message, as they are received from AFIS. These XML messages are put on the Sending Agency's queue where they can be retrieved and processed into the Agency's RMS.
- (6) Upon acceptance of the prisoner into the County Jail by MCSO personnel, the Pre-Booking application generates yet another Arrest Reply XML message. This message includes the Common Case Number (CCN), the MCSO Booking Number,

and the PCN. If any changes are made in Pre-Booking to the original charge data, that information will also be returned. Additionally, the Form IV Form PDF (and XML message), and the Arrest Report PDF will be delivered to the Arresting Agency's RMS via the reply queue.

Figure 1 - RMS to Pre-Booking Interface Process Flow Diagram



## Transaction Descriptions

The RMS to Pre-Booking Interface consists of a number of XML messages. The purpose of these messages is to automatically use the arrest data manually input to an Arresting Agency's RMS as the primary source for data into the Pre-Booking System. This input transaction will trigger a set of reply and update transaction to the sending agency. These are described below.

| Transaction                 | Inbound<br>(to Pre-Booking)<br><br>Outbound<br>(to Arrest<br>Agency) | Sender        | Receiver            | Description  |
|-----------------------------|--|---------------|---------------------|--|
| Arrest Capture Transaction  | INBOUND  | Arrest Agency | PreBooking          | This message contains all the Arrest Incident data from the Arrest Agency's Records Management System plus the appropriate meta data describing the message.   |
| Arrest Capture Reply        | OUTBOUND   | PreBooking    | Arrest Agency's RMS | This message contains all the original information plus a reply code and description.  |
| Arrest Capture Supplement   | OUTBOUND   | PreBooking    | Arrest Agency's RMS | This message contains additional Subject Identifiers, such as (PCN, FBI, SID, SSN).  |
| Arrest Capture Final Update | OUTBOUND   | PreBooking    | Arrest Agency's RMS | This message includes the Common Case Number (CCN), the MCSO Booking Number, and the PCN. If any changes are made in Pre-Booking to the original charge data, that information will also be returned. Additionally, the Form IV Form PDF (and XML message), and the Arrest Report PDF will be delivered. |

## XML Overview

The Arrest Capture Transaction is an XML Message based on the Global Justice XML Data Model, otherwise known as GJXDM. This message, originally designed in 2003-2004 when the GJXDM was first made available, uses not only the naming conventions and the schema structures of the GJXDM, but also the important constructs of References and Relationships. These are similar in concept and functionality to foreign keys and associative tables in a traditional, relational database.

### Attributes

Attributes are a form of Metadata used to further describe another piece of data. They are found inside the opening tag name for a data element. For example, there are various "types" of alias names (aka, moniker, etc). This information is sent, when known, in the XML as an attribute on the <PersonName> tag.

Note that Attributes begin with a lower case letter, where tags always begin with an upper case letter.

### EXAMPLE

```
<PersonAlias>
  <PersonName j:personNameTypeCode="moniker">
    <j:PersonSurName>YELLOW HAIR</j:PersonSurName>
  </PersonName>
</PersonAlias>
```

Another use of Attributes is with j:id and j:ref. Again note that these begin with LOWER CASE. This is important as

the is a data element of j:ID. This ELEMENT begins with an UPPER CASE letter. The j:id and j:ref are implemented as attributes on an element's opening tag. The j:id must be unique within the XML instance as it will be referenced to (i.e linked to) using the j:ref attribute on another element in the XML instance. See the 'References' section below for more information.

**References**

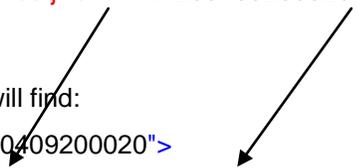
You will see certain tags contain the attribute of 'id' and others use the attribute of 'ref'. The attribute 'id' can be thought of as a Primary Key or identifier to that tag. And the 'ref' attribute can be thought of as a Foreign Key or pointer back to an identified Primary Key on another tag (i.e the attribute 'id'). Using References allows the schema to store data once, but use it multiple times via referencing. This is similar to a One to Many concept in a database.

EXAMPLE:

```
<ArrestCharge j:id="CHG24">  
  (other tags here)  
  <ArrestNumberReference j:ref="PHX200409200020"/>  
  (other tags here)  
</ArrestCharge>
```

Where elsewhere in the schema you will find:

```
<j:ArrestAgencyRecordID j:id="PHX200409200020">
```



**Relationships**

A Relationship is a special complex element in the XML which contains, in essence, a Primary Key (aka 'id' attribute) from one data element and a Primary Key of a second data element – together under one complex element, thus creating a relationship between the two. Another data element within the relationship describes the relationship.

A Relationship is a special complex element in the XML which contains, in essence, a Primary Key (aka 'id' attribute) from one data element and a Primary Key of a second data element – together under one complex element, thus creating a relationship between the two. Another data element within the relationship describes the relationship. Using Relationships allows the schema to store each instance of a Many to Many association, but joining references to two specific data elements. This is similar to the associative table which resolves a many to many relationship in a database.

**EXAMPLE**

```
<j:Relationship name="ChargeDR" object="CHG32" subject="DR62"/>
<j:Relationship name="ChargeDR" object="CHG32" subject="DR61"/>
<j:Relationship name="HoldDR" object="HLD1" subject="DR61"/>
```

Where elsewhere in the schema you will find:

```
<ArrestCharge j:id="CHG32">
<ArrestHold j:id="HLD1">
<LawEnforcementIncidentResponse j:id="DR61">
<LawEnforcementIncidentResponse j:id="DR62">
```

**Other XML Considerations and General Formatting Rules**

- XML messages should not contain empty tags as empty tags may prevent the transaction from validating against the schema.
- **All** dates within the individual transactions will be 10 characters in YYYY-MM-DD format
- **All** times within the individual transactions will be 5 positions in HH:MM format.
- **All** money fields have no leading zeroes with decimal point and two cent positions.
- **All** other numeric fields no leading zeroes
- **Any** field with a tag of 'Indicator' must use the lower case values of 'true' or 'false'
- Do not send trailing spaces with any data
- All alphabetic fields should be formatted in UPPERCASE

**Data Entities**

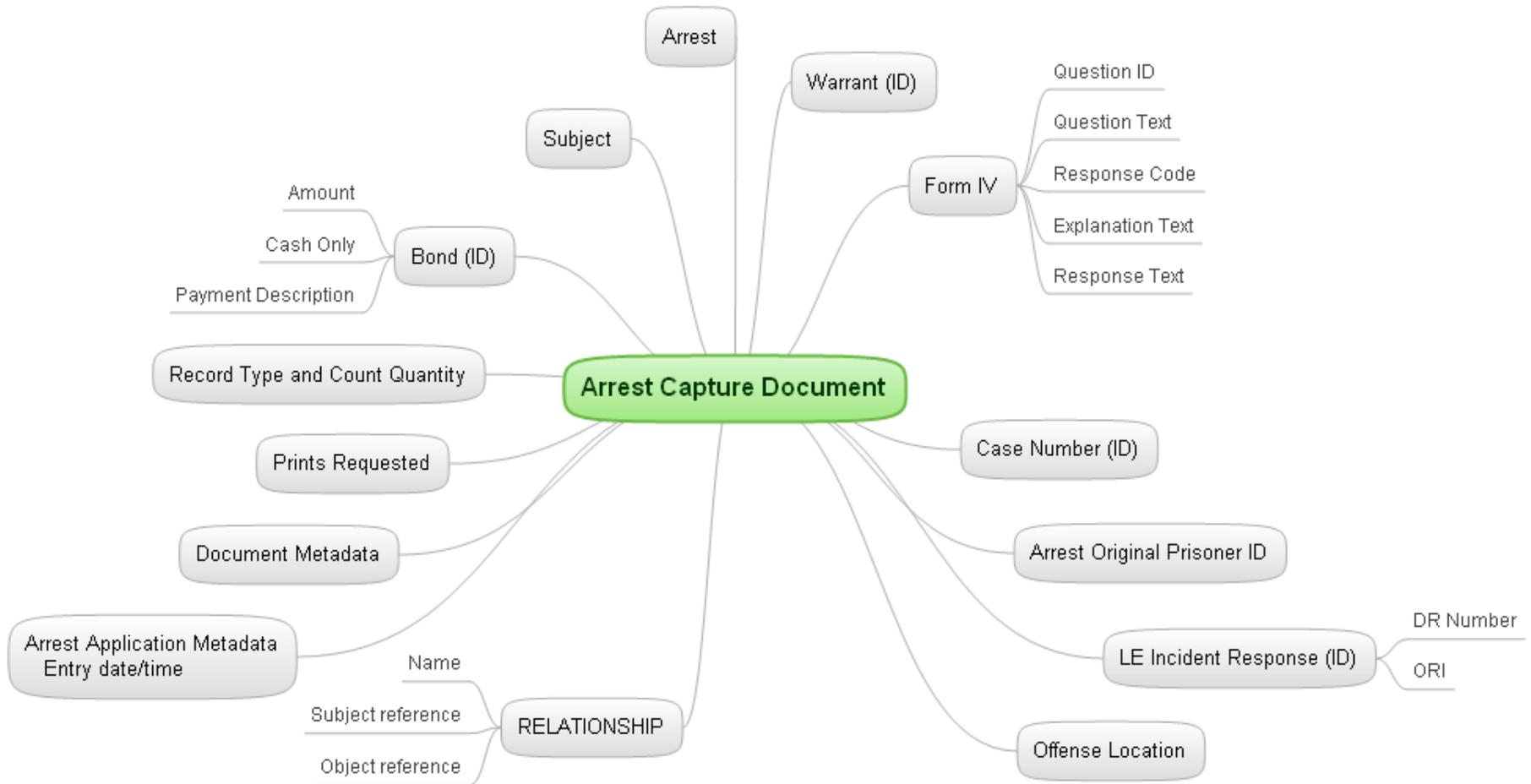
The following is a list of the high level data entities which describe the categories of data contained in the Arrest Capture Transaction. Please refer to the subsequent data diagrams and element listing for detailed content.

| Data Entity   | Description |
|---------------|-------------|
| Arrest        |             |
| Arrest Charge |             |
| Booking       |             |
| Subject       |             |
| Co-Defendant  |             |
| Relative      |             |
| Co-Habitant   |             |
| Hold          |             |
| Warrant       |             |

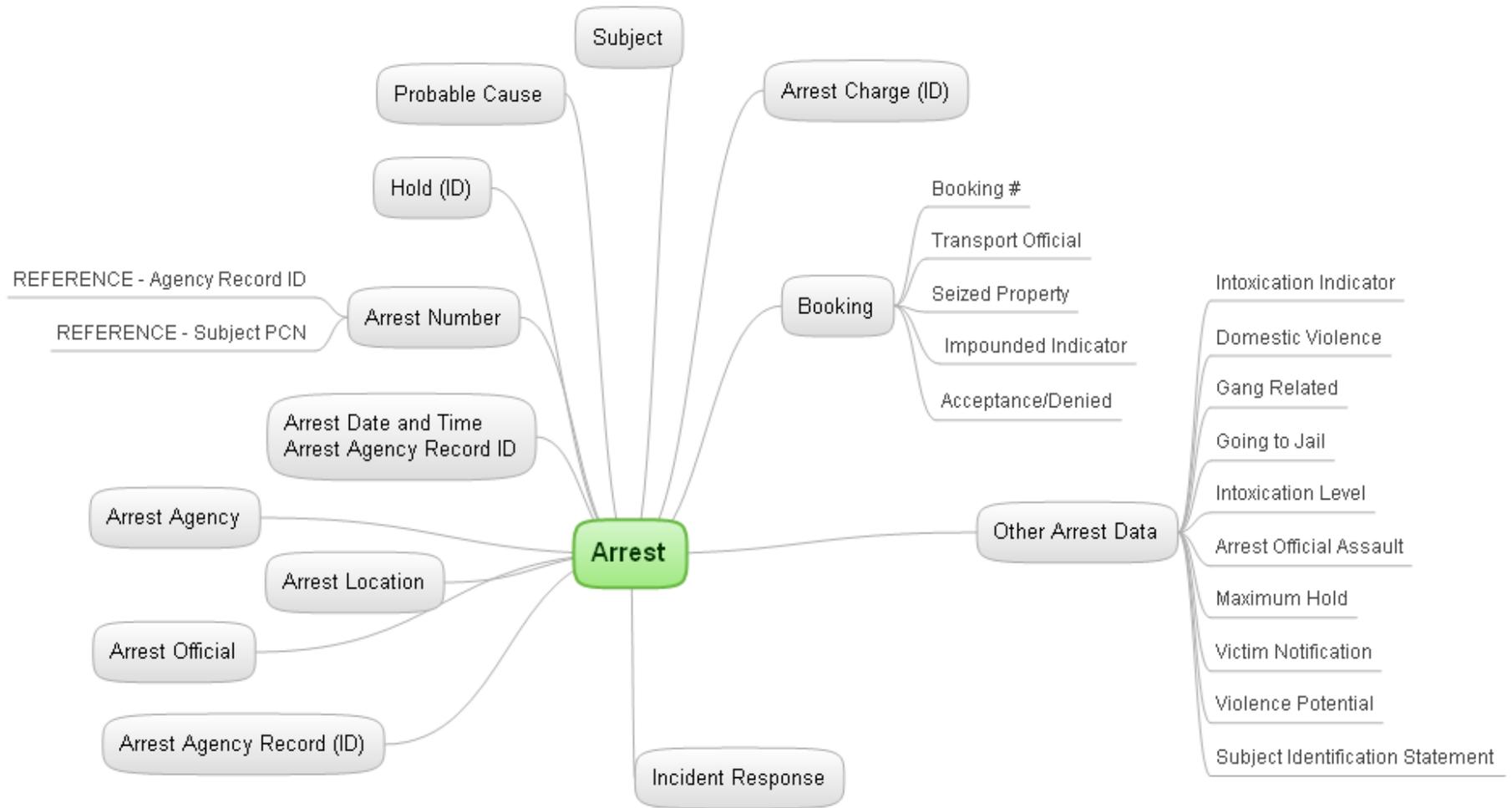
|              |  |
|--------------|--|
| Bond         |  |
| Form IV      |  |
| Relationship |  |
| Metadata     |  |

## Data Diagrams

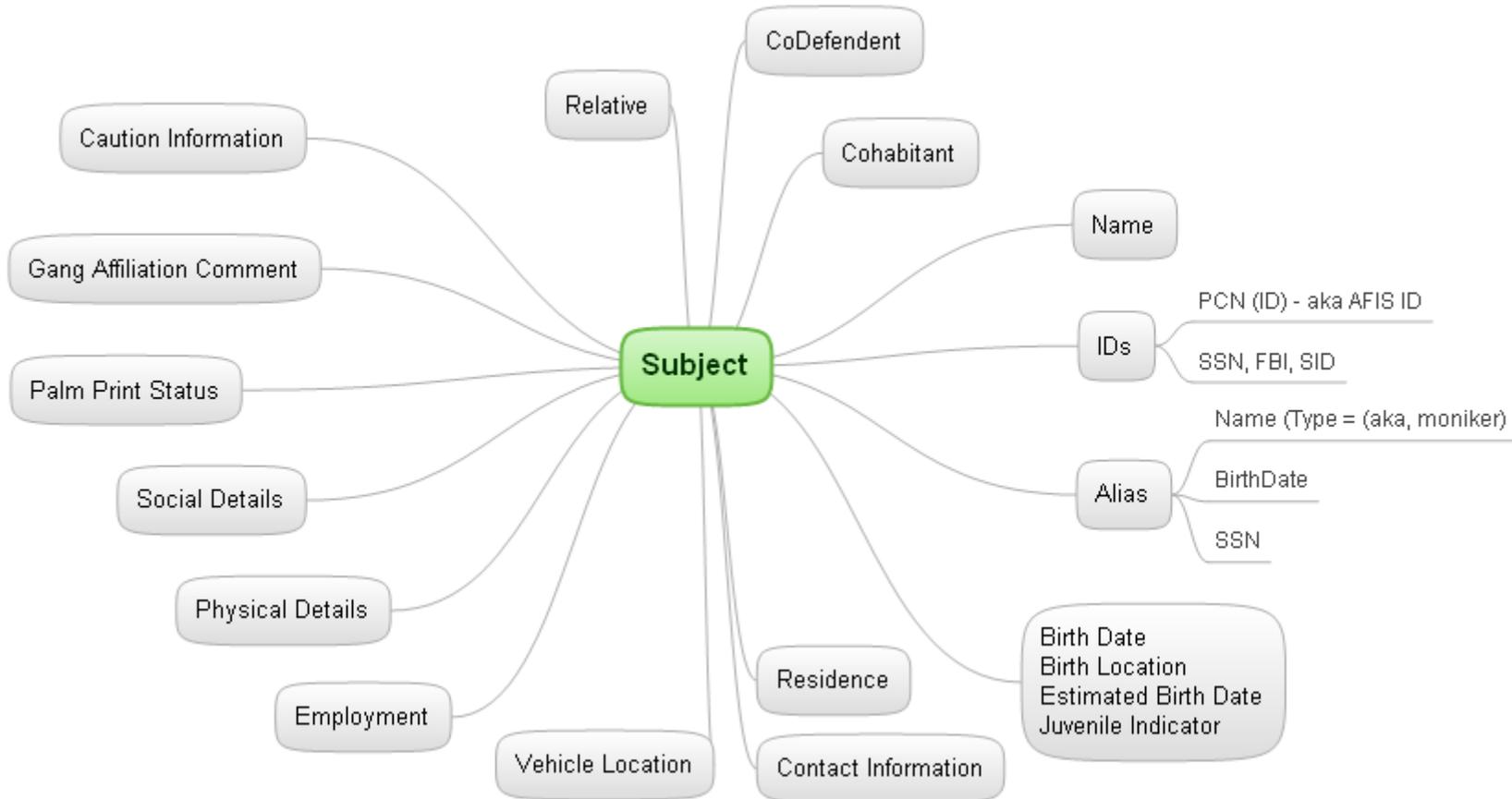
### Overview diagram of the Arrest Capture Transaction



Overview diagram of the Arrest Data



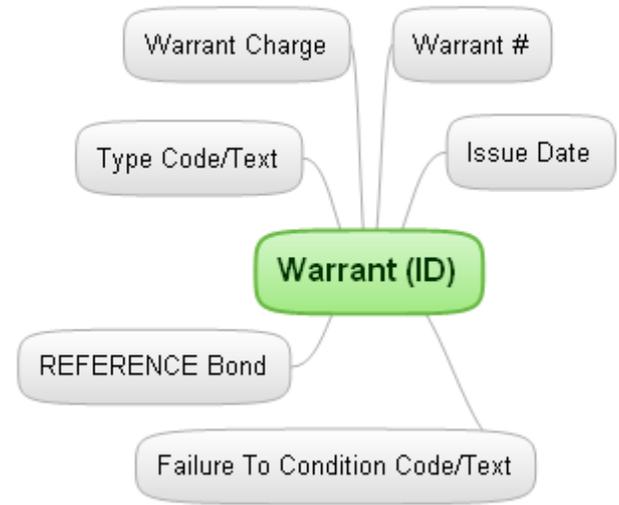
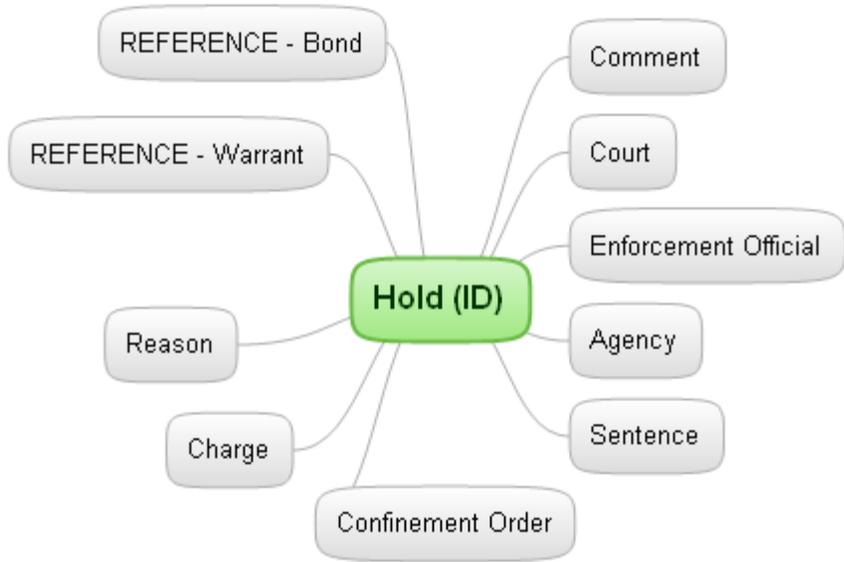
Overview diagram of the Subject Data



Overview diagram of the Arrest Charge Data



Overview diagram of the Hold and Warrant Data



## Data Element Lists

### Subject

There must be one and only one Subject complex element per booking transaction.

| Business Element Name                 | Required | Format   | Edit Rules / Comments   | XML Path   |
|---------------------------------------|----------|----------|---|--|
| <b>Original Prisoner ID</b>           |          |          | The ID associated to the prisoner in the Arresting Agency RMS which is used to identify an Arrest Event.  |  |
| <b>Subject First Name</b>             | Required | Char(12) | First Name may contain A through Z and space. No other characters are allowed.  | Arrest\ArrestSubject\PersonName\PersonGivenName                      |
| <b>Subject Middle Name</b>            | Optional | Char(12) | Middle Name may only contain A through Z and space. No other characters are allowed.  | Arrest\ArrestSubject\PersonName\PersonMiddleName                     |
| <b>Subject Last Name</b>              | Required | Char(17) | Last Name may contain A through Z, apostrophe, hyphen and space; but must begin with A through Z.   | Arrest\ArrestSubject\PersonName\PersonSurName                        |
| <b>Subject Name Suffix</b>            |          |          |   | Arrest\ArrestSubject\PersonName\PersonSuffixName                     |
| <b>Subject Name Suffix Code</b>       | Optional | Char(1)  | See appendix for valid Name Suffix code values  | Arrest\ArrestSubject\PersonName\PersonSuffixNameCode\NonStandardCode |
| <b>Subject Date Of Birth</b>          | Required | Char(10) | Must be in a YYYY-MM-DD format; Cannot be greater than 100 years old or less than 10 years. Date of Birth cannot equal all zeroes. Zeroes may be entered for month and day; however, if the day is greater than zero the month must be greater than zero                              | Arrest\ArrestSubject\PersonBirthDate                                 |
| <b>Subject Social Security Number</b> | Optional | Char(11) | Soc Sec No must be entered as a single field of 11 characters. This field is composed of 9 numeric characters with hyphens in position 4 and 7. It cannot equal all zeroes or be less than 001-01-0001. The first position cannot be 8 or 9. Fourth and fifth positions cannot be 00. | Arrest\ArrestSubject\PersonAssignedIDDetails\PersonSSNID\ID          |
| <b>Weight</b>                         | Required | Decimal  | Must be between 50 – 600 lbs  | Arrest\ArrestSubject\PersonPhysicalDetails\PersonWeightMeasure       |
| <b>Height</b>                         | Required | Char(3)  | Height must be between 3ft 00 (300) in & 7ft 11in (711)   | Arrest\ArrestSubject\PersonPhysicalDetails\PersonHeightMeasure       |

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|                                      |          |          |  |   |
|--------------------------------------|----------|----------|--|---|
| <b>Eye Color</b>                     | Required | Char(3)  | See appendix for valid Eye Color code values   | Arrest\ArrestSubject\PersonPhysicalDetails\PersonEyeColorCode                                     |
| <b>Hair Color</b>                    | Required | Char(3)  | See appendix for valid Hair Color code values  | Arrest\ArrestSubject\PersonPhysicalDetails\PersonHairColorCode                                    |
| <b>Race Code</b>                     | Required | Char(1)  | See appendix for valid Race code values  | Arrest\ArrestSubject\PersonPhysicalDetails\PersonRaceCode.Arizona\NonStandardCode                 |
| <b>Sex Code</b>                      | Required | Char(1)  | See appendix for valid Sex code values   | Arrest\ArrestSubject\PersonPhysicalDetails\PersonSexCode  |
| <b>Place Of Birth</b>                | Required | Char(2)  | See appendix for valid State - Country code values   | Arrest\ArrestSubject\PersonBirthPlaceCode   |
| <b>Citizenship</b>                   | Optional | Char(2)  | See appendix for valid Country code values   | Arrest\ArrestSubject\PersonSocialDetails\PersonCitizenshipCode.ISO3166Alpha2                      |
| <b>Primary Language Code</b>         | Optional | Char(3)  | See appendix for valid Language code values  | Arrest\ArrestSubject\PersonSocialDetails\PersonPrimaryLanguageCode.Arizona/NonStandardCode        |
| <b>Other Language Code</b>           | Optional | Char(3)  | See appendix for valid Language code values  | ??  |
| <b>Vehicle Location</b>              | Optional | Char(31) |  | Vehicle\VehicleLocation\LocationDescriptionText   |
| <b>Home Phone Number Area Code</b>   | Optional | Char(3)  | Phone Number Area Code, if entered, must be three numeric characters.  | Arrest\ArrestSubject\PrimaryContactInformation\ContactTelephoneNumber\TelephoneAreaCodeID         |
| <b>Home Phone Number</b>             | Optional | Char(8)  | Phone Number, if entered, must have a 3 numeric character prefix, and a 4 numeric character suffix, separated by a hyphen. | Arrest\ArrestSubject\PrimaryContactInformation\ContactTelephoneNumber\TelephoneFullNumberID       |
| <b>Pager Phone Number</b>            | Optional | Char(8)  | Phone Number, if entered, must have a 3 numeric character prefix, and a 4 numeric character suffix, separated by a hyphen. | Arrest\ArrestSubject\PrimaryContactInformation\ContactPagerNumber\TelephoneFullNumberID           |
| <b>Pager Phone Number Area Code</b>  | Optional | Char(3)  | Phone Number Area Code, if entered, must be three numeric characters.  | Arrest\ArrestSubject\PrimaryContactInformation\ContactPagerNumber\TelephoneAreaCodeID             |
| <b>Mobile Phone Number</b>           | Optional | Char(8)  | Phone Number, if entered, must have a 3 numeric character prefix, and a 4 numeric character suffix, separated by a hyphen. | Arrest\ArrestSubject\PrimaryContactInformation\ContactMobileTelephoneNumber\TelephoneFullNumberID |
| <b>Mobile Phone Number Area Code</b> | Optional | Char(3)  | Phone Number Area Code, if entered, must be three numeric characters.  | Arrest\ArrestSubject\PrimaryContactInformation\ContactMobileTelephoneNumber\TelephoneAreaCodeID   |

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|                                   |          |          |  |   |
|-----------------------------------|----------|----------|--|---|
| <b>Residence Duration</b>         |          |          |  | Arrest\ArrestSubject\Residence\ResidenceResidedDuration   |
| <b>Residence Street Number</b>    | Optional | Char(6)  |  | Arrest\ArrestSubject\Residence\LocationAddress\LocationStreet\StreetNumberText                          |
| <b>Residence Street Direction</b> | Optional | Char(2)  | See appendix for valid Street Direction code values  | Arrest\ArrestSubject\Residence\LocationAddress\LocationStreet\StreetPredirectionalText                  |
| <b>Residence Street Name</b>      | Required | Char(20) |  | 'Arrest\ArrestSubject\Residence\LocationAddress\LocationStreet\StreetName                               |
| <b>Residence Street Suffix</b>    | Optional | Char(3)  | See appendix for valid Street Suffix code values   | Arrest\ArrestSubject\Residence\LocationAddress\LocationStreet\StreetTypeText                            |
| <b>Residence Apartment Number</b> | Optional | Char(5)  |  | Arrest\ArrestSubject\Residence\LocationAddress\LocationSecondaryUnitText                                |
| <b>Residence City</b>             | Optional | Char(15) |  | Arrest\ArrestSubject\Residence\LocationAddress\LocationCityName   |
| <b>Residence ZipCode</b>          | Optional | Char(10) | Zip Code can be entered as 5 numeric characters or 9 numeric characters separated with a dash in position 6. | Arrest\ArrestSubject\Residence\LocationAddress\LocationPostalCodeID\ID                                  |
| <b>Residence Zip Code +4</b>      |          |          |  | Arrest\ArrestSubject\Residence\LocationAddress\LocationPostalCodeExtensionID\ID                         |
| <b>Residence Address State</b>    | Optional | Char(2)  | See appendix for valid State code values   | Arrest\ArrestSubject\Residence\LocationAddress\LocationStateCode.USPostalService                        |
| <b>Occupation</b>                 | Optional | Char(21) |  | Arrest\ArrestSubject\Employment\EmploymentOccupationText  |
| <b>Employment Duration</b>        |          |          |  | Arrest\ArrestSubject\Employment\EmploymentDuration  |
| <b>Employer Name</b>              | Optional | Char(23) |  | Arrest\ArrestSubject\Employment\EmploymentEmployerName  |
| <b>Business Address</b>           | Optional | Char(50) |  | Arrest\ArrestSubject\Employment\EmploymentLocation\LocationAddress\AddressFullText                      |
| <b>Business Phone Area Code</b>   | Optional | Char(3)  | Business Phone Number Area Code, if entered, must be three numeric characters.                               | Arrest\ArrestSubject\Employment\EmploymentContactInformation\ContactTelephoneNumber\TelephoneAreaCodeID |

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|  |          |          |   |   |
|--|----------|----------|---|---|
| <b>Business Phone</b>                          | Optional | Char(8)  | Business Phone Number, if entered, must have a 3 numeric character prefix, and a 4 numeric character suffix, separated by a hyphen.         | Arrest\ArrestSubject\Employment\EmploymentContactInformation>ContactTelephoneNumber\TelephoneFullNumberID                           |
| <b>Cohabitant</b>                              | Optional | Char(42) |   | Arrest\ArrestSubject\PersonCohabitant\PersonName\PersonFullName   |
| <b>Nearest Relative Name</b>                   | Optional | Char(42) |   | Arrest\ArrestSubject\PersonFamilyRelation\PersonName\PersonFullName   |
| <b>Nearest Relative Relationship</b>           | Optional | Char(15) |   | Arrest\ArrestSubject\PersonFamilyRelation\PersonFamilyRelationshipText  |
| <b>Nearest Relative Address</b>                | Optional | Char(50) |   | Arrest\ArrestSubject\PersonFamilyRelation\PrimaryContactInformation>ContactMailingAddress\AddressFullText                           |
| <b>Nearest Relative Phone Number Area Code</b> | Optional | Char(3)  | Nearest Relative Phone Number Area Code, if entered, must be three numeric characters.  | Arrest\ArrestSubject\PersonFamilyRelation\PrimaryContactInformation>ContactTelephoneNumber\TelephoneAreaCodeID                      |
| <b>Nearest Relative Phone Number</b>           | Optional | Char(8)  | Nearest Relative Phone Number, if entered, must have a 3 numeric character prefix, and a 4 numeric character suffix, separated by a hyphen. | Arrest\ArrestSubject\PersonFamilyRelation\PrimaryContactInformation>ContactTelephoneNumber\TelephoneFullNumberID                    |
| <b>SID Number</b>                              | Optional | Char(8)  |   | Arrest\ArrestSubject\PersonAssignedIDDetails\PersonStateID\ID   |
| <b>FBI Number</b>                              | Optional | Char(9)  |   | Arrest\ArrestSubject\PersonAssignedIDDetails\PersonFBIID\ID   |
| <b>PCN Number</b>                              | Optional | Char(10) | Uses attribute j:id<br>Set the j:id = the PCN number as well<br>(See Arrest Number PCN Association below)                                   | Arrest\ArrestSubject\PersonAssignedIDDetails\<br><j:PersonAFISID id = "7244409999"><br><j:ID>7244409999</j:ID><br></j:PersonAFISID> |
| <b>Palm Print Taken Indicator</b>              | Optional | Char(9)  | Taken, Not Taken  | Arrest\ArrestSubject\PersonBiometricDetails/PersonPalmPrint/BiometricStatus/StatusText  |
| <b>Needs Fingerprinting</b>                    | Optional | Char(1)  | 'Y' for yes and 'N' for no  | ??  |
| <b>Juvenile as Adult Indicator</b>             | Optional | Char (5) | true, false   | Arrest\ArrestSubject\SubjectJuvenileAsAdultIndicator  |

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**Subject Alias**

There may be zero, one or more PersonAlias complex elements per booking transaction.  
An Alias may be a name, social security number or birth date – each sent separately.

| Business Element Name               | Required | Format   | Edit Rules / Comments   | XML Path   |
|-------------------------------------|----------|----------|---|--|
| <b>Name Alias Type</b>              | Optional | Char(7)  | Valid values are 'aka' or "moniker"<br>This is an attribute on the PersonName element tag.  | Arrest\ArrestSubject\PersonAlias\PersonName<br>j:personNameTypeCode\                 |
| <b>Alias First Name</b>             | Optional | Char(12) | First Name may contain A through Z and space. No other characters are allowed.  | Arrest\ArrestSubject\PersonAlias\PersonName\Person<br>GivenName                      |
| <b>Alias Middle Name</b>            | Optional | Char(12) | Middle Name may only contain A through Z and space. No other characters are allowed.  | Arrest\ArrestSubject\PersonAlias\PersonName\Person<br>MiddleName                     |
| <b>Alias Last Name or Moniker</b>   | Optional | Char(17) | Last Name / Moniker may contain A through Z, apostrophe, hyphen and space; but must begin with A through Z.   | Arrest\ArrestSubject\PersonAlias\PersonName\PersonS<br>urName                        |
| <b>Alias Name Suffix</b>            | Optional | Char(1)  | See appendix for valid Name Suffix code values  | Arrest\ArrestSubject\PersonAlias\PersonName\PersonS<br>uffixName                     |
| <b>Alias Name Suffix Code</b>       | Optional | Char(1)  | See appendix for valid Name Suffix code values  | Arrest\ArrestSubject\PersonAlias\PersonName\PersonS<br>uffixNameCode\NonStandardCode |
| <b>Alias Social Security Number</b> | Optional | Char(11) | Soc Sec No must be entered as a single field of 11 characters. This field is composed of 9 numeric characters with hyphens in position 4 and 7. It cannot equal all zeroes or be less than 001-01-0001. The first position cannot be 8 or 9. Fourth and fifth positions cannot be 00. | Arrest\ArrestSubject\PersonAlias\PersonAssignedIDDe<br>tails\PersonSSNID\ID          |
| <b>Alias Date Of Birth</b>          | Optional | Char(10) | Must be YYYY-MM-DD format; Cannot be greater than 100 yrs old or less than 10 yrs.  | Arrest\ArrestSubject\PersonAlias\PersonBirthDate                                     |

**Subject Scars, Marks & Tattoos**

There may be zero, one or more PersonPhysicalFeature complex elements per booking transaction.

| Business Element Name          | Required | Format   | Edit Rules / Comments   | XML Path   |
|--------------------------------|----------|----------|---|--|
| <b>Scars Marks Tattoo Code</b> | Required | Char(10) | Validated against the NCIC Scars, Marks and Tattoos code table. | Arrest\ArrestSubject\PersonPhysicalDetails\PersonPhy<br>sicalFeature\PhysicalFeatureTypeCode |

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|                        |          |          |  |   |
|------------------------|----------|----------|--|---|
| <b>SMT Description</b> | Optional | Char(30) |  | Arrest\ArrestSubject\PersonPhysicalDetails\PersonPhysicalFeature\PhysicalFeatureDescriptionText |
|------------------------|----------|----------|--|---|

**Subject Gang Comments**

There may be zero, one, two or three PersonGangAffiliation complex elements per booking transaction.

| Business Element Name    | Required | Format   | Edit Rules / Comments | XML Path   |
|--------------------------|----------|----------|-----------------------|--|
| <b>Gang Comment Text</b> | Required | Char(60) |                       | Arrest\ArrestSubject\PersonGangAffiliation\GangCommentText |

**Subject Warning Comments**

There may be zero, one or more SubjectCautionInformationCode complex elements per booking transaction.

| Business Element Name       | Required | Format  | Edit Rules / Comments                               | XML Path   |
|-----------------------------|----------|---------|---|--|
| <b>Warning Comment Code</b> | Required | Char(2) | See appendix for Warning Comment Code valid values. | Arrest\ArrestSubject\SubjectCautionInformationCode\NonStandardCode |

**Subject Co-Defendant**

There may be zero, one or more PersonAccompliceWithSubject complex elements per booking transaction.

| Business Element Name                | Required | Format   | Edit Rules / Comments   | XML Path   |
|--------------------------------------|----------|----------|---|--|
| <b>Co-Defendant First Name</b>       | Required | Char(12) | First Name may contain A through Z and space. No other characters are allowed.                    | Arrest\ArrestSubject\PersonAccompliceWithSubject\PersonName\PersonGivenName                      |
| <b>Co-Defendant Middle Name</b>      | Optional | Char(12) | Middle Name may only contain A through Z and space. No other characters are allowed.              | Arrest\ArrestSubject\PersonAccompliceWithSubject\PersonName\PersonMiddleName                     |
| <b>Co-Defendant Last Name</b>        | Required | Char(17) | Last Name may contain A through Z, apostrophe, hyphen and space; but must begin with A through Z. | Arrest\ArrestSubject\PersonAccompliceWithSubject\PersonName\PersonSurName                        |
| <b>Co-Defendant Name Suffix</b>      | Optional | Char(1)  | See appendix for valid Name Suffix code values  | Arrest\ArrestSubject\PersonAccompliceWithSubject\PersonName\PersonSuffixName                     |
| <b>Co-Defendant Name Suffix Code</b> | Optional | Char(1)  | See appendix for valid Name Suffix code values  | Arrest\ArrestSubject\PersonAccompliceWithSubject\PersonName\PersonSuffixNameCode\NonStandardCode |
| <b>Co-Defendant Date of Birth</b>    | Optional | Char(10) | Must be in a YYYY-MM-DD format; Cannot be greater than 100 years old or less than 10 years.       | Arrest\ArrestSubject\PersonAccompliceWithSubject\PersonBirthDate                                 |

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**Arrest**

There must be one and only one Arrest complex element per booking transaction.

| Business Element Name                      | Required | Format   | Edit Rules / Comments  | XML Path   |
|--|----------|----------|--|--|
| <b>XML ID</b>                              | Required | j:id     | Uses attribute j:id<br>A unique number for each Arrest within an arrest implemented as the attribute j:id. This is then referenced to by j:ref from other complex elements.<br>The Arrest Number should be used here for the id. | <j:Arrest j:id = PHX20040920002A>  |
| <b>Arrest Number</b>                       | Optional | Char(20) | Uses attribute j:id<br>Set the j:id = to the Arrest Number as well.<br>(See Arrest Number PCN Association below)   | Arrest<j:ArrestAgencyRecordID j:id="PHX20040920002A"><br><j:ID>PHX20040920002A</j:ID><br></j:ArrestAgencyRecordID> |
| <b>Arrest Date</b>                         | Required | Char(10) | Arrest Date cannot be more than three days in the past . Uses YYYY-MM-DD format  | Arrest\ActivityDate  |
| <b>Arrest Time</b>                         | Required | Char(5)  |  | Arrest\ActivityTime  |
| <b>Arresting Agency ORI</b>                |          |          |  | Arrest\ArrestAgency\OrganizationORIID\ID   |
| <b>Arresting Officer Serial Number</b>     | Required | Char(5)  |  | Arrest\ArrestOfficial\EnforcementOfficialBadgeID\ID  |
| <b>Arresting Officer Name</b>              | Optional | Char(42) |  | Arrest\ArrestOfficial\PersonName\PersonFullName  |
| <b>Arresting Officer Phone Number</b>      | Optional | Char (8) | Phone Number, if entered, must have a 3 numeric character prefix, and a 4 numeric character suffix, separated by a hyphen.   | Arrest\ArrestOfficial\PrimaryContactInformation\ContactTelephoneNumber\TelephoneNumberFullID                       |
| <b>Arresting Officer Phone # Area Code</b> | Optional | Char (3) | Phone Number Area Code, if entered, must be three numeric characters   | Arrest\ArrestOfficial\PrimaryContactInformation\ContactTelephoneNumber\TelephoneAreaCodeID                         |
| <b>Squad Name</b>                          |          |          |  | Arrest\ArrestOfficial\EnforcementOfficialUnit\EnforcementUnitName  |
| <b>Squad Code</b>                          |          |          |  | Arrest\ArrestOfficial\EnforcementOfficialUnit\EnforcementUnitID\ID   |
| <b>Arrest Location</b>                     | Required | Char(39) |  | Arrest\ArrestLocation\LocationAddress\AddressFullText  |

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|  |          |          |   |  |
|--|----------|----------|---|--|
| <b>Arrest Grid Location</b>                          | Optional | Char(6)  |   | Arrest\ArrestLocation\LocationAddressGrid\AddressGridID\ID |
| <b>Probable Cause Statement</b>                      |          |          |   | Arrest\ArrestProbableCauseText                             |
| <b>Domestic Violence Indicator</b>                   | Optional | Char (5) | true, false   | Arrest\ArrestDomesticViolenceIndicator                     |
| <b>Gang Related Indicator</b>                        | Optional | Char (5) | true, false   | Arrest\ArrestGangRelatedIndicator                          |
| <b>Going to Jail Indicator</b>                       | Optional | Char (5) | true, false   | Arrest\ArrestGoingToJailIndicator                          |
| <b>Intoxication Indicator</b>                        | Optional | Char (5) | true, false   | Arrest\ArrestIntoxicantInvolvedIndicator                   |
| <b>Intoxication Level Code</b>                       |          |          |   | Arrest\ArrestIntoxicationLevelCode\NonStandardCode         |
| <b>Officer Assault Indicator</b>                     | Optional | Char (5) | true, false   | Arrest\ArrestOfficialAssaultIndicator                      |
| <b>Hold Severity Type</b>                            |          |          | Felony or Misdemeanor. From Hold with highest level.  | Arrest\ArrestMaximumHoldSeverityText                       |
| <b>Victim Notification Indicator</b>                 | Optional | Char (5) | true, false   | Arrest\ArrestVictimNotificationIndicator                   |
| <b>Violence Potential Code</b>                       |          |          |   | Arrest\ArrestViolencePotentialCode\NonStandardCode         |
| <b>Arrest Number PCN Association (# reference)</b>   |          |          | Arrest Record + PCN number on a charge (limit count = 40)<br>Must have both elements:<br><ArrestNumber><br><br><j:ArrestAgencyRecordIDReference<br>j:ref="PHX20040920002A"/><br><br><j:PersonAFISIDReference<br>j:ref="7244409999"/><br><br></ArrestNumber> | Arrest\ArrestNumber\ArrestAgencyRecordIDReference          |
| <b>Arrest Number PCN Association (PCN reference)</b> |          |          | Arrest Record + PCN number on a charge (limit count = 40)<br>Must have both elements – see above  | Arrest\ArrestNumber\PersonAFISIDReference                  |
| <b>Booking Number</b>                                |          |          |   | Arrest\Booking\BookingAgencyRecordID\ID                    |
| <b>Booking Acceptance/Denial code</b>                |          |          | BA for Booking accepted or BD for Booking   | Arrest\Booking\BookingAcceptanceCodeText                   |

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|  |          |          |             |   |
|--|----------|----------|-------------|---|
|  |          |          | denial      |   |
| <b>Booking Denial Reason</b>               |          |          |             | Arrest\Booking\BookingDeniedReasonText                                |
| <b>Transport Officer Serial Number</b>     | Optional | Char(5)  |             | Arrest\Booking\BookingTransportOfficial\EnforcementOfficialBadgeID\ID |
| <b>Transport Officer Name</b>              | Optional | Char(42) |             | Arrest\Booking\BookingTransportOfficial\PersonName\PersonFullName     |
| <b>Impound Personal Property Indicator</b> | Required | Char(5)  | true, false | Arrest\Booking\PropertyImpoundedIndicator                             |

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**Arrest Charges**

There may be zero, one or more ArrestCharge complex elements per booking transaction.  
Each instance must have a unique j:id attribute.

| Business Element Name                               | Required | Format   | Edit Rules / Comments   | XML Path   |
|---|----------|----------|---|--|
| <b>XML ID</b>                                       | Required | j:id     | Uses attribute j:id<br>Each instance must have a unique identifier implemented as the attribute j:id. This is then referenced to by a j:ref on a Reference element within other complex elements. | <j:ArrestCharge j:id = 999abc>   |
| <b>Arrest Number Reference</b>                      | Required |          | Links to a specific Arrest Record.<br>j:ref on ArrestNumberReference must be equal to a j:id on an instance of Arrest.  | Arrest\ArrestCharge\ArrestNumberReference  |
| <b>Arresting Agency Originated Charge Indicator</b> | Required | Char (5) | true, false   | Arrest\ArrestCharge\ArrestAgencyOriginatedChargeIndicator                                      |
| <b>Charge Status</b>                                | Required | Char(1)  | See appendix for valid Charge Status code values  | Arrest\ArrestCharge\ChargeStatus\StatusDescriptionCode \NonStandardCode                        |
| <b>Court Jurisdiction</b>                           | Required | Char(5)  | See appendix for valid Court code values  | Arrest\ArrestCharge\CourtAppearance\CourtAppearanceCourt\CourtJurisdictionCode\NonStandardCode |
| <b>Court Name</b>                                   |          |          |   | Arrest\ArrestCharge\CourtAppearance\CourtAppearanceCourt\CourtName                             |
| <b>IA Court Identifier</b>                          |          |          |   | Arrest\ArrestCharge\CourtAppearance\CourtAppearanceCourt\CourtDivisionText                     |
| <b>Number Of Counts</b>                             | Required | Decimal  | Must be 1 or greater  | Arrest\ArrestCharge\ChargeCountQuantity  |
| <b>Violation or Offense Date</b>                    | Optional | Char(10) | Valid date format   | Arrest\ArrestCharge\Offense\ActivityDate   |
| <b>Warrant Reference</b>                            | Optional |          | Links to a specific Warrant record.<br>j:ref on WarrantReference must equal a j:id on an instance of Warrant.   | Arrest\ArrestCharge\WarrantReference j:ref   |
| <b>Citation Number</b>                              | Optional | Char(15) | Citation number may contain A through Z, 0 through 9, but no special characters or imbedded spaces.   | Arrest\ArrestCharge\Citation\ActivityID\ID   |
| <b>Case Number Reference</b>                        | Optional | Char(15) | Case number may contain A through Z, 0 through 9, but no special characters or  | Arrest\ArrestCharge\ChargeCaseNumberReference  |

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|   |          |          |   |  |
|---|----------|----------|---|--|
|   |          |          | imbedded spaces.                                |  |
| <b>Bondable</b>   | Required | Char(2)  | See appendix for valid Bondable code values     | Arrest\ArrestCharge\ChargeBondableStatusCode\NonStandardCode                               |
| <b>Bond Reference</b>                                   | Optional |          | Links to a specific Bond record                 | Arrest\ArrestCharge\ChargeBondReference  |
| <b>Court Date</b>                                       | Optional | Char(10) | YYYY-MM-DD format                               | Arrest\ArrestCharge\CourtAppearance\CourtAppearanceDate                                    |
| <b>Court Time</b>                                       | Optional | Char(5)  | HH:MM format                                    | Arrest\ArrestCharge\CourtAppearance\CourtAppearanceTime                                    |
| <b>IA Court Date</b>                                    | Optional | Char(10) | Va YYYY-MM-DD format                            | n/a see IA Court Identifier in xml   |
| <b>IA Court Time</b>                                    | Optional | Char(5)  | HH:MM format                                    | n/a see IA Court Identifier in xml   |
| <b>Charge Class</b>                                     | Required | Char(2)  | See appendix for valid Charge Class code values | Arrest\ArrestCharge\ChargeClassification\ChargeSeverityCode\NonStandardCode                |
| <b>Domestic Violence Indicator</b>                      | Required | Char(5)  | true, false                                     | Arrest\ArrestCharge\ChargeClassification\ChargeDomesticViolenceIndicator                   |
| <b>Crime Against Child Indicator</b>                    | Optional | Char(5)  | true, false                                     | Arrest\ArrestCharge\ChargeClassification\ChargeCrimeAgainstChildIndicator                  |
| <b>Crime Against Law Enforcement Official Indicator</b> | Optional | Char(5)  | true, false                                     | Arrest\ArrestCharge\ChargeClassification\ChargeCrimeAgainstLawEnforcementOfficialIndicator |
| <b>Crime Against Minor Indicator</b>                    | Optional | Char(5)  | true, false                                     | Arrest\ArrestCharge\ChargeClassification\ChargeCrimeAgainstMinorIndicator                  |
| <b>Crime Against Vulnerable Adult Indicator</b>         | Optional | Char(5)  | true, false                                     | Arrest\ArrestCharge\ChargeClassification\ChargeCrimeAgainstVulnerableAdultIndicator        |
| <b>Court Reason Code</b>                                | Optional | Char(1)  | See appendix for valid Court Reason code values | Arrest\ArrestCharge\CourtAppearance\CourtAppearanceReasonCode\NonStandardCode              |
| <b>Court Type</b>                                       | Optional | Char(1)  | See appendix for valid Court Type code values   | Arrest\ArrestCharge\CourtAppearance\CourtAppearanceCourt\CourtCode\NonStandardCode         |
| <b>Prep Class Code</b>                                  | Optional | Char(1)  | See appendix for valid Prep Class code values   | Arrest\ArrestCharge\ArrestPrepClassCode\NonStandardCode                                    |

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|                                     |          |             |  |   |
|-------------------------------------|----------|-------------|--|---|
| <b>Statute Code With Prefix</b>     | Optional | Char(15)    | If charge is a city ordinance, begin the code with the AZAFIS 3 character prefix.  | Arrest\ArrestCharge\ChargeReporting\ChargeLocalCode\NonStandardCode   |
| <b>Statute Code Description</b>     |          |             |  | Arrest\ArrestCharge\ChargeReporting\ChargeLocalCode\NonStandardCodeValueDescriptionText   |
| <b>Statute Code Source</b>          |          |             | Indicate State or City name  | Arrest\ArrestCharge\ChargeReporting\ChargeLocalCode\NonStandardCodeSourceName   |
| <b>PV Charges</b>                   | Optional | Char(44)    |  | Arrest\ArrestCharge\Probation\OriginalChargeViolatedDescriptionText   |
| <b>PV Officer</b>                   | Optional | Char(44)    |  | Arrest\ArrestCharge\Probation\SupervisionOfficial\PersonName\PersonFullName   |
| <b>PV Officer Phone #</b>           | Optional | Char(8)     | Phone Number, if entered, must have a 3 numeric character prefix, and a 4 numeric character suffix, separated by a hyphen. | Arrest\ArrestCharge\Probation\SupervisionOfficial\PrimaryContactInformation>ContactTelephoneNumber\TelephoneNumberFullID        |
| <b>PV Officer Phone # Area Code</b> | Optional | Char(3)     | Phone Number Area Code, if entered, must be three numeric characters   | Arrest\ArrestCharge\Probation\SupervisionOfficial\PrimaryContactInformation>ContactTelephoneNumber\TelephoneAreaCodeID          |
| <b>Class 6 Felony 250</b>           | Optional | Char(1)     | See appendix for valid Class 6 Felony 250 code values  | Arrest\ArrestCharge\ChargeClass6Felony250IndicatorText  |
| <b>Class 6 Felony 100</b>           | Optional | Char(1)     | See appendix for valid Class 6 Felony 100 code values  | Arrest\ArrestCharge\ChargeClass6Felony100IndicatorText  |
| <b>FOJ State</b>                    | Optional | Char(2)     | See appendix for valid State code values   | Arrest\ArrestCharge\FOJWarrant\CourtOrderJurisdiction\LocationStateCode.USPostalService   |
| <b>FOJ ORI</b>                      | Optional | VarChar(9)  |  | Arrest\ArrestCharge\FOJWarrant\CourtOrderEnforcementAgency\OrganizationORIID\ID   |
| <b>FOJ Agency Name</b>              | Optional | VarChar(25) |  | Arrest\ArrestCharge\FOJWarrant\CourtOrderEnforcementAgency\OrganizationName   |
| <b>FOJ Contact Phone Area Code</b>  | Optional | Char(3)     | Phone Number Area Code, if entered, must be three numeric characters   | Arrest\ArrestCharge\FOJWarrant\CourtOrderEnforcementAgency\PrimaryContactInformation>ContactTelephoneNumber\TelephoneAreaCodeID |
| <b>FOJ Contact Phone</b>            | Optional | Char(8)     | Phone Number, if entered, must have a 3 numeric character prefix, and a 4 numeric  | Arrest\ArrestCharge\FOJWarrant\CourtOrderEnforcementAgency\PrimaryContactInformation>ContactTelephone                           |

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|                                 |          |             |  |   |
|---------------------------------|----------|-------------|--|---|
|                                 |          |             | character suffix, separated by a hyphen. | neNumber\TelephoneNumberFullID  |
| <b>FOJ OCA Warrant Number 1</b> | Required | VarChar(20) | Links to a specific Warrant              | Arrest\ArrestCharge\FOJWarrant\WarrantReference                             |
| <b>FOJ Charge Description 1</b> | Required | VarChar(30) |  | n/a – within Charge here ??   |
| <b>FOJ Warrant Date 1</b>       | Optional | Char(10)    | YYYY-MM-DD format                        | n/a – see Warrant ??  |
| <b>FOJ Bond Information 1</b>   | Optional | VarChar(12) | Links to a specific Bond                 | Arrest\ArrestCharge\FOJWarrant\WarrantAppearanceBail\BailPostedBondRefernce |
| <b>FOJ OCA Warrant Number 2</b> | Optional | VarChar(20) | Links to a specific Warrant              | Arrest\ArrestCharge\FOJWarrant\WarrantReference                             |
| <b>FOJ Charge Description 2</b> | Optional | VarChar(30) |  | n/a – within Charge here ??   |
| <b>FOJ Warrant Date 2</b>       | Optional | Char(10)    | YYYY-MM-DD format                        | n/a – See Warrant ??  |
| <b>FOJ Bond Information 2</b>   | Optional | VarChar(12) |  | Arrest\ArrestCharge\FOJWarrant\WarrantAppearanceBail\BailPostedBondRefernce |
| <b>FOJ More Flag</b>            | Optional | Char(1)     | 'Y' for yes otherwise 'N' for no         | ??  |

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**Property**

There may be zero, one or more BookingSeizedProperty complex elements per booking transaction.

| Business Element Name                | Required | Format   | Edit Rules / Comments  | XML Path  |
|--------------------------------------|----------|----------|--|---|
| <b>Property Code</b>                 | Required | Char(3)  | See appendix for Property Code valid values.   | Arrest\Booking\BookingSeizedProperty\PropertyTypeCode.Arizona\NonStandardCode             |
| <b>Property Quantity</b>             | Required | Integer  | Property Qty must be a positive number between 1 and 999.  | Arrest\Booking\BookingSeizedProperty\PropertyPhysicalDetails\PropertyQuantity             |
| <b>Property Color Code 1 &amp; 2</b> | Optional | Char(3)  | See appendix for Property Color Code valid values.<br>XML NOTE: This is repeatable. You can have zero, 1 or 2 PropertyColorDescriptionText tags. | Arrest\Booking\BookingSeizedProperty\PropertyPhysicalDetails\PropertyColorDescriptionText |
| <b>Property Description</b>          | Optional | Char(35) |  | Arrest\Booking\BookingSeizedProperty\PropertyDescriptionText                              |

**Holds Entry**

There may be zero, one or more ArrestHold complex elements per booking transaction.

Each instance must have a unique j:id attribute.

| Business Element Name     | Required | Format   | Edit Rules / Comments   | XML Path   |
|---------------------------|----------|----------|---|--|
| <b>XML ID</b>             | Required | j:id     | Uses attribute j:id<br>Each instance must have a unique identifier implemented as the attribute j:id. This is then referenced to by a j:ref on a Reference element within other complex elements. | <j:Hold j:id = 999abc>   |
| <b>Warrant Reference</b>  | Optional |          | Links to a specific Warrant Record.<br>j:ref on WarrantReference must equal a j:id on an instance of Warrant.   | Arrest\ArrestHold\WarrantReference j:ref                                 |
| <b>Contact Name</b>       | Optional | Char(20) |   | Arrest\ArrestHold\ActivityOfficial.Enforcement\PersonName\PersonFullName |
| <b>Charge Description</b> | Optional | Char(50) |   | Arrest\ArrestHold\HoldCharge\ChargeDescriptionText                       |
| <b>Hold Comment</b>       | Optional | Char(60) |   | Arrest\ArrestHold\ActivityCommentText                                    |

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|  |          |          |  |  |
|--|----------|----------|--|--|
| <b>Hold Bond Reference</b>               | Optional |          | Links to a specific Bond record<br>XML NOTE: j:ref on BondReference must equal a j:id on an instance of Bond.  | Arrest\ArrestHold\BondReference j:ref                              |
| <b>Hold Confinement Order Identifier</b> |          |          |  | Arrest\ArrestHold\ConfinementOrder\ActivityID\ID                   |
| <b>Issuing Court Code</b>                | Optional | Char(5)  | See appendix for valid Court code values   | Arrest\ArrestHold\ActivityCourt\CourtCode\NonStandardCode          |
| <b>Hold Reason</b>                       | Optional | Char(1)  | See appendix for valid Hold Reason code values   | Arrest\ArrestHold\HoldReasonCode\NonStandardCode                   |
| <b>Hold Court Name</b>                   | Optional | Char(15) | Used for courts outside of Maricopa County   | Arrest\ArrestHold\ActivityCourt\CourtName                          |
| <b>Hold Agency ORI</b>                   | Optional | Char(9)  | See appendix for valid Agency ORI code values or if the ORI is outside of Arizona, it must begin with a valid NCIC State Code other than 'AZ' and be followed by either '/DOC' or 7 alphanumeric characters. | Arrest\ArrestHold\ActivityPrimaryOrganization\OrganizationORIID\ID |
| <b>Bondable</b>                          | Required | Char(1)  | Must be a 'Y' for yes or 'N' for no  | Arrest\ArrestHold\HoldCharge\ChargeBondableIndicator               |
| <b>State Prison Sentence</b>             | Optional | Char(20) |  | Arrest\ArrestHold\HoldSentence\SentenceDescriptionText             |

**Warrant**

There may be zero, one or more Warrant complex elements per booking transaction.

Each instance must have a unique j:id attribute.

| Business Element Name         | Required | Format  | Edit Rules / Comments   | XML Path  |
|-------------------------------|----------|---------|---|---|
| <b>XML ID</b>                 | Required | j:id    | Uses attribute j:id<br>Each instance must have a unique identifier implemented at the attribute j:id. This is then referenced to by WarrantReference j:ref from other complex elements. | <j:Warrant j:id = 999abc>                             |
| <b>Warrant Number</b>         |          |         |   | Warrant\ActivityID\ID                                 |
| <b>Warrant Date</b>           |          |         |   | Warrant\CourtOrderIssingDate                          |
| <b>Warrant Bond Reference</b> |          |         | j:ref must equal the j:id on the bond record being referenced.  | Warrant\WarrantAppearanceBail\BailPostedBondReference |
| <b>Warrant Type</b>           | Optional | Char(2) | See appendix for valid Warrant Type code  | Warrant\WarrantTypeCode\NonStandardCode               |

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|  |          |         |   |   |
|--|----------|---------|---|---|
|  |          |         | values  |   |
| <b>Warrant Failure To Condition Code</b> | Optional | Char(2) | See appendix for valid Failure To Condition code values | Warrant\WarrantFailureToConditionCode\NonStandardCode |
| <b>Warrant Charge Description</b>        |          |         |   | Warrant\WarrantCharge\ChargeDescriptionText           |

**Bond**

There may be zero, one or more Bond complex elements per booking transaction.  
Each instance must have a unique j:id attribute.

| Business Element Name           | Required | Format   | Edit Rules / Comments   | XML Path                        |
|---------------------------------|----------|----------|---|---------------------------------|
| <b>XML ID</b>                   | Required | j:id     | Uses attribute j:id<br>Each instance must have a unique identifier implemented as the attribute j:id. This is then referenced to by a j:ref on a Reference element within other complex elements. | <j:Bone j:id = 999abc>          |
| <b>Bond Amount</b>              | Required | Currency | Maximum bond amount is \$99,999,999.99; Bond Amount can only have two decimal places. Bond Amount must be greater than zero.  | Bond\BondAmount                 |
| <b>Cash Only</b>                | Required | Char(5)  | true, false   | Bond\BondCashOnlyIndicator      |
| <b>Bond Payment Description</b> | Optional |          | Used with FOJ   | Bond\BondPaymentDescriptionText |

**Case Numbers**

There may be zero or more DR segments per booking transaction.

| Business Element Name | Required | Format   | Edit Rules / Comments                                 | XML Path |
|-----------------------|----------|----------|---|----------|
| <b>DR ID</b>          | Required | Integer  | A unique number used to link DRs to Charges and Holds |          |
| <b>DR Number</b>      | Required | Char(20) |   |          |
| <b>Agency ORI</b>     | Optional | Char(9)  |   |          |

**DR Numbers**

There may be zero or more DR segments per booking transaction.

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| Business Element Name | Required | Format   | Edit Rules / Comments                                 | XML Path |
|-----------------------|----------|----------|---|----------|
| <b>DR ID</b>          | Required | Integer  | A unique number used to link DRs to Charges and Holds |          |
| <b>DR Number</b>      | Required | Char(20) |   |          |
| <b>Agency ORI</b>     | Optional | Char(9)  |   |          |

**Relationship - DR / Charge Cross Reference**

There may be zero or more DR / Charge Xref segments per booking transaction.

| Business Element Name | Required | Format  | Edit Rules / Comments             | XML Path |
|-----------------------|----------|---------|-----------------------------------|----------|
| <b>Charge Id</b>      | Required | Integer | Links to a specific Charge record |          |
| <b>DR Id</b>          | Required | Integer | Links to a specific DR record     |          |

**Relationship - DR / Hold Cross Reference**

There may be zero or more DR / Hold Xref segments per booking transaction.

| Business Element Name | Required | Format  | Edit Rules / Comments           | XML Path |
|-----------------------|----------|---------|---------------------------------|----------|
| <b>Hold Id</b>        | Required | Integer | Links to a specific Hold record |          |
| <b>DR Id</b>          | Required | Integer | Links to a specific DR record   |          |

**MetaData**

There must be one DocumentDescriptiveMetadata complex element per booking transaction.

| Business Element Name    | Required | Format | Edit Rules / Comments                | XML Path  |
|--------------------------|----------|--------|--------------------------------------|---|
| <b>User ID</b>           |          |        | The one who creates an arrest report | ArrestCaptureDocument/DocumentDescriptiveMetadata/DocumentCreator.Person/PersonAssignedIDDetails/PersonOtherID/ID |
| <b>Record Count Type</b> |          |        |                                      |   |

|                                 |  |  |  |  |
|---------------------------------|--|--|--|--|
| <b>Record Count Quantity</b>    |  |  |  |  |
| <b>Arrest Application Entry</b> |  |  |  |  |

**Question Elements**

There must be one ??? complex element per booking transaction.

| <b>Business Element Name</b>     | <b>Required</b> | <b>Format</b> | <b>Edit Rules / Comments</b> | <b>XML Path</b> |
|----------------------------------|-----------------|---------------|------------------------------|-----------------|
| <b>Question ID</b>               |                 |               |                              |                 |
| <b>Question Text</b>             |                 |               |                              |                 |
| <b>Question Response Code</b>    |                 |               |                              |                 |
| <b>Question Explanation Text</b> |                 |               |                              |                 |
| <b>Question Response Text</b>    |                 |               |                              |                 |

### Form IV Questions

The following are samples. This needs to be updated with a complete listing.

| Question ID | Question Text  | Question Response Code | Question Explanation Text | Question Response Text |
|-------------|--|------------------------|---------------------------|------------------------|
| 100         | WAS A FIREARM OR OTHER WEAPON USED?  | Y or N                 | Type of Weapon            | Projectile Batteries   |
| 400         | IS THE DEFENDANT PRESENTLY ON PROBATION, PAROLE OR ANY OTHER FORM OF RELEASE INVOLVING OTHER CHARGES OR CONVICTIONS? | Y or N                 | Explain                   | n/a                    |

### Business Rules

**Cross Edits for Alias Information:**

|  |   |
|--|---|
| <b>Match Alias Birth Date Check</b>          | Date Of Birth is the same as another Alias Date Of Birth for this prisoner - update not allowed |
| <b>Match Prisoner Birth Date Check</b>       | Date Of Birth is the same as Prisoner Date Of Birth - update not allowed                        |
| <b>Match Alias Name Check</b>                | AKA is the same as another AKA for this prisoner - update not allowed                           |
| <b>Match Prisoner Name Check</b>             | AKA is the same as the name entered for the Prisoner - update not allowed                       |
| <b>Match_Alias_Moniker</b>                   | Moniker is the same as another Moniker for this prisoner - update not allowed                   |
| <b>Match Alias Soc Sec Num Check</b>         | Soc Sec No is the same as another Soc Sec No for this prisoner - update not allowed             |
| <b>Match Prisoner Soc Sec Num Check</b>      | Soc Sec No is the same as that entered for the Prisoner - update not allowed                    |
| <b>Last Name Required Check</b>              | A value must be entered for the field 'Last Name' if Alias Type code = 'A' or 'M'               |
| <b>First Name Required Check</b>             | A value must be entered for the field 'First Name' if the Alias Type code = 'A'                 |
| <b>Date Of Birth Required Check</b>          | A value must be entered for the field 'Date Of Birth'. And Alias Type code = 'D'                |
| <b>Social Security_Number_Required Check</b> | A value must be entered for the field 'Soc Sec No'. if the Alias Type Code = 'S'                |

**Cross Edits for Prisoner Information:**

|                             |                                      |
|-----------------------------|--------------------------------------|
| <b>City Required Check</b>  | City required when Zip Code present  |
| <b>State Required Check</b> | State required when Zip Code present |

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|   |   |
|---|---|
| <b>Nearest Relative Name – Relationship Present</b>       | Nearest Relative Name Required when Relationship present  |
| <b>Nearest Relative Name – Relative's Address Present</b> | Nearest Relative Name required when Relative's Address present                                    |
| <b>Nearest Relative Name – Relative's Phone Present</b>   | Nearest Relative Name required when Relative's Phone present                                      |
| <b>Other Language must be present check</b>               | The Other Language field must have content if the first Language Code is = "OTH" (other)          |
| <b>Other Language cannot have value check</b>             | Can only enter data in the Other Language field if 'OTH' was selected in the Language Code field. |
| <b>Employer Name Check – Address Present</b>              | Employer Name required when Employer Address present  |
| <b>Employer Name Check – Phone Present</b>                | Employer Name required when Employer Phone present  |
| <b>Near Relative Phone Check</b>                          | Nearest Relative Phone Required when Nearest Relative Phone area code is present                  |
| <b>Business Phone Check</b>                               | Business Phone Required when Business Phone area code is present                                  |
| <b>Home Phone Check</b>                                   | Home Phone Required when area code present  |

**Cross Edits for Arrest Information:**

|   |   |
|---|---|
| <b>Arrest Number For Phx PD Check</b>           | Arrest Number required for Phoenix PD, and must be 8 numerics with first 2 digits equal to the current year or prior year.              |
| <b>Arrest Time Less than Current Time Check</b> | Arrest date and time cannot be greater then current date and time   |
| <b>Out Of State ORI State Code Check</b>        | Out of State ORI must begin with a valid NCIC State Code other than 'AZ' and be followed by either '/DOC' or 7 alphanumeric characters. |

**Cross Edits for Property Information:**

|  |  |
|--|--|
| <b>Color1 Required Check</b>               | Must have entry in Color 1 if an entry exists in Color 2         |
| <b>Property Description Required Check</b> | Property Description is required when the Property Code is 'OTH' |

**Cross Edits for Holds Information:**

|                                      |   |
|--------------------------------------|---|
| <b>Warrant Date Check</b>            | Warrant Date cannot be greater than the current date  |
| <b>Warrant Number Required Check</b> | Warrant Number is required when prisoner to be initialed on hold. To be initialed is determined based on the "Initialed on Hold" flag on the AgencyORI table for the Hold Agency. |

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|   |  |
|---|--|
| <b>Bond Amount / Cash Only Not Allowed Check</b>                    | Bond Amount and Cash Only not allowed when hold is non-bondable  |
| <b>Charge Description Required Check</b>                            | Charge Description is required when prisoner to be initialed on hold. (See AgencyORI – Initialed on Hold flag)                                 |
| <b>Court Code - Court Name Exclusive Check</b>                      | Court Code and Court Name are mutually exclusive; a value may be entered in only one of these fields.  |
| <b>Court Code or Court Name Required when Bondable Check</b>        | Court Code or Court Name required when hold is bondable  |
| <b>Warrant Number Required Check</b>                                | Warrant Number is required when Warrant Date is present  |
| <b>Bond Amount – Cash Only Required Check</b>                       | Bond Amount and Cash Only required when hold is bondable   |
| <b>Court Code or Court Name Required when To Be Initialed Check</b> | Court Code or Court Name required when prisoner to be initialed on hold. (See AgencyORI – To be Initialed on Hold flag)                        |
| <b>Comment Required Check</b>                                       | Enter transport company name in Comment when the Agency ORI is 'AZ9999999'   |
| <b>State Prison Sentence Information Required Check</b>             | State Prison Sentence information required when Agency ORI is ASP/DOC  |
| <b>Maximum Bond Amount Check</b>                                    | Maximum Bond Amount is \$99,999,999.99   |
| <b>ASP/DOC Bondable Check</b>                                       | Holds for Agency ORI equal to ASP/DOC cannot be bondable   |
| <b>Reason Required Check</b>  | Hold Reason is required when hold is for Agency ORI equal to ASP/DOC   |
| <b>Agency ORI and Out of State ORI Exclusive Check</b>              | Agency ORI and Out of State ORI are mutually exclusive, a value may be entered in only one of these fields                                     |
| <b>Agency ORI or Out of State ORI Required Check</b>                | An ORI for the hold agency must be provided in either the 'Agency ORI' or 'Out OF State ORI' field.  |
| <b>Valid Comment Length Check</b>                                   | If the Hold Reason is SENTENCE TO STATE PRISON and the Agency ORI is ASP/DOC, then the Comment field has a maximum of 39 characters in length. |
| <b>Hold Reason not allowed Check</b>                                | Hold Reason must be blank when the Agency ORI begins with AZ   |
| <b>City Court Validation Check</b>                                  | The court cannot be a city Court if the agency is not within Maricopa County   |
| <b>City Court Validation for Agency AZ0070000</b>                   | The court cannot be a city Court if the agency ORI is equal to AZ0070000   |
| <b>Warrant Number Required for Phoenix PD</b>                       | Warrant Number required for Agency ORI AZ0072300   |
| <b>Arrest and Hold ORI compare of EXTRA0000</b>                     | If the HOLD ORI is equal to "EXTRA0000" then the Arrest ORI must also be "EXTRA0000" (and vice versa)  |

**Cross Edits for Charge Information:**

|                                  |   |
|----------------------------------|---|
| <b>Duplicate Charge ID Check</b> | Multiple Charge Records cannot be allowed with the same Charge ID |
|----------------------------------|---|

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|  |   |
|--|---|
| <b>Bond Status And Charge Status Check</b>   | 'DOES NOT APPLY' must be selected for Bond Status when the Charge Status is 'SENTENCED' or 'RELEASED ON OWN RECOGNIZANCE'.  |
| <b>Warrant Number Required Check</b>         | Warrant Number is required when there is a value in the Warrant Type or the Failure To Condition.   |
| <b>Warrant Or Case And CourtType</b>         | Warrant Number or Case Number required for the selected Court Jurisdiction Type is equal to 'N' or 'C'  |
| <b>Warrant And ARS Code Check</b>            | Warrant Number is required<br>If ARSCode (pos 1-6) = '13-901'<br>OR ARSCode = '13-2506' /* */<br>OR ARSCode = '13-2506A' /* */<br>OR ARSCode = '13-2507' /* */<br>OR ARSCode = '13-2507A' /* */<br>OR ARSCode = '13-810' /* */<br>OR ARSCode = '13-810A' /* */<br>OR ARSCode = '13-820' /* */<br>OR ( AgencyPrefixARS IS NOT NULL<br>AND ( ARSCode = '10-23'<br>AND AgencyPrefixARS = 'CHN' ) ) )   |
| <b>IA Court Date And Current Date Check</b>  | Initial Appearance information cannot be in the future.   |
| <b>Next Court And Current Date Check</b>     | Next court appointment must be in the future but cannot be more than 2 years in the future.   |
| <b>Next Court Required Field Check</b>       | Next Court Date, Next Court Time and Next Court Reason are all required to enter a future court appointment.  |
| <b>Court Code And Charge Status</b>          | Selected Charge Status is not valid for the Court Code selected.<br>If ( ( CourtJurisdictionType = 'U' (Unknown)<br>AND ChargeStatus Not = '4' /* SENTENCED */ )<br>OR ( CourtJurisdictionType = 'M' /*Court Commissioners */<br>AND ChargeStatus = '7' ) /* PRESIGNED WAIVERS */<br>OR ( ( CourtJurisdictionType = 'L' (Magistrate Courts)<br>OR CourtJurisdictionType = 'J' ) (Justice Courts)<br>AND ( ChargeStatus = '5' /* SENTENCED */<br>OR ChargeStatus = '6' /* UNDER ADVISEMENT */<br>OR ChargeStatus = '7' /* PRESIGNED WAIVERS */ ) ) ) |
| <b>ARS And Agency Prefix Code</b>            | Error if the Agency Prefix of the Arresting agency in the arrest does not equal the Agency Prefix in the ARS code selected  |
| <b>Violation Date and Current Date Check</b> | Violation Date cannot be greater than the current date.   |
| <b>ARS Code and Violation Date Check</b>     | The ARS Code was not in effect at the time of the Violation Date.   |

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|   |  |
|---|--|
| <b>IA Court and Justice Court Check</b>                       | IA Date, IA Time and IA Type are all required for charges awaiting appearance in a Justice Court.  |
| <b>IA Court and Charge Status Check</b>                       | IA Date, IA Time and IA Type are not allowed when the Charge Status is Awaiting IA Court.  |
| <b>IA Court Format</b>  | IA Date, IA Time and IA Type are all required to enter an Initial Appearance.  |
| <b>PV Charges Check</b>                                       | Underlying PV Charges is required when a probation violation Violation Code is selected. The Underlying PV Charges must not have content otherwise.                      |
| <b>Warrant, Citation, Case Number Check</b>                   | Warrant Number, Citation Number and Case Number are mutually exclusive - only one of these fields may have content at any time.  |
| <b>Same Court Code for Sentence Check</b>                     | All Charges linked to a specific sentence must have same court code.   |
| <b>PV Officer Valid Check</b>                                 | Probation Officer Info must be blank if Charge is not a 'Probation Violation' offense, Violation code category 13-901  |
| <b>Correct Class6 Felony 250 Check</b>                        | Property Value - Damage/Theft/Shoplift is required for the Violation Code beginning with 13-1602, 13-1802, or 13-1805 when there is a city court and a misdemeanor class |
| <b>Correct Class6 Felony 100 Check</b>                        | Property Value - when Violation Code begins with 13-1806 and when there is a city court and a misdemeanor class.   |
| <b>FOJ Check</b>  | Fugitive of Justice charge (ARS Code beginning with 13-3842) requires FOJ ARS and Superior FOJ Court   |
| <b>FOJ – Charge Status Check</b>                              | Fugitive of Justice charge (ARS Code beginning with 13-3842) must have a status of Waiting IA Court or Awaiting Court Appearance (Charge Status of 1 or 2)               |
| <b>Felony Class and City Court Check</b>                      | Felony charge not allowed for city court.  |
| <b>FOJ and Bond Status Check</b>                              | Bond Status must be 'NO BOND SET' for FOJ charge (ARS Code beginning with 13-3842)   |
| <b>FOJ and Warrant Case Citation Check</b>                    | Warrant, Case and Citation fields are used for numbers for agencies within Maricopa County and must be blank for FOJ charge (ARS Code beginning with 13-3842)            |
| <b>Waiting IA Invalid With Phoenix Magistrate Court Check</b> | If Charge status is 'AWAITING IA COURT', and Court Code = '07652' (Phoenix Magistrate Court), disallow this combination.   |
| <b>Warrant Charge and Bond Status Check</b>                   | Warrant Charge requires a bond status of 'NON-BONDABLE' or 'BONDABLE'  |
| <b>Bond Status And Domestic Violence Check</b>                | New charges that have no warrant or case number, are awaiting IA court and Domestic Violence flag = "Y" then must have a Bond Status of 'NO BOND SET'                    |
| <b>Bond Status And New Felony Charge Check</b>                | Bond status must be 'NO BOND SET' for new felony charge when the Charge Status is 'AWAITING IA COURT'.   |
| <b>Charge Status And New Felony Charge Check</b>              | Charge status for 'new' felony charge can only be 'AWAITING IA COURT', 'AWAITING COURT APPEARANCE', or 'RELEASED ON OWN RECOGNIZANCE'.                                   |

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| <b>Bond Status And Court Code Check</b>                        | Bond status must be 'NON-BONDABLE' for county court Probation Violation charge (ARS Code beginning with 13-901)  |
| <b>Charge Status And Next Court Info Check</b>                 | Next court date, time and reason must be blank when Charge Status is equal to '1' (Awaiting IA Court)  |
| <b>Charge Status And Next Court Info Required Check</b>        | Next court date, time and reason are required for the selected Charge Status ('3' – Released on own recognizance or '2' Awaiting court appearance)   |
| <b>Court Code And Charge Status Check</b>                      | This city charge not seen in Phoenix or County IA court. Must be entered as a 'hold' to be seen later in that city's IA court.   |
| <b>More FOJ Warrants Check</b>                                 | More FOJ can only be checked when both FOJ OCA/Warrant Number fields have information  |
| <b>Valid FOJ1 Warrant Date Check</b>                           | First FOJ Warrant Date cannot be greater then current date.  |
| <b>Valid FOJ2 Warrant Date Check</b>                           | Second Warrant Date cannot be greater then current date.   |
| <b>Valid FOJ2 Charges Check</b>                                | FOJ Charge Description 2 is required when other Second FOJ entries are made in OCA/Warrant Number 2, Warrant Date 2, or Bond Information 2.  |
| <b>FOJ ORI Matches FOJ State Check</b>                         | The State represented by the first two characters of the FOJ ORI must match the FOJ state  |
| <b>FOJ ORI Is Arizona Check</b>                                | FOJ ORI cannot begin with 'AZ'   |
| <b>FOJ ORI Validation Check</b>                                | FOJ ORI must begin with valid NCIC state code, other than AZ, followed by 7 characters.  |
| <b>FOJ2 Warrant Number Check required</b>                      | Second FOJ Warrant Number required when entries made in other second FOJ fields, such as FOJ Charge Description 2, Warrant Date 2, or Bond Information 2   |
| <b>FOJ Charge / Awaiting Court</b>                             | If the charge is an FOJ Charge and the Charge Status = 2 (Awaiting Court Appearance), then the Next Court Reason must be "Fugitive Hearing" (value = "F")  |
| <b>Case/Warrant Number check for Justice or Superior Court</b> | <p>If the Court Code Jurisdiction Type (see the Court Code table) is equal to ('J', 'C', 'N', 'M') which are the Justice and Superior courts and either the Warrant Number or Case Number has content, then the number must match the following value:</p> <ul style="list-style-type: none"> <li>• 1st 2 characters must be CR, LC, PF, TR, CV, DR, FC, FN, PB, TH, TX or SW</li> <li>• Last 2 characters cannot be DT or SE</li> <li>• If Position 3-4 is = "20" and position 4-5 is &gt; "02" then edit as follows <ul style="list-style-type: none"> <li>○ Position 3-6 is to be treated as a year and cannot be greater than the current year</li> <li>○ Position 7-15 must be numeric</li> </ul> </li> </ul> |

**Cross Edits for Bond Information:**

|                                    |   |
|------------------------------------|---|
| <b>Match Charges to Bond Check</b> | All Charges linked to the above bond amount must have the same court code |
|------------------------------------|---|

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|                                |  |
|--------------------------------|--|
| <b>Duplicate Bond ID Check</b> | Bond IDs must be unique within an Arrest |
|--------------------------------|--|

**Cross Edits for DR Information:**

|                                 |  |
|---------------------------------|--|
| <b>Dr Number Required Check</b> | A value must be entered for the field 'DR Number'.                       |
| <b>Find Duplicate DR Check</b>  | Duplicate DR Numbers are not allowed for a DR and Agency ORI combination |
| <b>ORI Validation Check</b>     | Agency ORI must be a valid ORI on the agency ORI table.                  |

**Cross Edits for DR / Hold Xref Information:**

|                                    |  |
|------------------------------------|--|
| <b>Hold Exists Check</b>           | The Hold ID must exist within the set of transactions that make up the Arrest. |
| <b>DR Exists Check</b>             | The DR ID must exist within the set of transactions that make up the Arrest.   |
| <b>Duplicate Hold ID and DR Id</b> | The combination of Hold ID and DR ID cannot be duplicated.                     |

**Cross Edits for DR / Charge Xref Information:**

|                                      |  |
|--------------------------------------|--|
| <b>Charge Exists Check</b>           | The Charge ID must exist within the set of transactions that make up the Arrest. |
| <b>DR Exists Check</b>               | The DR ID must exist within the set of transactions that make up the Arrest.     |
| <b>Duplicate Charge ID and DR Id</b> | The combination of Charge ID and DR ID cannot be duplicated.                     |

**Final Validation Errors:**

Final Validations are checks that are performed across the different record types. Following are the cross-record cross checks performed.

|  |   |
|--|---|
| <b>Arrest Date compare to Medical Create</b>                   | The Arrest date/time cannot be greater than the date/time the Medical record was created.   |
| <b>Charge / Hold check</b>                                     | An Arrest must have at least one Charge or Hold.  |
| <b>Missing Arrest check</b>                                    | Arrest information is required.   |
| <b>Bond check for Charges awaiting IA</b>                      | Each new Charge awaiting IA Court requires an individual bond amount. No other charges can be associated to the Bond.                                   |
| <b>Bond with no Charge check</b>                               | Bond information has been entered that has no Charges associated.   |
| <b>Charge / Bond check</b>                                     | Bondable charges exist that have not been associated to a Bond. Each Bondable Charge must be associated to a Bond.                                      |
| <b>Chandler / Gilbert City Court check</b>                     | No charges can exist for a Chandler/Gilbert city court. Charges for Chandler/Gilbert City Courts must be deleted and the data must be entered as a Hold |
| <b>Charge IA Date/Time compare to Medical Create Date/Time</b> | The Charge IA Date/Time cannot be greater than the Date/Time a prisoner was accepted by Medical.  |
| <b>Charge Next Court check</b>                                 | The Next Court information on a charge must match all other charges with the same warrant number/citation number/case number.                           |
| <b>Charges with same number and court check</b>                | Charges that have the same court code and the same number   |

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|---|--|
|   | (warrant / citation / case), must have the number in the same field. For example, you cannot have the number in a warrant on one case and the same number in citation on another charge. |
| <b>City Ordinance / ORI check</b>                   | The city Ordinance in a charge Violation Code does not match the arresting agency ORI.   |
| <b>IA Date/Time compare to the Arrest Date/Time</b> | The charge IA Date/Time cannot be less than the Arrest Date/Time   |
| <b>Out of County Billable check</b>                 | Out of County – Billable is not valid when the arresting agency ORI is the MCSO Sheriff's office or MCSO Jail (AZ0070000 or AZ007013C)   |
| <b>Out of County Prepaid check</b>                  | Out of County – Prepaid is only valid when the arresting agency ORI is the MCSO Sheriff's office or MCSO Jail (AZ0070000 or AZ007013C)   |
| <b>Violation Date compare to Arrest Date</b>        | The charge Violation date cannot be greater than the Arrest Date   |
| <b>DR / New Charge check</b>                        | If a DR is linked to a New Charge, then all charges linked to the DR must be New Charges   |
| <b>DR with no Charge/Hold check</b>                 | DR information has been entered that has no Charge or Hold records associated.   |
| <b>New Charge / DR Check</b>                        | All new charges (no warrant, citation or case number) must have an associated DR.  |
| <b>No Aliases entered</b>                           | No Aliases were entered. User must indicate that this is correct.  |
| <b>No Charges entered</b>                           | No Charges were entered. User must indicate that this is correct.  |
| <b>Violation Code compare to the Arrest Date</b>    | The selected Violation Code is not valid as of the date of the Arrest. No Violation Date was entered for the Charge.   |
| <b>No Co-defendants entered</b>                     | No Co-defendants were entered. User must indicate that this is correct.  |
| <b>No Comments entered</b>                          | No Comments were entered. User must indicate that this is correct.   |
| <b>No DRs entered</b>                               | No DRs were entered. User must indicate that this is correct.  |
| <b>No Holds entered</b>                             | No Holds were entered. User must indicate that this is correct.  |
| <b>No Properties entered</b>                        | No Property was entered. User must indicate that this is correct.  |
| <b>No Scars, Marks and Tattoos entered</b>          | No SMTs were entered. User must indicate that this is correct.   |
| <b>Alias Date of Birth error</b>                    | Age at the date of arrest must be 10 years or greater and 99 or less   |
| <b>Prisoner age check</b>                           | Prisoner must be at least 10 years of age and not greater than 99 years at the time of arrest.   |
| <b>Charge / Sentence / Court check</b>              | All Charges linked to the same Sentence must have the same Court.  |
| <b>Charge / Sentence check</b>                      | Charges with a status of "Sentenced" exist with no Sentence information. Sentence information must be associated to all sentenced charges.   |

|                                      |   |
|--------------------------------------|---|
| <b>Sentence with no Charge check</b> | Sentence information has been entered that has no Charges associated. |
|--------------------------------------|---|

## Valid Value Lists

### Name Suffix

| Name Suffix | Description |
|-------------|-------------|
| 1           | I           |
| 2           | II          |
| 3           | III         |
| 4           | IV          |
| 5           | V           |
| 6           | VI          |
| 7           | VII         |
| 8           | VIII        |
| 9           | IX          |
| J           | JUNIOR      |
| S           | SENIOR      |

### Eye Color

| Eye Color | Description  |
|-----------|--------------|
| BLK       | BLACK        |
| BLU       | BLUE         |
| BRO       | BROWN        |
| GRN       | GREEN        |
| GRY       | GRAY         |
| HAZ       | HAZEL        |
| MAR       | MAROON       |
| MUL       | MULTICOLORED |
| PNK       | PINK         |
| XXX       | UNKNOWN      |

### Hair Color

| Hair Color | Description             |
|------------|-------------------------|
| BLK        | BLACK                   |
| BLN        | BLOND/STRAWBERRY        |
| BLU        | BLUE                    |
| BRO        | BROWN                   |
| GRN        | GREEN                   |
| GRY        | GRAY/PARTIAL GRAY       |
| ONG        | ORANGE                  |
| PLE        | PURPLE                  |
| PNK        | PINK                    |
| RED        | RED/AUBURN              |
| SDY        | SANDY                   |
| WHI        | WHITE                   |
| XXX        | UNKNOWN/COMPLETELY BALD |

### Race code

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| Race Code | Description             |
|-----------|-------------------------|
| A         | ASIAN/PACIFIC ISLANDER  |
| B         | BLACK                   |
| H         | HISPANIC                |
| I         | AMERICAN INDIAN/ALASKAN |
| U         | UNKNOWN                 |
| W         | WHITE                   |

**Sex code**

| Sex Code | Description |
|----------|-------------|
| M        | MALE        |
| F        | FEMALE      |

**State – Country (NCIC – Place of Birth)**

| State Country | State Country Name                  | State Country Flag |
|---------------|-------------------------------------|--------------------|
| EE            | ABSENTEE SHAWNEE                    | I                  |
| AG            | AGUASCALIENTES                      | M                  |
| AK            | AK - ALASKA                         | S                  |
| AL            | AL - ALABAMA                        | S                  |
| AL            | ALABAMA                             | S                  |
| AK            | ALASKA                              | S                  |
| AA            | ALBANIA                             | C                  |
| AB            | ALBERTA                             | P                  |
| AN            | ALGERIA                             | C                  |
| YY            | ALL OTHERS (NOT ON LIST)            | C                  |
| AM            | AMERICAN SAMOA                      | T                  |
| AD            | ANDORRA                             | C                  |
| AO            | ANGOLA                              | C                  |
| AE            | ANGUILLA                            | C                  |
| FR            | ANTARCTICA FR SOUTHRN/ANTARCTIC LND | C                  |
| AI            | ANTIGUA AND BARBUDA                 | C                  |
| AX            | APACHE TRIBE                        | I                  |
| AR            | AR - ARKANSAS                       | S                  |
| AT            | ARGENTINA                           | C                  |
| AZ            | ARIZONA                             | S                  |
| AR            | ARKANSAS                            | S                  |
| AP            | ARMENIA                             | C                  |
| AJ            | ARUBA                               | C                  |
| AH            | ASHMORE AND CARTIER ISLANDS         | C                  |
| AS            | AUSTRALIA                           | C                  |
| AU            | AUSTRIA                             | C                  |
| AZ            | AZ - ARIZONA                        | S                  |
| AV            | AZERBAIJAN                          | C                  |
| AQ            | AZORES ISLANDS                      | C                  |
| BD            | BAHAMAS, THE                        | C                  |
| BE            | BAHREIN/BAHRAIN                     | C                  |
| BA            | BAJA CALIFORNIA (NORTHERN SECTION)  | M                  |
| BJ            | BAJA CALIFORNIA SUR (SOUTH SECTION) | M                  |

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|    |                                     |   |
|----|-------------------------------------|---|
| BK | BAKER ISLAND                        | T |
| BW | BALERIC ISLANDS                     | C |
| BL | BANGLADESH                          | C |
| BB | BARBADOS                            | C |
| BF | BASSAS DA INDIA                     | C |
| BG | BELGIUM                             | C |
| BH | BELIZE (WAS BRITISH HONDURAS)       | C |
| DH | BENIN (WAS DAHOMEY)                 | C |
| BM | BERMUDA                             | C |
| BN | BHUTAN                              | C |
| BV | BOLIVIA                             | C |
| NX | BONAIRE/CURACAO/NETHERLANDS ANTILLE | C |
| BP | BOSNA AND HERZEGOVINA               | C |
| BT | BOTSWANA                            | C |
| BQ | BOUVET ISLAND                       | C |
| BZ | BRAZIL                              | C |
| BC | BRITISH COLUMBIA                    | P |
| BO | BRITISH INDIAN OCEAN TERRITORY      | C |
| VB | BRITISH VIRGIN ISLANDS              | C |
| BX | BRUNEI                              | C |
| BU | BULGARIA                            | C |
| UV | BURKINA FASO (WAS UPPER VOLTA)      | C |
| BR | BURMA                               | C |
| BI | BURUNDI                             | C |
| BY | BYELARUS                            | C |
| CA | CA - CALIFORNIA                     | S |
| CK | CADDO TRIBE                         | I |
| CA | CALIFORNIA                          | S |
| CJ | CAMBODIA (WAS KHMER REP/KAMPUCHEA)  | C |
| CM | CAMEROON                            | C |
| CE | CAMPECHE                            | M |
| CD | CANADA (USE CAN PROV IF KNOWN)      | C |
| CZ | CANAL ZONE                          | T |
| ZI | CANARY ISLANDS                      | C |
| CV | CAPE VERDE ISLANDS                  | C |
| CG | CAROLINE ISLANDS                    | T |
| CP | CAYMAN ISLANDS                      | C |
| CW | CENTRAL AFRICAN REPUBLIC            | C |
| CF | CHAD                                | C |
| DA | CHEYENNE & ARAPAHO TRIBES           | I |
| CI | CHIAPAS                             | M |
| CH | CHIHUAHUA                           | M |
| CQ | CHILE, REPUBLIC OF                  | C |
| RC | CHINA, PEOPLE'S REPUBLIC OF         | C |
| HR | CHRISTMAS ISLAND, TERRITORY OF      | C |
| DW | CITIZEN BAND POTTAWATOMIE TRIBE     | I |
| DB | CLIPPERTON ISLAND                   | C |
| CO | CO - COLORADO                       | S |
| CU | COAHUILA                            | M |

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|    |                                     |   |
|----|-------------------------------------|---|
| CL | COLIMA                              | M |
| CB | COLOMBIA, REPUBLIC OF               | C |
| CO | COLORADO                            | S |
| DP | COMANCHE NATION                     | I |
| DG | COMOROS, FEDERAL ISLAMIC REP OF THE | C |
| RB | CONGO (OR REPUBLIC OF CONGO)        | C |
| CT | CONNECTICUT                         | S |
| DI | COOK ISLANDS                        | C |
| DJ | CORAL SEA ISLANDS, TERRITORY OF     | C |
| CR | COSTA RICA, REPUBLIC OF             | C |
| KC | CROATIA                             | C |
| CT | CT - CONNECTICUT                    | S |
| CC | CUBA, REPUBLIC OF                   | C |
| CS | CYPRUS, REPUBLIC OF                 | C |
| EZ | CZECH REPUBLIC                      | C |
| DC | DC - DISTRICT OF COLUMBIA           | S |
| DE | DE - DELAWARE                       | S |
| DE | DELAWARE                            | S |
| DK | DENMARK, KINGDOM OF                 | C |
| DL | DEVIL'S LAKE SIOUX TRIBE            | I |
| DC | DISTRICT OF COLUMBIA                | S |
| DN | DJIBOUTI, REPUBLIC OF               | C |
| DM | DOMINICA                            | C |
| DR | DOMINICAN REPUBLIC                  | C |
| PC | DUCIE/HENDERSON/OENO/PITCAIRN ISLS  | C |
| DO | DURANGO                             | M |
| EU | ECUADOR                             | C |
| EY | EGYPT (WAS UNITED ARAB REPUBLIC)    | C |
| EL | ELSALVADOR                          | C |
| EN | ENGLAND                             | C |
| EK | EQUATORIAL GUINEA                   | C |
| ET | ERITREA                             | C |
| ES | ESTONIA                             | C |
| EO | ETHIOPIA                            | C |
| ER | EUROPA ISLAND (FRENCH POSSESSION)   | C |
| FA | FALKLAND ISLANDS (ISLAS MALVINAS)   | C |
| FO | FAROE ISLANDS                       | C |
| FJ | FIJI                                | C |
| FD | FINLAND                             | C |
| FL | FL - FLORIDA                        | S |
| FL | FLORIDA                             | S |
| FC | FOND DU LAC                         | I |
| FN | FRANCE                              | C |
| FG | FRENCH GUIANA                       | C |
| FP | FRENCH POLYNESIA                    | C |
| WF | FUTUNA AND WALLIS                   | C |
| GA | GA - GEORGIA                        | S |
| GB | GABON                               | C |
| GK | GAMBIA, THE                         | C |

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|    |                                      |   |
|----|--------------------------------------|---|
| GZ | GAZA                                 | C |
| GA | GEORGIA                              | S |
| GD | GEORGIA (WAS GRUZINSKAYA)            | C |
| GE | GERMANY (EAST/WEST)                  | C |
| GG | GHANA                                | C |
| RG | GIBRALTAR                            | C |
| GO | GLORIOSO ISLANDS                     | C |
| GC | GREECE                               | C |
| GN | GREENLAND                            | C |
| GJ | GRENADA                              | C |
| VV | GRENADINES AND SAINT VINCENT         | C |
| GP | GUADELOUPE, DEPARTMENT OF            | C |
| GM | GUAM                                 | T |
| GU | GUANAJUATO                           | M |
| GT | GUATEMALA                            | C |
| GF | GUERNSEY, BAILIWICK OF               | C |
| GR | GUERRERO                             | M |
| GI | GUINEA                               | C |
| PG | GUINEA-BISSAU (WAS PORTUGESE GUINEA) | C |
| GY | GUYANA                               | C |
| HT | HAITI                                | C |
| HI | HAWAII                               | S |
| HE | HEARD AND MCDONALD ISLANDS           | C |
| HI | HI - HAWAII                          | S |
| HL | HIDALGO                              | M |
| HD | HONDURAS                             | C |
| HK | HONG KONG                            | C |
| HO | HOWLAND ISLAND                       | T |
| HU | HUNGARY                              | C |
| IA | IA - IOWA                            | S |
| IC | ICELAND                              | C |
| ID | ID - IDAHO                           | S |
| ID | IDAHO                                | S |
| IL | IL - ILLINOIS                        | S |
| IL | ILLINOIS                             | S |
| IN | IN - INDIANA                         | S |
| II | INDIA (WAS SIKKIM)                   | C |
| IN | INDIANA                              | S |
| IO | INDONESIA (INCLUDES PORTUGESE TIMOR) | C |
| IA | IOWA                                 | S |
| IW | IOWA TRIBE                           | I |
| IR | IRAN                                 | C |
| IQ | IRAQ                                 | C |
| IE | IRELAND (DOES NOT INCLUDE NO IRELND) | C |
| IB | ISLE OF MAN                          | C |
| IS | ISRAEL                               | C |
| IT | ITALY (INCLUDES SICILY AND SARDINIA) | C |
| IY | IVORY COAST (COTE D'IVOIRE)          | C |
| JL | JALISCO                              | M |

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|    |                                     |   |
|----|-------------------------------------|---|
| JM | JAMAICA                             | C |
| JN | JAN MAYEN                           | C |
| JA | JAPAN                               | C |
| JR | JARVIS ISLAND                       | T |
| JE | JERSEY, BAILIWICK OF                | C |
| JI | JOHNSTON ATOLL                      | T |
| JO | JORDAN                              | C |
| JU | JUAN DE NOVA ISLAND                 | C |
| KS | KANSAS                              | S |
| KT | KAZAKHSTAN                          | C |
| DD | KEELING (COCOS) ISLANDS             | C |
| KY | KENTUCKY                            | S |
| KE | KENYA                               | C |
| KK | KICKAPOO TRIBE                      | I |
| KI | KINGMAN REEF                        | T |
| KW | KIOWA                               | I |
| KB | KIRIBATI (WAS GILBERT ISLS/ELLICE)  | C |
| KS | KS - KANSAS                         | S |
| KU | KUWAIT                              | C |
| KY | KY - KENTUCKY                       | S |
| KZ | KYRGYZSTAN                          | C |
| LA | LA - LOUISIANA                      | S |
| LP | LAC DU FLAMBEAU LAKE SUPR CHIPPEWA  | I |
| LS | LAOS                                | C |
| LT | LATVIA                              | C |
| LN | LEBANON                             | C |
| LL | LEECH LAKE BAND OF CHIPPEWA         | I |
| LE | LESOTHO                             | C |
| LB | LIBERIA                             | C |
| LY | LIBYA                               | C |
| LI | LIECHTENSTEIN                       | C |
| LH | LITHUANIA                           | C |
| LA | LOUISIANA                           | S |
| LX | LUXEMBOURG                          | C |
| MA | MA - MASSACHUSETTS                  | S |
| OC | MACAU (FORMELRY SPELLED MACAO)      | C |
| ZD | MACEDONIA                           | C |
| IM | MADEIRA ISLANDS                     | C |
| ME | MAINE                               | S |
| MP | MALAGASY REPUBLC (INCLDS MADAGASCAR | C |
| MF | MALAWI                              | C |
| MZ | MALAYSIA                            | C |
| MV | MALDIVES                            | C |
| ML | MALI                                | C |
| MY | MALTA                               | C |
| KH | MANAHIKI ISLAND                     | C |
| MB | MANITOBA                            | P |
| MK | MARIANA ISLANDS                     | T |
| MH | MARSHALL ISLANDS                    | T |

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|    |                                 |   |
|----|---------------------------------|---|
| ZB | MARTINIQUE                      | C |
| MD | MARYLAND                        | S |
| MA | MASSACHUSETTS                   | S |
| MU | MAURITANIA                      | C |
| UM | MAURITIUS                       | C |
| YO | MAYOTTE, TERR COLLECTIVITY OF   | C |
| MD | MD - MARYLAND                   | S |
| ME | ME - MAINE                      | S |
| IX | MENOMINEE                       | I |
| MX | MEXICO (STATE)                  | M |
| MM | MEXICO (USE MEX STATE IF KNOWN) | C |
| DF | MEXICO, D.F. (DISTRITO FEDERAL) | M |
| MI | MI - MICHIGAN                   | S |
| DS | MIAMI TRIBE                     | I |
| MI | MICHIGAN                        | S |
| MC | MICHOACAN                       | M |
| FS | MICRONESIA, FEDERATED STATES OF | C |
| MW | MIDWAY ISLANDS                  | T |
| LC | MILLE LACS                      | I |
| MN | MINNESOTA                       | S |
| MS | MISSISSIPPI                     | S |
| MO | MISSOURI                        | S |
| MN | MN - MINNESOTA                  | S |
| MO | MO - MISSOURI                   | S |
| LD | MOLDOVA                         | C |
| MJ | MONACO                          | C |
| MG | MONGOLIA                        | C |
| MT | MONTANA                         | S |
| RR | MONTserrat                      | C |
| MR | MORELOS                         | M |
| MQ | MOROCCO                         | C |
| ZO | MOZAMBIQUE                      | C |
| MS | MS - MISSISSIPPI                | S |
| MT | MT - MONTANA                    | S |
| DT | MUSCOGEE (CREEK) TRIBE          | I |
| SJ | NAMIBIA (SOUTH-WEST AFRICA)     | C |
| NR | NAURU                           | C |
| VL | NAVASSA ISLAND                  | T |
| NA | NAYARIT                         | M |
| NB | NB - NEBRASKA                   | S |
| NC | NC - NORTH CAROLINA             | S |
| ND | ND - NORTH DAKOTA               | S |
| NB | NEBRASKA                        | S |
| NP | NEPAL                           | C |
| NE | NETHERLANDS (HOLLAND)           | C |
| NV | NEVADA                          | S |
| NK | NEW BRUNSWICK                   | P |
| NQ | NEW CALEDONIA AND DEPENDENCIES  | C |
| NH | NEW HAMPSHIRE                   | S |

Maricopa County Sheriff's Office  
 RMS to Pre-Booking Interface Specification

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|    |                                     |   |
|----|-------------------------------------|---|
| NJ | NEW JERSEY                          | S |
| NM | NEW MEXICO                          | S |
| NY | NEW YORK                            | S |
| NZ | NEW ZEALAND                         | C |
| NF | NEWFOUNDLAND (INCLUDES LABRADOR)    | C |
| NH | NH - NEW HAMPSHIRE                  | S |
| NU | NICARAGUA                           | C |
| NN | NIGER                               | C |
| NG | NIGERIA                             | C |
| IU | NIUE                                | C |
| NJ | NJ - NEW JERSEY                     | S |
| NM | NM - NEW MEXICO                     | S |
| OF | NORFOLK ISLAND, TERRITORY OF        | C |
| NC | NORTH CAROLINA                      | S |
| ND | NORTH DAKOTA                        | S |
| KN | NORTH KOREA                         | C |
| NI | NORTHERN IRELAND                    | C |
| NT | NORTHWEST TERRITORIES               | P |
| NW | NORWAY                              | C |
| NS | NOVA SCOTIA                         | P |
| NL | NUEVO LEON                          | M |
| NV | NV - NEVADA                         | S |
| NY | NY - NEW YORK                       | S |
| OA | OAXACA                              | M |
| OS | OGLALA SIOUX                        | I |
| OH | OH - OHIO                           | S |
| OH | OHIO                                | S |
| OK | OK - OKLAHOMA                       | S |
| OI | OKINAWA                             | C |
| OK | OKLAHOMA                            | S |
| OM | OMAN                                | C |
| OT | ONEIDA TRIBE INDIANS OF WISCONSIN   | I |
| ON | ONTARIO                             | P |
| OR | OR - OREGON                         | S |
| OR | OREGON                              | S |
| OG | OSAGE NATION                        | I |
| OO | OTOE-MISSOURIA TRIBE                | I |
| PA | PA - PENNSYLVANIA                   | S |
| TD | PACIFIC ISLANDS, TRUST TERRITORY OF | C |
| PK | PAKISTAN                            | C |
| PD | PALAU, REPUBLIC OF                  | C |
| PL | PALMYRA ATOLL                       | T |
| PM | PANAMA                              | C |
| NO | PAPUA NEW GUINEA (WAS NEW GUINEA)   | C |
| PF | PARACEL ISLANDS                     | C |
| PV | PARAGUAY                            | C |
| PW | PAWNEE TRIBE                        | I |
| PA | PENNSYLVANIA                        | S |
| PU | PERU                                | C |

Maricopa County Sheriff's Office  
 RMS to Pre-Booking Interface Specification

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|    |                                     |   |
|----|-------------------------------------|---|
| PI | PHILIPPINES                         | C |
| PO | POLAND                              | C |
| PN | PONCA TRIBE                         | I |
| PT | PORTUGAL                            | C |
| PE | PRINCE EDWARD ISLAND                | P |
| TP | PRINCIPE AND SAO TOME               | C |
| PB | PUEBLA                              | M |
| PR | PUERTO RICO                         | T |
| QA | QATAR                               | C |
| PQ | QUEBEC                              | P |
| QU | QUERETARO                           | M |
| QR | QUINTANA ROO                        | M |
| RL | RED LAKE                            | I |
| RE | REUNION, DEPARTMENT OF              | C |
| RI | RHODEISLAND                         | S |
| RI | RI - RHODE ISLAND                   | S |
| RU | RUMANIA/ROMANIA                     | C |
| RA | RUSSIA (USSR/SOVIET UNION)          | C |
| RF | RUSSIAN FEDERATION                  | C |
| RW | RWANDA                              | C |
| FX | SAC & FOX                           | I |
| TS | SAINT CHRISTOPHR(SAINT KITTS)/NEVIS | C |
| HS | SAINT HELENA                        | C |
| LU | SAINT LUCIA                         | C |
| PS | SAINT PIERRE AND MIQUELON           | C |
| VV | SAINT VINCENT AND THE GRENADINES    | C |
| SL | SAN LUIS POTOSI                     | M |
| SH | SAN MARINO                          | C |
| SN | SASKATCHEWAN                        | P |
| SB | SAUDI ARABIA                        | C |
| SC | SC - SOUTH CAROLINA                 | S |
| SS | SCOTLAND                            | C |
| SD | SD - SOUTH DAKOTA                   | S |
| SK | SEMINOLE NATION                     | I |
| DV | SENECA-CAYUGA TRIBES                | I |
| SG | SENEGAL                             | C |
| SE | SEYCHELLES                          | C |
| KP | SHAKOPEE                            | I |
| SA | SIERRE LEONE/SIERRA LEONE           | C |
| SI | SINALOA                             | M |
| SR | SINGAPORE                           | C |
| LF | SLOVAKIA                            | C |
| LO | SLOVENIA                            | C |
| BS | SOLOMON ISLANDS (WAS BRITISH SOL IS | C |
| SM | SOMALIA                             | C |
| SO | SONORA                              | M |
| SF | SOUTH AFRICA                        | C |
| SC | SOUTH CAROLINA                      | S |
| SD | SOUTH DAKOTA                        | S |

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|    |                                      |   |
|----|--------------------------------------|---|
| GS | SOUTH GEORGIA/SOUTH SANDWICH ISLANDS | C |
| KO | SOUTH KOREA                          | C |
| SP | SPAIN                                | C |
| TE | SPRATLY ISLANDS                      | C |
| CY | SRI LANKA (WAS CEYLON)               | C |
| SU | SUDAN                                | C |
| ZC | SURINAM                              | C |
| SV | SVALBARD                             | C |
| SW | SWAZILAND                            | C |
| SQ | SWEDEN                               | C |
| SZ | SWITZERLAND                          | C |
| SY | SYRIA                                | C |
| TB | TABASCO                              | M |
| TW | TAIWAN, REPUBLIC OF CHINA            | C |
| TJ | TAJIKISTAN                           | C |
| TA | TAMAULIPAS                           | M |
| TZ | TANZANIA, UNITED REPUBLIC OF         | C |
| TN | TENNESSEE                            | S |
| TX | TEXAS                                | S |
| TH | THAILAND                             | C |
| TL | TLAXCALA                             | M |
| TN | TN - TENNESSEE                       | S |
| TO | TOGO                                 | C |
| TK | TOKELAU                              | C |
| TG | TONGA                                | C |
| TQ | TONGAREVA                            | C |
| TT | TRINIDAD AND TOBAGO                  | C |
| TM | TROMELIN ISLAND                      | C |
| TF | TUAMOTU ARCHIPELAGO                  | C |
| TU | TUNISIA                              | C |
| TY | TURKEY                               | C |
| UR | TURKMENISTAN                         | C |
| TR | TURKS AND CAICOS ISLANDS             | C |
| UC | TURTLE MOUNTAIN BAND OF CHIPPEWA     | I |
| TV | TUVALU (WAS ELLICE ISLANDS)          | C |
| TX | TX - TEXAS                           | S |
| UG | UGANDA                               | C |
| UK | UKRAINE                              | C |
| TC | UNITED ARAB EMIRATES-WAS TRUCIAL ST  | C |
| US | UNITED STATES OF AMERICA (USA)       | C |
| XX | UNKNOWN                              | C |
| UY | URUGUAY                              | C |
| US | US - UNITED STATES OF AMERICA (USA)  | C |
| UT | UT - UTAH                            | S |
| UT | UTAH                                 | S |
| UZ | UZBEKISTAN, REPUBLIC OF              | C |
| VA | VA - VIRGINIA                        | S |
| HN | VANUATU (WAS NEW HEBRIDES)           | C |
| VY | VATICAN CITY                         | C |

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|    |                                      |   |
|----|--------------------------------------|---|
| VZ | VENEZUELA, REPUBLIC OF               | C |
| VC | VERACRUZ                             | M |
| VT | VERMONT                              | S |
| RV | VIETNAM, SOCIALIST REPUBLIC OF       | C |
| VI | VIRGIN ISLANDS                       | T |
| VA | VIRGINIA                             | S |
| VT | VT - VERMONT                         | S |
| WA | WA - WASHINGTON                      | S |
| WK | WAKE ISLAND                          | T |
| WL | WALES                                | C |
| WA | WASHINGTON                           | S |
| WB | WEST BANK                            | C |
| WN | WEST INDIES - WI ISLND S NOT ON LIST | C |
| WV | WEST VIRGINIA                        | S |
| RS | WESTERN SAHARA(WAS SPANISH SAHARA)   | C |
| WS | WESTERN SAMOA                        | C |
| WE | WHITE EARTH                          | I |
| WI | WI - WISCONSIN                       | S |
| WT | WICHITA TRIBE                        | I |
| WI | WISCONSIN                            | S |
| WV | WV - WEST VIRGINIA                   | S |
| WY | WY - WYOMING                         | S |
| WD | WYANDOTTE TRIBE                      | I |
| WY | WYOMING                              | S |
| XX | XX - UNKNOWN                         | C |
| RY | YEMEN, REPUBLIC OF                   | C |
| YU | YUCATAN                              | M |
| YG | YUGOSLAVIA                           | C |
| YT | YUKON (TERRITORY)                    | P |
| YY | YY - ALL OTHERS (NOT ON LIST)        | C |
| ZA | ZACATECAS                            | M |
| ZR | ZAIRE, REPBL C OF-WAS CONGO KINSHASA | C |
| ZM | ZAMBIA, REPUBLIC OF                  | C |
| RH | ZIMBABWE (WAS RHODESIA)              | C |

**Country (NCIC – Citizenship)**

| Country | Country Name                        |
|---------|-------------------------------------|
| AF      | AFGHANISTAN                         |
| CW      | AFRICA - CENTRAL AFRICAN REPUBLIC   |
| AA      | ALBANIA                             |
| AN      | ALGERIA                             |
| YY      | ALL OTHERS (NOT ON LIST)            |
| AD      | ANDORRA                             |
| AO      | ANGOLA                              |
| AE      | ANGUILLA                            |
| FR      | ANTARCTICA FR SOUTHRN/ANTARCTIC LND |
| AI      | ANTIGUA AND BARBUDA                 |
| AT      | ARGENTINA                           |
| AP      | ARMENIA                             |

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|    |                                     |
|----|-------------------------------------|
| AJ | ARUBA                               |
| AH | ASHMORE AND CARTIER ISLANDS         |
| AS | AUSTRALIA                           |
| AU | AUSTRIA                             |
| AV | AZERBAIJAN                          |
| AQ | AZORES ISLANDS                      |
| BD | BAHAMAS; THE                        |
| BE | BAHREIN/BAHRAIN                     |
| GF | BAILIWICK OF GUERNSEY               |
| JE | BAILIWICK OF JERSEY                 |
| BW | BALERIC ISLANDS                     |
| BL | BANGLADESH                          |
| BB | BARBADOS                            |
| BF | BASSAS DA INDIA                     |
| BG | BELGIUM                             |
| BH | BELIZE (WAS BRITISH HONDURAS)       |
| DH | BENIN (WAS DAHOMEY)                 |
| BM | BERMUDA                             |
| BN | BHUTAN                              |
| BV | BOLIVIA                             |
| NX | BONAIRE/CURACAO/NETHERLANDS ANTILLE |
| BP | BOSNA AND HERZEGOVINA               |
| BT | BOTSWANA                            |
| BQ | BOUVET ISLAND                       |
| BZ | BRAZIL                              |
| BO | BRITISH INDIAN OCEAN TERRITORY      |
| VB | BRITISH VIRGIN ISLANDS              |
| BX | BRUNEI                              |
| BU | BULGARIA                            |
| UV | BURKINA FASO (WAS UPPER VOLTA)      |
| BR | BURMA                               |
| BI | BURUNDI                             |
| BY | BYELARUS                            |
| CJ | CAMBODIA (WAS KHMER REP/KAMPUCHEA)  |
| CM | CAMEROON                            |
| CD | CANADA (USE CAN PROV IF KNOWN)      |
| ZI | CANARY ISLANDS                      |
| CV | CAPE VERDE ISLANDS                  |
| CP | CAYMAN ISLANDS                      |
| CW | CENTRAL AFRICAN REPUBLIC            |
| CF | CHAD                                |
| CQ | CHILE; REPUBLIC OF                  |
| RC | CHINA; PEOPLE'S REPUBLIC OF         |
| HR | CHRISTMAS ISLAND; TERRITORY OF      |
| DB | CLIPPERTON ISLAND                   |
| CB | COLOMBIA; REPUBLIC OF               |
| DG | COMOROS; FEDERAL ISLAMIC REP OF THE |
| RB | CONGO (OR REPUBLIC OF CONGO)        |
| DI | COOK ISLANDS                        |

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|    |                                     |
|----|-------------------------------------|
| DJ | CORAL SEA ISLANDS; TERRITORY OF     |
| CR | COSTA RICA; REPUBLIC OF             |
| KC | CROATIA                             |
| CC | CUBA; REPUBLIC OF                   |
| CS | CYPRUS; REPUBLIC OF                 |
| EZ | CZECH REPUBLIC                      |
| DK | DENMARK; KINGDOM OF                 |
| DN | DJIBOUTI; REPUBLIC OF               |
| DM | DOMINICA                            |
| DR | DOMINICAN REPUBLIC                  |
| PC | DUCIE/HENDERSON/OENO/PITCAIRN ISLS  |
| EU | ECUADOR                             |
| EY | EGYPT (WAS UNITED ARAB REPUBLIC)    |
| EL | ELSALVADOR                          |
| EN | ENGLAND                             |
| EK | EQUATORIAL GUINEA                   |
| ET | ERITREA                             |
| ES | ESTONIA                             |
| EO | ETHIOPIA                            |
| ER | EUROPA ISLAND (FRENCH POSSESSION)   |
| FA | FALKLAND ISLANDS (ISLAS MALVINAS)   |
| FO | FAROE ISLANDS                       |
| FJ | FIJI                                |
| FD | FINLAND                             |
| FN | FRANCE                              |
| FG | FRENCH GUIANA                       |
| FP | FRENCH POLYNESIA                    |
| WF | FUTUNA AND WALLIS                   |
| GB | GABON                               |
| GK | GAMBIA; THE                         |
| GZ | GAZA                                |
| GD | GEORGIA (WAS GRUZINSKAYA)           |
| GE | GERMANY (EAST/WEST)                 |
| GG | GHANA                               |
| RG | GIBRALTAR                           |
| GO | GLORIOSO ISLANDS                    |
| GC | GREECE                              |
| GN | GREENLAND                           |
| GJ | GRENADA                             |
| VV | GRENADINES AND SAINT VINCENT        |
| GP | GUADELOUPE; DEPARTMENT OF           |
| GT | GUATEMALA                           |
| GF | GUERNSEY; BAILIWICK OF              |
| GI | GUINEA                              |
| PG | GUINEA-BISSAU (WAS PORTUGESE GUINEA |
| GY | GUYANA                              |
| HT | HAITI                               |
| HE | HEARD AND MCDONALD ISLANDS          |
| HD | HONDURAS                            |

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|    |                                      |
|----|--------------------------------------|
| HK | HONG KONG                            |
| HU | HUNGARY                              |
| IC | ICELAND                              |
| II | INDIA (WAS SIKKIM)                   |
| IO | INDONESIA (INCLUDES PORTUGESE TIMOR  |
| IR | IRAN                                 |
| IQ | IRAQ                                 |
| IE | IRELAND (DOES NOT INCLUDE NO IRELND  |
| IB | ISLE OF MAN                          |
| IS | ISRAEL                               |
| IT | ITALY (INCLUDES SICILY AND SARDINIA  |
| IY | IVORY COAST (COTE D'IVOIRE)          |
| JM | JAMAICA                              |
| JN | JAN MAYEN                            |
| JA | JAPAN                                |
| JE | JERSEY; BAILIWICK OF                 |
| JO | JORDAN                               |
| JU | JUAN DE NOVA ISLAND                  |
| KT | KAZAKHSTAN                           |
| DD | KEELING (COCOS) ISLANDS              |
| KE | KENYA                                |
| KB | KIRIBATI (WAS GILBERT ISLS/ELLICE)   |
| KU | KUWAIT                               |
| KZ | KYRGYZSTAN                           |
| LS | LAOS                                 |
| LT | LATVIA                               |
| LN | LEBANON                              |
| LE | LESOTHO                              |
| LB | LIBERIA                              |
| LY | LIBYA                                |
| LI | LIECHTENSTEIN                        |
| LH | LITHUANIA                            |
| LX | LUXEMBOURG                           |
| OC | MACAU (FORMELRY SPELLED MACAO)       |
| ZD | MACEDONIA                            |
| IM | MADEIRA ISLANDS                      |
| MP | MALAGASY REPUBLIC (INCLDS MADAGASCAR |
| MF | MALAWI                               |
| MZ | MALAYSIA                             |
| MV | MALDIVES                             |
| ML | MALI                                 |
| MY | MALTA                                |
| KH | MANAHIKI ISLAND                      |
| ZB | MARTINIQUE                           |
| MU | MAURITANIA                           |
| UM | MAURITIUS                            |
| YO | MAYOTTE; TERR COLLECTIVITY OF        |
| MM | MEXICO (USE MEX STATE IF KNOWN)      |
| FS | MICRONESIA; FEDERATED STATES OF      |

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|    |                                     |
|----|-------------------------------------|
| LD | MOLDOVA                             |
| MJ | MONACO                              |
| MG | MONGOLIA                            |
| RR | MONTSERRAT                          |
| MQ | MOROCCO                             |
| ZO | MOZAMBIQUE                          |
| SJ | NAMIBIA (SOUTH-WEST AFRICA)         |
| NR | NAURU                               |
| NP | NEPAL                               |
| NE | NETHERLANDS (HOLLAND)               |
| NQ | NEW CALEDONIA AND DEPENDENCIES      |
| NZ | NEW ZEALAND                         |
| NF | NEWFOUNDLAND (INCLUDES LABRADOR)    |
| NU | NICARAGUA                           |
| NN | NIGER                               |
| NG | NIGERIA                             |
| IU | NIUE                                |
| OF | NORFOLK ISLAND; TERRITORY OF        |
| KN | NORTH KOREA                         |
| NI | NORTHERN IRELAND                    |
| NW | NORWAY                              |
| OI | OKINAWA                             |
| OM | OMAN                                |
| TD | PACIFIC ISLANDS; TRUST TERRITORY OF |
| PK | PAKISTAN                            |
| PD | PALAU; REPUBLIC OF                  |
| PM | PANAMA                              |
| NO | PAPUA NEW GUINEA (WAS NEW GUINEA)   |
| PF | PARACEL ISLANDS                     |
| PV | PARAGUAY                            |
| PU | PERU                                |
| PI | PHILIPPINES                         |
| PO | POLAND                              |
| PT | PORTUGAL                            |
| TP | PRINCIPE AND SAO TOME               |
| QA | QATAR                               |
| RE | REUNION; DEPARTMENT OF              |
| RU | RUMANIA/ROMANIA                     |
| RA | RUSSIA (USSR/SOVIET UNION)          |
| RF | RUSSIAN FEDERATION                  |
| RW | RWANDA                              |
| TS | SAINT CHRISTOPHR(SAINT KITTS)/NEVIS |
| HS | SAINT HELENA                        |
| LU | SAINT LUCIA                         |
| PS | SAINT PIERRE AND MIQUELON           |
| VV | SAINT VINCENT AND THE GRENADINES    |
| SH | SAN MARINO                          |
| IT | SARDINIA (INCLUDED IN ITALY)        |
| SB | SAUDI ARABIA                        |

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RMS to Pre-Booking Interface Specification

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|    |                                     |
|----|-------------------------------------|
| SS | SCOTLAND                            |
| SG | SENEGAL                             |
| SE | SEYCHELLES                          |
| SA | SIERRE LEONE/SIERRA LEONE           |
| SR | SINGAPORE                           |
| LF | SLOVAKIA                            |
| LO | SLOVENIA                            |
| BS | SOLOMON ISLANDS (WAS BRITISH SOL IS |
| SM | SOMALIA                             |
| SF | SOUTH AFRICA                        |
| GS | SOUTH GEORGIA/SOUTH SANDWICH ISLNDS |
| KO | SOUTH KOREA                         |
| SP | SPAIN                               |
| TE | SPRATLY ISLANDS                     |
| CY | SRI LANKA (WAS CEYLON)              |
| SU | SUDAN                               |
| ZC | SURINAM                             |
| SV | SVALBARD                            |
| SW | SWAZILAND                           |
| SQ | SWEDEN                              |
| SZ | SWITZERLAND                         |
| SY | SYRIA                               |
| TW | TAIWAN; REPUBLIC OF CHINA           |
| TJ | TAJIKISTAN                          |
| TZ | TANZANIA; UNITED REPUBLIC OF        |
| TH | THILAND                             |
| TO | TOGO                                |
| TK | TOKELAU                             |
| TG | TONGA                               |
| TQ | TONGAREVA                           |
| TT | TRINIDAD AND TOBAGO                 |
| TM | TROMELIN ISLAND                     |
| TD | TRUST TERRITORY OF PACIFIC ISLANDS  |
| TF | TUAMOTU ARCHIPELAGO                 |
| TU | TUNISIA                             |
| TY | TURKEY                              |
| UR | TURKMENISTAN                        |
| TR | TURKS AND CAICOS ISLANDS            |
| TV | TUVALU (WAS ELLICE ISLANDS)         |
| UG | UGANDA                              |
| UK | UKRAINE                             |
| TC | UNITED ARAB EMIRATES-WAS TRUCIAL ST |
| US | UNITED STATES OF AMERICA (USA)      |
| XX | UNKNOWN                             |
| UY | URUGUAY                             |
| US | US - UNITED STATES OF AMERICA (USA) |
| UZ | UZBEKISTAN; REPUBLIC OF             |
| HN | VANUATU (WAS NEW HEBRIDES)          |
| VY | VATICAN CITY                        |

# Maricopa County Sheriff's Office

## RMS to Pre-Booking Interface Specification

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|    |                                     |
|----|-------------------------------------|
| VZ | VENEZUELA; REPUBLIC OF              |
| RV | VIETNAM; SOCIALIST REPUBLIC OF      |
| WL | WALES                               |
| WB | WEST BANK                           |
| WN | WEST INDIES - WI ISLNDS NOT ON LIST |
| RS | WESTERN SAHARA(WAS SPANISH SAHARA)  |
| WS | WESTERN SAMOA                       |
| XX | XX - UNKNOWN                        |
| RY | YEMEN; REPUBLIC OF                  |
| YG | YUGOSLAVIA                          |
| ZR | ZAIRE; REPBLC OF-WAS CONGO KINSHASA |
| ZM | ZAMBIA; REPUBLIC OF                 |
| RH | ZIMBABWE (WAS RHODESIA)             |

### Language

| Language Code | Language Text |
|---------------|---------------|
| AMH           | AMHARIC       |
| APA           | APACHE        |
| ARA           | ARABIC        |
| ASL           | AMERICAN SIGN |
| BUL           | BULGARIAN     |
| CAM           | CAMBODIAN     |
| CAN           | CANTONESE     |
| COC           | COCOPAH       |
| DUT           | DUTCH         |
| FAR           | FARSI         |
| FRE           | FRENCH        |
| GER           | GERMANY       |
| GRE           | GREEK         |
| HEB           | HEBREW        |
| HIN           | HINDU         |
| HOP           | HOPI          |
| HUN           | HUNGARIAN     |
| ILO           | ILOCANO       |
| IND           | INDONESIAN    |
| ITA           | ITALIAN       |
| JAP           | JAPANESE      |
| KAN           | K'ANJOBAL     |
| KOR           | KOREAN        |
| LAO           | LAOTIAN       |
| LIP           | LIP READING   |
| MAN           | MANDARIN      |
| MIX           | MIXTECO       |
| NAV           | NAVAJO        |
| ORL           | ORAL          |
| OTH           | OTHER         |
| PIM           | PIMA          |
| POL           | POLISH        |
| POR           | PORTUGUESE    |

# Maricopa County Sheriff's Office

## RMS to Pre-Booking Interface Specification

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|     |                |
|-----|----------------|
| PUN | PUNJABI        |
| ROM | ROMANIAN       |
| RUS | RUSSIAN        |
| SER | SERBO-CROATIAN |
| PSE | SIGNED ENGLISH |
| SPA | SPANISH        |
| SWD | SWEDISH        |
| TAG | TAGALOG        |
| TAI | TAIWANESE      |
| THA | THAI           |
| TIG | TIGRINYA       |
| TOH | TOHONO         |
| TON | TONGAN         |
| TUR | TURKISH        |
| VIE | VIETNAMESE     |
| YAQ | YAQUI          |

### Street Direction

| Street Direction | Description |
|------------------|-------------|
| E                | EAST        |
| N                | NORTH       |
| NE               | NORTHEAST   |
| NW               | NORTHWEST   |
| S                | SOUTH       |
| SE               | SOUTHEAST   |
| SW               | SOUTHWEST   |
| W                | WEST        |

### Street Suffix

| Street Suffix | Description |
|---------------|-------------|
| AV            | AVENUE      |
| BV            | BOULVEVARD  |
| CN            | CENTER      |
| CR            | CIRCLE      |
| CT            | COURT       |
| CV            | COVE        |
| DR            | DRIVE       |
| EX            | EXPRESSWAY  |
| FW            | FREEWAY     |
| HT            | HEIGHTS     |
| HW            | HIGHWAY     |
| IS            | ISLAND      |
| JC            | JUNCTION    |
| LK            | LAKE        |
| LN            | LANE        |
| MT            | MOUNTAIN    |
| PL            | PLACE       |
| PW            | PARKWAY     |

# Maricopa County Sheriff's Office

## RMS to Pre-Booking Interface Specification

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|    |          |
|----|----------|
| PZ | PLAZA    |
| RD | ROAD     |
| SE | SUITE    |
| SN | STATION  |
| ST | STREET   |
| TL | TRAIL    |
| TP | TURNPIKE |
| TR | TERRACE  |
| VL | VALLEY   |
| WY | WAY      |

### State code (USPS – Residence State)

| State | State Name                |
|-------|---------------------------|
| AK    | AK - ALASKA               |
| AL    | AL - ALABAMA              |
| AR    | AR - ARKANSAS             |
| AZ    | AZ - ARIZONA              |
| CA    | CA - CALIFORNIA           |
| CO    | CO - COLORADO             |
| CT    | CT - CONNECTICUT          |
| DC    | DC - DISTRICT OF COLUMBIA |
| DE    | DE - DELAWARE             |
| FL    | FL - FLORIDA              |
| GA    | GA - GEORGIA              |
| HI    | HI - HAWAII               |
| IA    | IA - IOWA                 |
| ID    | ID - IDAHO                |
| IL    | IL - ILLINOIS             |
| IN    | IN - INDIANA              |
| KS    | KS - KANSAS               |
| KY    | KY - KENTUCKY             |
| LA    | LA - LOUISIANA            |
| MA    | MA - MASSACHUSETTS        |
| MD    | MD - MARYLAND             |
| ME    | ME - MAINE                |
| MI    | MI - MICHIGAN             |
| MN    | MN - MINNESOTA            |
| MO    | MO - MISSOURI             |
| MS    | MS - MISSISSIPPI          |
| MT    | MT - MONTANA              |
| NC    | NC - NORTH CAROLINA       |
| ND    | ND - NORTH DAKOTA         |
| NE    | NE - NEBRASKA             |
| NH    | NH - NEW HAMPSHIRE        |
| NJ    | NJ - NEW JERSEY           |
| NM    | NM - NEW MEXICO           |
| NV    | NV - NEVADA               |
| NY    | NY - NEW YORK             |
| OH    | OH - OHIO                 |

# Maricopa County Sheriff's Office

## RMS to Pre-Booking Interface Specification

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|    |                     |
|----|---------------------|
| OK | OK - OKLAHOMA       |
| OR | OR - OREGON         |
| PA | PA - PENNSYLVANIA   |
| RI | RI - RHODE ISLAND   |
| SC | SC - SOUTH CAROLINA |
| SD | SD - SOUTH DAKOTA   |
| TN | TN - TENNESSEE      |
| TX | TX - TEXAS          |
| UT | UT - UTAH           |
| VA | VA - VIRGINIA       |
| VT | VT - VERMONT        |
| WA | WA - WASHINGTON     |
| WI | WI - WISCONSIN      |
| WV | WV - WEST VIRGINIA  |
| WY | WY - WYOMING        |

### Alias Values

AKA  
Moniker

### Warning Comment Code

| CommentCode | WarningText                                    |
|-------------|--|
| 5           | SUBJECT MAKING THREATS TO STAFF                |
| 10          | SUBJECT AN ESCAPE RISK DUE TO CURRENT CHARGES  |
| 15          | SUBJECT AN ESCAPE RISK DUE TO PREVIOUS CHARGES |
| 20          | SUBJECT HAS HISTORY OF ASSAULTIVE BEHAVIOR     |
| 25          | SUBJECT HAS PRIOR VIOLENT HISTORY              |
| 30          | SUBJECT HAS HISTORY OF SUICIDE ATTEMPTS        |
| 35          | SUBJECT MAKING THREATS OF SUICIDE              |

### Property Code

| PropertyCode | PropertyDescription |
|--------------|---------------------|
| ADB          | ADDRESS BOOK        |
| BAN          | BANDANNA/SCARF      |
| BLT          | BELT                |
| BBK          | BELT BUCKLE         |
| BCL          | BRACELET            |
| BRU          | BRUSH               |
| CHK          | CHECK BOOK          |
| CHM          | CHECKS/M.O.s        |
| CWT          | CHEWING TOBACO      |
| CIG          | CIGARETTES          |
| CIT          | CITATION            |
| CLP          | CLIPPER             |
| COM          | COMB                |
| CMP          | COMPACT             |
| CON          | CONDOM              |
| CCC          | CREDIT CARD         |

# Maricopa County Sheriff's Office

## RMS to Pre-Booking Interface Specification

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|     |               |
|-----|---------------|
| DRL | DRIVER's LIC  |
| ERG | EARRINGS      |
| FOD | FOOD STAMPS   |
| FMO | FOREIGN MONEY |
| HAN | HANKIE        |
| HAR | HAIR ACCES    |
| IDT | I.D. TYPE/NO. |
| KEY | KEY           |
| KCN | KEY CHAIN     |
| LIT | LIGHTER       |
| MUP | MAKE-UP       |
| MED | MEDICATION    |
| MPP | MISC. PAPERS  |
| NEC | NECKLACE      |
| PHO | PHOTOGRAPH    |
| PKN | POCKET KNIFE  |
| PUR | PURSE         |
| RNG | RING          |
| SGL | SUN GLASSES   |
| WAL | WALLET        |
| WAT | WATCH         |
| OTH | OTHER         |
| SSN | SOC SEC NUMB  |

### Property Color

| ColorCode | ColorDescription |
|-----------|------------------|
| AME       | AMETHYST         |
| BGE       | BEIGE            |
| BLK       | BLACK            |
| BLU       | BLUE             |
| DBL       | BLUE, DARK       |
| LBL       | BLUE, LIGHT      |
| BRO       | BROWN            |
| BUR       | BURGUNDY         |
| CAM       | CAMOUFLAGE       |
| CRM       | CREAM            |
| GRY       | GRAY             |
| GRN       | GREEN            |
| DGR       | GREEN, DARK      |
| LGR       | GREEN, LIGHT     |
| IVY       | IVORY            |
| MAR       | MAROON           |
| MVE       | MAUVE            |
| MUL       | MULTICOLORED     |
| ONG       | ORANGE           |
| PNK       | PINK             |
| PLE       | PURPLE           |
| RED       | RED              |
| TAN       | TAN              |

Maricopa County Sheriff's Office  
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TPE TAUPE (BRWN)  
TEA TEAL (GREEN)  
TRQ TURQUOISE  
WHI WHITE  
YEL YELLOW  
LAV LAVENDER

**Court code**

| CourtIssuing | CourtName                      | CourtShortName | CourtJurisdictionType | ContractIA |
|--------------|--------------------------------|----------------|-----------------------|------------|
| 07605        | AVONDALE MAGISTRATE            | AVNDL MA       | L                     |            |
| 07501        | BUCKEYE JUSTICE                | BCKEY JP       | J                     | Y          |
| 07610        | BUCKEYE MAGISTRATE COURT       | BCKEY MA       | L                     |            |
| 07612        | CAREFREE MAGISTRATE COURT      | CRFRE MA       | L                     | Y          |
| 07613        | CAVE CREEK MAGISTRATE COURT    | CVCRK MA       | L                     | Y          |
| 07502        | CHANDLER JUSTICE COURT         | CHNDLJP        | J                     | Y          |
| 07615        | CHANDLER MAGISTRATE COURT      | CHNDL MA       | L                     |            |
| 07618        | EL MIRAGE MAGISTRATE COURT     | ELMRG MA       | L                     | Y          |
| 07619        | FOUNTAIN HILLS MAGISTRATE CRT  | FTNHL MA       | L                     | Y          |
| 07503        | GILA BEND JUSTICE COURT        | GLABD JP       | J                     | Y          |
| 07620        | GILA BEND MAGISTRATE COURT     | GLABD MA       | L                     | Y          |
| 07625        | GILBERT MAGISTRATE COURT       | GLBRT MA       | L                     |            |
| 07505        | GLENDALE JUSTICE COURT         | GLNDL JP       | J                     | Y          |
| 07628        | GLENDALE MAGISTRATE COURT      | GLNDL MA       | L                     |            |
| 07629        | GOODYEAR MAGISTRATE COURT      | GDYR MA        | L                     | Y          |
| 07630        | GUADALUPE MAGISTRATE COURT     | GUAD MA        | L                     | Y          |
| 07635        | LITCHFIELD PARK MAGISTRATE CRT | LITCH MA       | L                     | Y          |
| 07520        | MARYVALE JUSTICE COURT         | MYVALEJP       | J                     | Y          |
| 07517        | MESA EAST JUSTICE COURT        | MESAE JP       | J                     | Y          |
| 07631        | MESA MAGISTRATE COURT          | MESA1 MA       | L                     |            |
| 07506        | MESA WEST JUSTICE COURT        | MESAW JP       | J                     | Y          |
| 07521        | MESA-NORTH JUSTICE COURT       | MESAN JP       | J                     | Y          |
| 07522        | MESA-S/GILBERT JUSTICE COURT   | MSA-GLJP       | J                     | Y          |
| 07523        | NORTH VALLEY JUSTICE COURT     | N VAL JP       | J                     | Y          |
| 00002        | OUT OF COUNTY (BILLABLE)       | OUT CNTY       | U                     |            |
| 00001        | OUT OF COUNTY (PREPAID)        | OOO PREP       | U                     |            |
| 07640        | PARADISE VALLEY MAGISTRATE CRT | PRDSV MA       | L                     | Y          |
| 07507        | PEORIA JUSTICE COURT           | PEORIAJP       | J                     | Y          |
| 07645        | PEORIA MAGISTRATE COURT        | PEORIAMA       | L                     | Y          |
| 07651        | PHOENIX IA/K Court             | PHX IA K       | L                     |            |
| 07652        | PHOENIX MAGISTRATE COURT       | PHX MA         | L                     |            |
| 07518        | PHOENIX CENTRAL JUSTICE COURT  | PHXCN JP       | J                     | Y          |
| 07508        | PHOENIX EAST 1 JUSTICE COURT   | PHXE1 JP       | J                     | Y          |
| 07504        | PHOENIX EAST 2 JUSTICE COURT   | PHXE2 JP       | J                     | Y          |
| 07514        | PHOENIX NE JUSTICE COURT       | PHXNE JP       | J                     | Y          |
| 07515        | PHOENIX NW JUSTICE COURT       | PHXNW JP       | J                     | Y          |
| 07516        | PHOENIX SOUTH JUSTICE COURT    | PHX-S JP       | J                     | Y          |
| 07509        | PHOENIX WEST JUSTICE COURT     | PHX-W JP       | J                     | Y          |
| 07660        | QUEEN CREEK                    | QN CRK         | L                     |            |
| 07510        | SCOTTSDALE JUSTICE COURT       | SCTSD JP       | J                     | Y          |

Maricopa County Sheriff's Office  
 RMS to Pre-Booking Interface Specification

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|       |                               |          |   |   |
|-------|-------------------------------|----------|---|---|
| 07665 | SCOTTSDALE MAGISTRATE COURT   | SCTSD MA | L |   |
| SUP00 | SUPERIOR COURT                | SUP CRT  | N | Y |
| 07668 | SURPRISE MAGISTRATE COURT     | SUPRS MA | L | Y |
| 07524 | TEMPE EAST JUSTICE            | TMP E JP | J | Y |
| 07671 | TEMPE MAGISTRATE COURT        | TMPE MA  | L |   |
| 07525 | TEMPE WEST JUSTICE            | TMP W JP | J | Y |
| 07512 | TOLLESON JUSTICE COURT        | TLSN JP  | J | Y |
| 07680 | TOLLESON MAGISTRATE COURT     | TLSN MA  | L | Y |
| 07513 | WICKENBURG JUSTICE COURT      | WCKNB JP | J | Y |
| 07685 | WICKENBURG MAGISTRATE COURT   | WCKNB MA | L | Y |
| 07690 | YOUNGTOWN MAGISTRATE COURT    | YNGTN MA | L | Y |
| FOJ01 | SUP CRT - FUGITIVE OF JUSTICE | SUP FOJ  | N | Y |

**Hold Reason**

HoldReason Description

|   |                            |
|---|----------------------------|
| E | DOC ESCAPEE                |
| O | ORDER TO SECURE ATTENDANCE |
| P | PAROLE HOLD                |
| S | SENTENCED TO STATE PRISON  |
| H | HOSPITAL DETENTION         |
| K | SHOCK INCARCERATION        |

**Agency ORI**

| ORI CODE  | NAME                              | Initialed on Hold |
|-----------|-----------------------------------|-------------------|
| ASP / DOC | ARIZONA STATA DEPT OF CORRECTIONS | N                 |
| AZ0010000 | AP CO SHERIFFS OFFICE             | Y                 |
| AZ0010100 | EAGER PD                          | Y                 |
| AZ0010300 | ST JOHNS PD                       | Y                 |
| AZ0010500 | SPRINGVILLE PD                    | Y                 |
| AZ0018900 | NAVAJO PD                         | Y                 |
| AZ0019700 | NAVAJO COMMUNITY COLLEGE PD       | Y                 |
| AZ0020000 | COCHISE CNTY SHERIFFS OFFICE      | Y                 |
| AZ0020100 | BENSON PD                         | Y                 |
| AZ0020300 | BISBEE PD                         | Y                 |
| AZ0020500 | DOUGLAS PD                        | Y                 |
| AZ0020700 | HAUCHUCA CITY PD                  | Y                 |
| AZ0020900 | SIERRA VISTA PD                   | Y                 |
| AZ0021100 | TOMBSTONE PD                      | Y                 |
| AZ0021300 | WILCOX PD                         | Y                 |
| AZ0029700 | COCHISE COLLEGE PD                | Y                 |
| AZ0030000 | COCONINO SHERIFFS OFFICE          | Y                 |
| AZ00300PB | CO COCHISE CO ADAULT PROBATION    | Y                 |
| AZ0030100 | FLAGSTAFF PD                      | Y                 |
| AZ0030300 | FREDONIA PD                       | Y                 |
| AZ0030700 | WILLIAMS PD                       | Y                 |
| AZ0030800 | PAGE PD                           | Y                 |
| AZ0038900 | NAVAJO DIV PUB SFTY-TUBA CITY     | Y                 |
| AZ0040000 | GILA COUNTY SHERIFFS OFFICE       | Y                 |
| AZ0040100 | GLOBE PD                          | Y                 |

Maricopa County Sheriff's Office  
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|           |                                |               |
|-----------|--------------------------------|---------------|
| AZ0040300 | HAYDEN PD                      | Y             |
| AZ0040500 | MIAMI PD                       | Y             |
| AZ0040600 | PAYSON PD                      | Y             |
| AZ0048900 | SANCARLOS INDIAN POLICE        | Y             |
| AZ0050000 | GRAHAM CNTY SHERIFFS OFFICE    | Y             |
| AZ0050100 | PIMA PD                        | Y             |
| AZ005017C | SAFFORD FEDERAL PRISON CAMP    | N             |
| AZ0050300 | SAFFORD PD                     | Y             |
| AZ0050500 | THATCHER PD                    | Y             |
| AZ0059700 | EASTERN AZ COLLEGE PD          | Y             |
| AZ0060000 | GREENLEE CNTY SHERIFFS OFFICE  | Y             |
| AZ0060100 | CLIFTON PD                     | Y             |
| AZ0060300 | DUNCAN PD                      | Y             |
| AZ0070000 | MARICOPA CNTY SHERIFFS OFFICE  | <b>CHARGE</b> |
| AZ00700PB | MARICOPA CO ADULT PROBATION    | <b>CHARGE</b> |
| AZ0070100 | AVONDALE PD                    | N             |
|           | JUVENILE CORRECTIONS ADOBE     |               |
| AZ007015C | MNT                            | N             |
| AZ007015Y | NARCOTICS STRIKE FORCE         | N             |
| AZ007015M | ARIZONA STATE HOSPITAL         | N             |
| AZ007015A | ARIZONA ATTORNEY GENERAL       | N             |
| AZ007023G | JUVENILE PROBATION             | N             |
| AZ007025Y | DEPT OF ECONOMIC SECURITY      | N             |
| AZ007027C | FEDERAL BUREAU OF PRISONS      | N             |
| AZ0070300 | BUCKEYE PD                     | N             |
| AZ0070500 | CHANDLER POLICE                | N             |
| AZ0070700 | EL MIRAGE POLICE               | <b>CHARGE</b> |
| AZ0071100 | GILBERT POLICE                 | N             |
| AZ007123J | MARICOPA COUNTY JUVENILE CTR   | N             |
| AZ0071300 | GLENDALE POLICE                | N             |
| AZ0071500 | GOODYEAR POLICE                | <b>CHARGE</b> |
| AZ0071700 | MESA POLICE DEPARTMENT         | N             |
| AZ0071900 | PARADISE VALLEY PD             | <b>CHARGE</b> |
| AZ0072100 | PEORIA POLICE                  | <b>CHARGE</b> |
| AZ0072300 | PHOENIX POLICE                 | <b>PAGE 2</b> |
| AZ0072500 | SCOTTSDALE POLICE              | N             |
| AZ0072700 | SURPRISE POLICE                | <b>CHARGE</b> |
| AZ0072900 | TEMPE POLICE                   | N             |
| AZ0071300 | TOLLESON POLICE                | <b>CHARGE</b> |
| AZ0073300 | WICKENBURG POLICE              | <b>CHARGE</b> |
| AZ0073500 | YOUNGTOWN POLICE               | <b>CHARGE</b> |
| AZ007379E | SOUTHERN PACIFIC RR PD (UNION) | N             |
| AZ007389P | SANTA FE RR POLICE             | N             |
| AZ0074300 | MARICOPA CNTY PARKS AND REC    | <b>CHARGE</b> |
| AZ0074400 | STATE CAPITOL POLICE           | <b>CHARGE</b> |
| AZ0075200 | CAVE CREEK MARSHALS OFFICE     | Y             |
| AZ0075500 | CAREFREE MARSHALS OFFICE       | Y             |
| AZ0075600 | FOUNTAIN HILLS MARSHAL         | Y             |
| AZ0075700 | AZ STATE UNIV WEST PD PHOENIX  | <b>CHARGE</b> |
| AZ0076000 | MARICOPA CO CONSTABLES DEPT    | N             |
| AZ0078900 | SALT RIVE INDIAN POLICE        | N             |
| AZ0079700 | ASU POLICE                     | <b>CHARGE</b> |

Maricopa County Sheriff's Office  
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|            |                                | <b>CHARGE</b> |
|------------|--------------------------------|---------------|
| AZ0079900  | DPS-AZ DEPT OF PUBLIC SAFETY   |               |
| AZ0080000  | MOHAVE COUNTY SHERIFFS OFFICE  | Y             |
| AZ0080100  | KINGMAN PD                     | Y             |
| AZ0080300  | FORT MOHAVE PD                 | Y             |
| AZ0080400  | LAKE HAVASU PD                 | Y             |
| AZ0080500  | BULL HEAD CITY                 | Y             |
| AZ0080600  | COLORADO CITY MARSHAL          | Y             |
| AZ0080900  | NATIONAL PARK SERVICE PD       | N             |
| AZ0090000  | NAVAJO COUNTY SHERIFFS OFFICE  | Y             |
| AZ0090100  | HOLBROOK PD                    | Y             |
| AZ0090300  | SHOW LOW PD                    | Y             |
| AZ0090500  | SNOWFLAKE PD                   | Y             |
| AZ0090900  | WINSLOW PD                     | Y             |
| AZ009119P  | SANTA FE SECURITY PD           | N             |
| AZ0091300  | PINETOP-LAKESIDE PD            | Y             |
| AZ0098900  | WHITERIVER INDIAN POLICE       | N             |
| AZ0100000  | PIMA COUNTY SHERIFFS OFFICE    | Y             |
| AZ01000CA  | PM CO COUNTY ATTORNEY          | Y             |
| AZ01000PB  | PIMA CO ADULT PROBATION        | Y             |
| AZ0100100  | SOUTH TUCSON PD                | Y             |
| AZ010013G  | PIM COUNTY PROBATION           | Y             |
| AZ0100300  | TUCSON PD                      | Y             |
| AZ0100400  | SAHURITA PD                    | Y             |
| AZ0100700  | ORO VALLEY PD                  | Y             |
| AZ00100900 | MARANA MARSHALS OFFICE         | Y             |
| AZ0101000  | TUCSON AIRPORT AUTHORITY PD    | Y             |
| AZ0101200  | TOHONO O-ODHAM NATION PD       | Y             |
| AZ0108900  | PAPAGO INDIAN POLICE           | Y             |
| AZ0109700  | UNIVERSITY OF ARIZONA PD       | Y             |
| AZ0109800  | PIMA COMM COLLEGE PD,TUCSON    | Y             |
|            | ARIZONA HIGHWAY PATROL         |               |
| AZ0109900  | (TUCSON)                       | Y             |
| AZ0110000  | PINAL COUNTY SHEFIFFS OFFICE   | Y             |
| AZ0110100  | CASA GRANDE PD                 | Y             |
| AZ011015C  | PRISON DOC,FLORENCE            | N             |
| AZ0110300  | COOLIDGE PD                    | Y             |
| AZ011035C  | PRISON DOC,EYMAN FAC,FLORENCE  | N             |
| AZ0110500  | ELOY PD                        | Y             |
| AZ0110700  | FLORENCE PD                    | Y             |
| AZ0110900  | KEARNY PD                      | Y             |
| AZ0111100  | MAMOTH PD                      | Y             |
| AZ0111200  | SUPERIOR PD                    | Y             |
| AZ0111300  | APACHE JUNCTION PD             | Y             |
| AZ0118900  | SACATON ONDIAN PD              | N             |
| AZ0119700  | CENTRAL AZ COLLEGE PD,COOLIDGE | Y             |
| AZ0120000  | SANTA CRUZ SHERIFFS OFFICE     | Y             |
| AZ0120100  | NOGALES PD                     | Y             |
| AZ0120300  | PATAGONIA PD                   | Y             |
| AZ0130000  | YAVAPI CO SHERIFFS OFFICE      | Y             |
| AZ0130100  | CLARKDALE PD                   | Y             |
| AZ013013G  | YA CO ADULT PROBATION          | Y             |
| AZ0130300  | COTTONWOOD PD                  | Y             |
| AZ0130500  | JERONE PD                      | Y             |

Maricopa County Sheriff's Office  
 RMS to Pre-Booking Interface Specification

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|            |  |   |
|------------|--|---|
| AZ0130700  | PRESCOTT PD                                      | Y |
| AZ0131100  | PRESCOTT VALLEY PD                               | Y |
| AZ0131200  | CHINO VALLEY PD                                  | Y |
| AZ0131300  | CAMP VERDE TOWN MARSHAL                          | Y |
| AZ0131400  | SEDONA PD  | Y |
| AZ0140000  | YUMA COUNTY SHERIFFS OFFICE                      | Y |
| AZ014030   | SOMERTON PD                                      | Y |
| AZ0140500  | YUMA PD  | Y |
| AZ0140700  | COCOPAH TRIBAL PD                                | Y |
| AZ0140800  | SANLUIS PD                                       | Y |
| AZ0140900  | WELLTON MARSHALS OFFICE                          | Y |
| AZ0149700  | AZ WESTERN COLLEGE PD,YUMA                       | Y |
| AZ0150000  | LA PAZ COUNTY SHERIFFS OFFICE                    | Y |
| AZ0150100  | PARKER PD  | Y |
| AZ0150200  | COLORADO RIVER TRIBAL PD                         | Y |
| AZ0150300  | QUARTSITE MARSHALS OFFICE                        | Y |
| AZAF00100  | DAVIS-MONTHAN USAF BASE                          | N |
| AZAF00300  | LUKE USAF BASE                                   | N |
| AZATF0200  | ALCOHOL/TOBACCO/FIREARMS DIV                     | N |
| AZCASTU00  | BUREAU OF CUSTOMS TUCSON                         | N |
| AZDEA0400  | DRUG ENFORCEMENT ADMIN (DEA)<br>DRUG ENFORCEMENT | N |
| AZDEA0500  | AGENCY,YUMA                                      | N |
| AZDI06100  | FORT MCDOWELL TRIBAL PD                          | N |
| AZDI06500  | AK CHIN PD                                       | N |
| AZDI06600  | PASCUA YAQUI PD                                  | N |
| AZDI06900  | YAVAPI-APACHE NATION PD                          | N |
| AZFBIPX00  | FEDERAL BUREAU OF<br>INVESTIGATIONS              | N |
| AZFGD0000  | ARIZONA FISH & GAME DEPT                         | Y |
| AZINS0100  | BORDER PATROL TUCSON                             | N |
| AZINS0200  | INS BORDER PATROL, YUMA                          | N |
| AZINSPX00  | IMMIGRATION SERVICES                             | N |
| AZIRS8600  | INTERNAL REVENUE SERVICES                        | N |
| AZPO00100  | US POSTAL SERVICE PHOENIX                        | N |
| AZSS40400  | US SECRET SERVICE                                | N |
| AZUSC5200  | US CUSTOMS SERVICE                               | N |
| AZUSM0100  | US MARSHAL                                       | N |
| USA0000000 | US ARMY  | N |
| USMC00000  | US AMRINE CORPS                                  | N |
| USN0000000 | US NAVY  | N |

**Charge Status**

ChargeStatus Description

- 1 AWAITING IA COURT
- 2 AWAITING NEXT COURT APPEARANCE
- 3 RELEASED ON OWN RECOGNIZANCE
- 4 SENTENCED

**Charge Class**

ChargeClass Description

C C - CIVIL

# Maricopa County Sheriff's Office

## RMS to Pre-Booking Interface Specification

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|    |                        |
|----|------------------------|
| F  | F - FELONY             |
| F1 | F1 - FELONY ONE        |
| F2 | F2 - FELONY TWO        |
| F3 | F3 - FELONY THREE      |
| F4 | F4 - FELONY FOUR       |
| F5 | F5 - FELONY FIVE       |
| F6 | F6 - FELONY SIX        |
| M  | M - MISDEMEANOR        |
| M1 | M1 - MISDEMEANOR ONE   |
| M2 | M2 - MISDEMEANOR TWO   |
| M3 | M3 - MISDEMEANOR THREE |

### Warrant Type

| Warrant Type | Description        |
|--------------|--------------------|
| BW           | BENCH WARRANT      |
| GJ           | GRAND JURY WARRANT |

### Failure To Condition

| Failure To Condition | Description       |
|----------------------|-------------------|
| FC                   | FAILURE TO COMPLY |
| FP                   | FAILURE TO PAY    |
| FT                   | FAILURE TO APPEAR |

### Court Reason

| CourtReasonCode | Description       |
|-----------------|-------------------|
| A               | ARRAIGNMENT       |
| F               | FUGITIVE HEARING  |
| H               | ANY OTHER HEARING |
| M               | RULE 11 HEARING   |
| P               | PRELIMINARY       |
| R               | REVOCAATION       |
| S               | SENTENCE          |
| T               | TRIAL             |

### Bond Status

Bondable  
Non Bondable  
No Bond Set  
Does Not Apply

### Court Type

| CourtType | Description |
|-----------|-------------|
| C         | COUNTY      |
| O         | OTHER       |
| P         | PHOENIX     |

### Prep Class

| PrepClassCode | Description            |
|---------------|------------------------|
| A             | ATTEMPT TO COMMIT      |
| C             | CONSPIRACY TO COMMIT   |
| F             | FACILITATION OF        |
| S             | SOLICITATION TO COMMIT |

#### **Class 6 Felony 250**

| Class6Code | Class6Description                  |
|------------|------------------------------------|
| U          | AMOUNT UNKNOWN                     |
| N          | AMOUNT LESS THAN OR EQUAL TO \$250 |
| Y          | AMOUNT GREATER THAN \$250          |

#### **Class 6 Felony 100**

| Class6Code | Class6Description                  |
|------------|------------------------------------|
| N          | AMOUNT LESS THAN OR EQUAL TO \$100 |
| Y          | AMOUNT GREATER THAN \$100          |
| U          | AMOUNT UNKNOWN                     |

#### **Sentence Full Pay**

| FullpayFlag | Description                                     |
|-------------|---|
| Y           | FULL FINE AMOUNT PAYMENT REQUIRED               |
| N           | FINE AMOUNT MAY BE REDUCED BASED ON TIME SERVED |

#### **Sentence Type Unit**

| SentenceTypeUnit | Description |
|------------------|-------------|
| D                | DAYS        |
| M                | MONTHS      |
| Y                | YEAR        |
| H                | HOURS       |

#### **Two for One Credit**

| TwoForOneFlag | Description                          |
|---------------|--------------------------------------|
| Y             | TWO-FOR-ONE CREDIT MAY BE EARNED     |
| N             | TWO-FOR-ONE CREDIT MAY NOT BE EARNED |

#### **Sentence Type**

| CreativeSentFlag | Description  |
|------------------|--|
| Y                | SENTENCE MUST BE ENTERED AS COMMENT                  |
| N                | CAN BE ENTERED AS SINGLE FINE AND/OR SENTENCE LENGTH |

#### **And Or code**

| AndOrCode | Description                           |
|-----------|---------------------------------------|
| A         | FINE MUST BE PAID AND SENTENCE SERVED |
| O         | FINE MAY BE PAID OR SENTENCE SERVED   |

#### **Consecutive Concurrent**

| Consecutive | Concurrent | Description |
|-------------|------------|-------------|
| C           |            | CONCURRENT  |
| S           |            | CONSECUTIVE |

**Special Sentence Program**

| SpecialSentenceProgram | Description                          |
|------------------------|--------------------------------------|
| WK                     | WEEKEND (IN LESS THAN 7 DAYS A WEEK) |
| WR                     | IN & OUT 7 DAYS PER WEEK             |
| WF                     | WORK FURLOUGH                        |

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