CENTERVILLE POLICE DEPARTMENT

ENHANCING PROPERTY AND EVIDENCE ROOM MANAGEMENT, CONTROL, AND PRODUCTIVITY THROUGH INTEGRATED DIGITAL TECHNOLOGIES

PROPERTY

ROOM

INFORMATION

MANAGEMENT

SYSTEM

AUGUST 8, 2002

KART DIGITAL, INC.
DALLAS, TEXAS

TABLE OF CONTENTS

EXECUTIVE SUMMARY

Background Information: Centerville Police Department

The Centerville Police Department (CPD) has 2,800 officers, 350 civilian staff, and seven full-service police stations. CPD's P&E Room:

- Employees 30 full-time staff
- Operates on a 24x7 basis.
- Requires an annual operating budget of $3.65 million.
- Receives and process 9,000 new items each month and stores and inventories over 175,000 pieces of property and evidence.

The Property and Evidence Room uses a combination of paper-based and automated systems. An arresting or investigating officer completes a pre-numbered Property Tag (invoice) for each piece of property or evidence before the P&E Room places the item into inventory. The P&E Room generates paper receipts to maintain "Chain-of-Custody" records for all property and evidence under its control.

Alpha One is a mainframe-based system developed for the CPD in 1984. The system provides a centralized record of property and evidence received by the department and satisfies National Crime Information Coding (NCIC) reporting requirements. The department's annual cost to operate and maintain Alpha One is $225,000.

The CPD has several opportunities to improve the operations of its Property and Evidence Room:

- Use digital imaging technologies to improve operations and controls and mitigate liability.
- Use digital imaging technologies to create a near paperless P&E Room environment.
- Reduce the P&E Room's operating costs by replacing Alpha One.

Some key immediate needs of CPD's Property and Evidence Room include:

- Having the ability to create a picture of a P&E Room item when received.
- Using barcodes to enhance inventory and control processes.
- Use digital signature pads to create a near paperless operation

Some important long-term objectives for CPD's Property and Evidence Room include:

- Expanding the category and descriptive information available on a P&E Room item to improve investigative and reporting capabilities.
- Providing CPD and other law enforcement agency officers with remote, browser-based query and image viewing capabilities for investigative purposes.

Proposed Solution — PRIMS

KART Digital (KART) proposes the following Property Room Information Management System (PRIMS) installation for the Centerville Police Department.

PRIMS is a fully integrated property and evidence management systems for law enforcement agencies that manages, tracks, and archives the day-to-day property and evidence management workload. PRIMS integrates several commercially-available, digital technologies to enhance property and evidence room management, control, and productivity:

Digital Technologies	PRIMS Use
Database	A Windows-based database supports property and evidence information management, storage, and retrieval.
Document Imaging	Document scanners digitize all the important papers associated with a property invoice, including court or laboratory documents.
Digitized Signature Pads	Signature pads digitize, capture, and document the deposit, transfer, recovery, and disposal transactions.
Bar Coding	Bar coding functions inventory property and evidence by case number, voucher, property tag, invoice, and shelf location.
Digital Pictures	Digital cameras photograph property and evidence and people.

CPD will license PRIMS for up to twenty (20) users and workstations. Total PRIMS software, hardware, and implementation fees and expenses for the Centerville Police Department are **$181,213**. PRIMS has a payback of less than one year for the CPD. Maintenance fees for PRIMS software and hardware after the first year of operation are $31,120 annually. These fees represent an 86% reduction over the current Alpha One costs.

With its integrated digital technologies, PRIMS can mitigate a property and evidence room's liability because the system provides for the:

- Capture of a digital image of property or evidence when received
- The recording of the "Chain of Custody" for an item through digital signature pads and transaction audit trails.

Some key PRIMS features and non-financial benefits include the following:

PRIMS Features	Description	Benefits
Chain of Custody Tracking	Complete tracking of the chain-of-custody from acquisition to disposal; may include optional digital picture of the property, property owner or legal representative.	• Complies with the most scrupulous auditors and justice requirements • Mitigates liability exposure of the law enforcement agency

PRIMS Features	Description	Benefits
Bar coding	Bar coding functions by case number, voucher, property tag/invoice/property tag, and shelf location.	• Provides for rapid storage and shelf turnover. • Provides for easy inventory auditing and reconciliation • Offers quick access to evidence and property • Helps insure process integrity
Document imaging	Document scanners used to digitize all paper documents associated with a property invoice or voucher.	• Easy information access and retrieval • Complete chain of custody documentation • Opportunity for paperless operations
Digital pictures	Digital cameras used to photograph property and evidence and people.	• Easy information access and retrieval • Limits liability of the property room from potential damage suits — records condition, quantity, and other characteristics upon receipt • Provides a powerful research tool for investigators and detectives — view property from remote locations • Opportunity for paperless operations
Audit trails	PRIMS records all transactions by operator, time, and function.	• Provides complete record of all transaction and activity • Satisfies management and public accountability requirements • Complies with the most scrupulous auditors and justice requirements • Mitigates liability exposure of the law enforcement agency

PRIMS Installation

KART Digital follows a seven-phase methodology for all PRIMS implementations. Each phase has clearly defined activities and deliverables. Representatives from Centerville Police Department and KART will form a team to implement PRIMS. A table on page 16 in the PRIMS Implementation section of this proposal defines responsibilities and estimated commitment levels in "worker days" for each team member.

KART Digital estimates implementation of PRIMS for the Centerville Police Department can begin in early September 2002 and be completed by mid December 2002.

KART Digital Profile

KART Digital was founded in 1992 and is headquartered in Dallas, Texas. KART's mission is to provide integrated, digital technology to federal, state, and local law enforcement agencies to enhance their operations and establish standards to facilitate the inter-agency sharing of case information on a nationwide basis. KART only uses state-of-the-art, digital technologies that are commercially available for its systems.

BACKGROUND INFORMATION: CENTERVILLE POLICE DEPARTMENT

Centerville Police Department and P&E Room

The Centerville Police Department (CPD) employees approximately 2,800 officers and 350 civilian staff who provide various support functions. CPD has seven full-service police stations, which serve the 1.1 million residents of Centerville, Texas.

CPD's Property and Evidence (P&E) Room is located next to the department's motor pool and vehicle service area approximately two miles from downtown Centerville. The P&E Room is housed in a 30,000 square foot warehouse that employees the latest in security measures. CPD's P&E Room:

- Employees 30 full-time staff.
- Requires an annual operating budget of $3.65 million.
- Operates twenty-four a day, seven days a week.
- Receives and process 9,000 new items each month.
- Stores and inventories over 175,000 pieces of property and evidence.
- Returns over 23,000 pieces of property and evidence to their rightful owners annually.
- Disposes of 37,000 pieces of unclaimed property and evidence annually.
- Destroys 7,000 weapons and over three tons of illicit drugs annually.

Current Property and Evidence Room Operations

Staff

One Lieutenant and two Sergeants manage the CPD Property and Evidence Room operations on a full-time basis. Twenty-seven (27) full-time, civilian employees receive, process, and control all property and evidence items. Most civilian staff members work during daytime hours; Monday through Friday, 8:00 AM to 5:00 PM. However, two civilian P&E Room staff work second and third shift each day and over three shifts on Saturdays, Sundays, and holidays.

Processes and Procedures

The Property and Evidence Room uses a combination of paper-based and automated systems. The arresting or investigating officer completes a pre-numbered Property Tag (invoice) for each piece of property or evidence associated with a case. A P&E Room employee receives each item and enters the information from the tag and a brief description of the item to "Alpha One," the department's P&E system.

The P&E Room places a property or evidence item into inventory upon receipt. Some items are sent out to laboratories for testing. For example, a weapon used in a crime can be sent to a laboratory for ballistics testing. If an item is needed in court, an officer of the court requests the item and physically takes custody of the item. The P&E Room generates paper receipts to maintain "Chain-of-Custody" records for all property and evidence under its control. Anyone removing a property or evidence item from the P&E Room must sign a paper receipt for the item. Once the P&E Room accepts an item, it also accepts responsibility and

liability for the item until returned to its owner or destroyed or disposed through standard operating policies and procedures.

Systems

Alpha One is a mainframe-based system developed for the CPD in 1984. The system's primary function is to provide a centralized record of property and evidence received by the department. Alpha One provides limited inventory, operational, and management reporting functions; however, it does satisfy all National Crime Information Coding (NCIC) reporting requirements. The department's annual cost to operate and maintain Alpha One is $225,000.

Property and Evidence Room Improvement Opportunity

The Centerville Police Department has several opportunities to improve the operations of its Property and Evidence Room:

- Use digital imaging technologies to improve operations and controls and mitigate liability.
- Use digital imaging technologies to create a near paper-less P&E Room environment.
- Reduce the P&E Room's operating costs by replacing Alpha One, a mainframe-based system, with more cost-effective technologies.

Needs and Objectives

KART Digital identified the following immediate needs during our analysis of CPD's Property and Evidence Room:

- Have the ability to create a picture of a P&E Room item when received.
- Use barcodes to enhance inventory and control processes.
- Use digital signature pads to create paperless "Chain-of-Custody" records.
- Expand the availability, frequency, and information provided on standard operational and management reports.
- Replace the NCIC reporting interface currently provided by the Alpha One P&E Room system.

During the analysis, KART Digital also identified the following long-term objectives for CPD's Property and Evidence Room:

- Expand the category and descriptive information available on a P&E Room item to improve investigative and reporting capabilities.
- Obtain ad hoc reporting capabilities to improve management and investigative functions.
- For investigative purposes, provide CPD and other law enforcement agency officers with remote, browser-based query and image viewing capabilities.

Purpose of the Proposal

The purpose of this proposal to the Centerville Police Department from KART Digital is threefold:

1. Introduce KART's Property Room Information Management System (PRIMS) to CPD.

2. Show how PRIMS will ensure the CPD Property and Evidence Room takes advantage of the available improvement opportunities and meets its needs and objectives.

3. Show how KART Digital proposes to implement PRIMS in the CPD Property and Evidence Room.

PROPOSED SOLUTION — PRIMS

The Property Room Information Management System (PRIMS) developed by KART Digital, Inc. (KART) is a fully integrated and automated property and evidence management system for law enforcement agencies. It manages, tracks, and archives the day-to-day property and evidence management workload. PRIMS was designed by a specialized team of law enforcement, forensic, and data processing professionals to specifically integrate:

- Evidence information and management,
- Office information, and
- Law enforcement agency reporting requirements.

Chain-of-Custody

The following data flow diagram graphically depicts the chain-of-custody flow in KART's Property Information Management System (PRIMS).
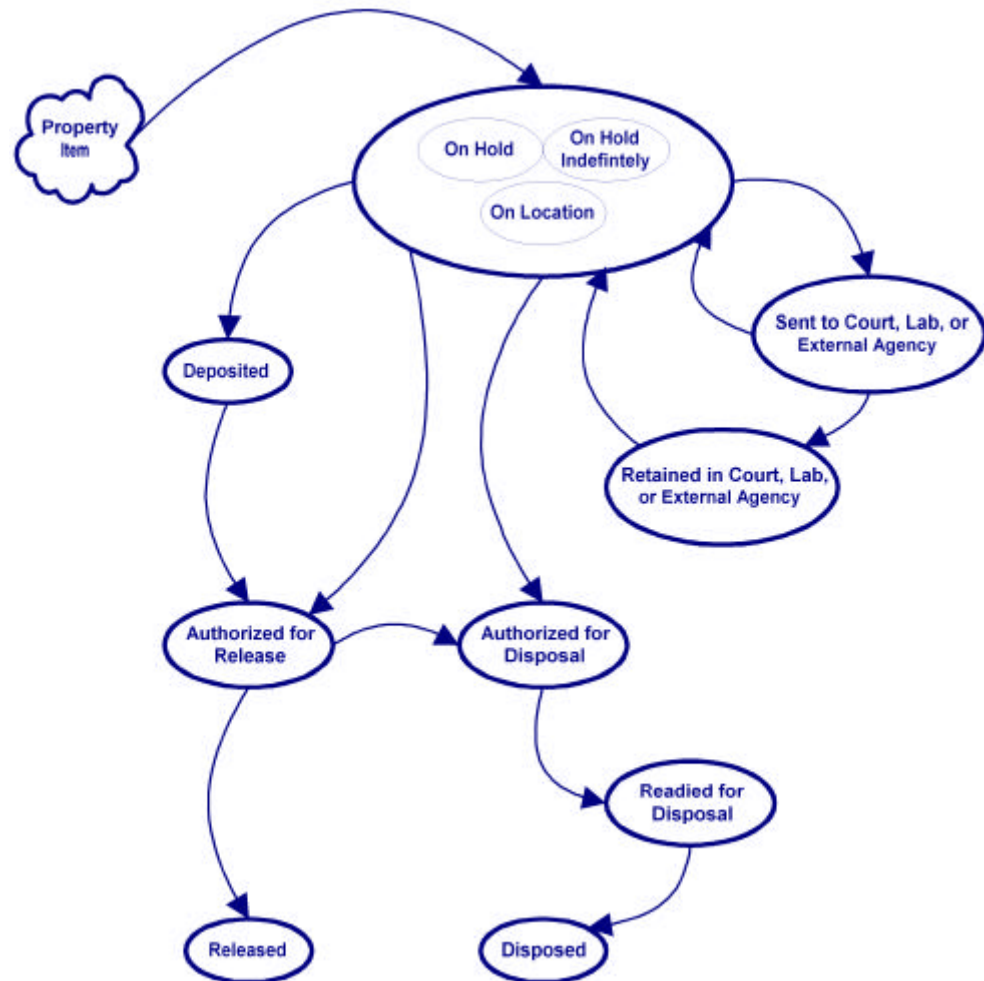
See Appendix A for a detailed description of PRIMS primary functions.

Object-Oriented Design

PRIMS is written in Object Pascal using Borland's Delphi 5.0 Development Tool. Delphi offers a faster run time environment than Visual Basic 5.0 and more rapid development times than Visual C++ 5.0. PRIMS is object-oriented so growth to the system can be easily applied with little or no change to the system. In addition, Delphi 5.0 has libraries of supporting tools that allow easy application of new technology in areas of image processing, bar-code processing, audio voice control, etc.

SQL Server

PRIMS uses Microsoft SQL Server as it data base management system (DBMS) for several reasons, its:

- Performance and robustness
- Ability to support a range of users varying from one to over one hundred
- Ease of use for maintenance and support.

Because PRIMS uses standard connectivity protocols OLE DB or ODBC, PRIMS can also supports other databases such as Oracle, DB2, or I Informix.

Windows NT

PRIMS is a 32-bit system and operates on Windows platforms (NT/2000/98) either on a standalone workstation, or in a client server mode on a Local Area Network. As a Windows based application, PRIMS links to Microsoft Office applications.

Additionally, KART Digital designed the PRIMS infrastructure so that the database can be searched via an intranet using a standard Web browser, if desired. This can allow remote, non-property room, users such as detectives or court clerks to query the database. PRIMS also can import/export data to provide interfaces with external systems, such as an existing mainframe system or the National Crime Information Coding interface (NCIC).

Digital Technologies

PRIMS integrates several commercially-available, digital technologies to enhance property and evidence room management, control, and productivity:

Digital Technology	PRIMS Use
Database	A Windows-based database supports property and evidence information management, storage, and retrieval.
Document Imaging	Document scanners digitize all the important papers associated with a property invoice, including court or laboratory documents.
Digitized Signature Pads	Signature pads digitize, capture, and document the deposit, transfer, recovery, and disposal transactions.
Bar Coding	Bar coding functions inventory property and evidence by case number, voucher, property tag, invoice, and shelf location.
Digital Pictures	Digital cameras photograph property and evidence and people.

System Modules

The Property Room Information Management System has six (6) main modules:

1. Property Management
2. Imaging
3. Reporting
4. Audit
5. Security
6. Import/Export Interfaces

PRIMS Module	Description/Function/Comments
Property Management	• Comprehensive evidence tracking • Descriptive and bar-coded evidence labels • Full chain of custody maintenance and control • Inventory reconciliation • Scanned document image management
Imaging	• Capture and maintenance of digital images
Reporting	• Comprehensive activity and property status reports • Statistical and summary reports • Audit trail reports • Ad hoc query reports
Audit	• Comprehensive audit trails for all record additions, deletions, and changes • Audit trail maintained by operator, terminal, time, date, file, and transaction
Security	• Comprehensive access and functional security • Four (4) security levels: Operator, Password, Function (job group), and Transaction
Import/Export Interfaces	• Customizable Interface capabilities with external applications, such as a mainframe system or NCIC, to retrieve and transfer data and information

PRIMS for Centerville Police Department

KART Digital proposes the following PRIMS installation for the Centerville Police Department (CPD):

PRIMS Software

CPD will license PRIMS for up to twenty (20) users and workstations.

PRIMS Hardware

Qty	Hardware Description
1	Server with Microsoft Windows NT Server operating system
18	Workstations with Microsoft Windows NT/2000/98 Workstation operating system
18	Barcode scanners and Stands
5	Barcode printers, high-speed
4	Digital cameras
5	Signature pads
3	Laser printers, high-volume
2	Flatbed image scanners
2	Portable data terminals (to read barcodes for inventory purposes)
1	Uninterrupted power supply
1	Network (Ethernet)

Total PRIMS software, hardware, and implementation fees and expenses for the Centerville Police Department are $181,213. Annual PRIMS software and hardware maintenance fees after the first year of operation are $31,120.

See the Business Issues section on page 20 for detailed prices and fees.

See Appendix B for detailed hardware specifications.

Financial Benefits

PRIMS will provide financial benefits for the Centerville Police Department in two areas:

1. **Lower Costs:** Replacing the Alpha One mainframe-based system, which has annual operating costs of $225,000, with a server-based system that supports integrated digital technologies.

2. **Mitigation of Liability**   With PRIMS, the CPD can mitigate the liability it incurs by accepting and managing property and evidence because the system's integrated digital technologies provides enhanced operational functions and controls.

Alpha One Replacement

Payback

PRIMS has a payback of less than one year for the Centerville Police Department.

$$\frac{\text{Total PRIMS software and hardware costs}}{\text{Alpha One annual operating costs}} = \text{Payback period}$$

$$\frac{\$181,213}{\$225,000} = \textbf{.80 years or 9.6 months}$$

Lower Operating Costs

Annual PRIMS software and hardware maintenance fees are only $31,120, which is an **86% reduction** when compared to the current Alpha One operating costs.

Mitigation of Liability

PRIMS with its integrated digital technologies can mitigate a property and evidence room's liability. Specifically, PRIMS provides for the:

- Capture of a digital image of property or evidence when received
- The recording of the "Chain of Custody" for an item through digital signature pads and transaction audit trails.

With PRIMS, a P&E room can easily prove the condition of an item when it was received, what individuals have had custody of the item, and when and how long they had custody. If someone legally challenges the handling of property or evidence, the Centerville Police Department will be well prepared to respond to the challenge with standard PRIMS reports and images. Perhaps the legal fees and internal time and expenses saved by not having to defend just one such challenge can easily reach the cost of PRIMS.

Non-Financial Benefits

PRIMS provides the following non-financial benefits for Centerville Police Department:

PRIMS Features	Description	Benefits
Chain of Custody Tracking	Complete tracking of the chain-of-custody from acquisition to disposal; may include optional digital picture of the property, property owner or legal representative.	• Complies with the most scrupulous auditors and justice requirements • Mitigates liability exposure of the law enforcement agency
Bar coding	Bar coding functions by case number, voucher, property tag/invoice/property tag, and shelf location.	• Provides for rapid storage and shelf turnover. • Provides for easy inventory auditing and reconciliation • Offers quick access to evidence and property • Helps insure process integrity
Multi-level classifications	Multi-level property and evidence classifications. For example: • Narcotics, Firearms, Money, Evidence • Biohazard, Flammables, Perishables • Found, Seized, Hold, Safekeeping, etc..	• Provides faster and more manageable storage and disposal processes • Improves accountability • Allows for comprehensive investigative queries and management reports
Document imaging	Document scanners used to digitize all paper documents associated with a property invoice or voucher.	• Easy information access and retrieval • Complete chain of custody documentation • Opportunity for paperless operations
Digitized signature pads	Signature pads used to digitize capture and document the deposit, transfer, recovery, and disposal transactions.	• Easy information access and retrieval • Complete chain of custody documentation • Opportunity for paperless operations

PRIMS Features	Description	Benefits
Digital pictures	Digital cameras used to photograph property and evidence and people.	• Easy information access and retrieval • Limits liability of the property room from potential damage suits — records condition, quantity, and other characteristics upon receipt • Provides a powerful research tool for investigators and detectives — view property from remote locations • Opportunity for paperless operations
National Crime Information Computer (NCIC) Coding	Uses standard NCIC codes for all property and evidence items	• Helps maintain compliance with standard national codes • Provides an interface to the NCIC database • Provides for NCIC reporting and investigative inquiries
Audit trails	PRIMS records all transactions by operator, time, and function.	• Provides complete record of all transaction and activity • Satisfies management and public accountability requirements • Complies with the most scrupulous auditors and justice requirements • Mitigates liability exposure of the law enforcement agency
Multi-level security	Security options at the administrator, supervisor, and operator levels.	• Limits access and functional capabilities by operator • Increases integrity of property room operations • Increases management's level of confidence
Comprehensive operational and management reporting	Standard statistical and management reports. For example, *Money and Guns on Hand*	• Improves operational control • Standard reporting packages satisfies most operational and management needs
Ad-hoc reporting	Powerful search capabilites using any database field	• Offers quick retrieval of any information for management • Provides a rich data warehouse for investigating criminal cases

PRIMS Features	Description	Benefits
Automatic requests and notices	Generates requests for disposal to investigators and retrieval notices to owners	• Eliminates manual processes for investigators • Improves operational control • Provides for rapid storage and shelf turnover
SQL server	Microsoft database is a non-proprietary, industry standard, and Windows-based database	• Allows for unlimited database size • Offers fast access • Supports full audit trails • Provides integrate recovery functions
Windows interface	Uses an industry standard Windows interface	• Provides users with a familiar and ease-of-use graphical user interface (GUI) • Allows for easy transfer of data to Windows-based applications, e.g., MS Word, MS Excel, etc.
Data Export / Import	Interface to external and other systems: national and state law enforcement agencies, legacy, and court system	• Easy import or export of property and evidence data to other systems • Enhanced reporting to national and state agencies • Easy upload or download to internal legacy systems • Minimizes manual entry for data migration/conversion to PRIMS
Automatic Data Storage and Archives	Automatic tape backup generation four (4) times daily with full weekly data backup.	• Prevents loss of data in case of system failure • Limits data loss to the last six (6) hours • Automates a critical PRIMS function

PRIMS IMPLEMENTATION

KART Digital Implementation Methodology

KART Digital follows its seven-phase methodology for all Property Room Information Management System (PRIMS) implementations. The activities and deliverables for each phase are as follows:

Phase	Activities	Deliverables
1. Implementation Planning	• Identify members and assemble Implementation Team • Identify and schedule implementation activities • Order hardware and network equipment	• Implementation Plan • Purchase Orders for hardware and network equipment
2. Systems Configuration	• Define and design system configuration requirements • Review and approve configuration specifications by *Centerville Police Department* • Develop and alpha test system changes • Develop acceptance test criteria	• System Configuration Document • Acceptance Test Plan
3. Equipment and Network Installation	• Install and test network components • Install and test hardware components	• Installed and tested network and hardware
4. System Installation	• Install PRIMS system • Train Acceptance Test personnel	• Installed system • Trained Acceptance Test personnel
5. Acceptance Test	• *Centerville Police Department* and KART acceptance testing	• Fully tested system
6. Training	• Manager/supervisor training • End-user training	• Fully trained *Centerville Police Department* staff
7. Operation	• PRIMS operation • Conversion of pre-PRIMS files to digital technology by *Centerville Police Department* staff (Note KART can provide technical assistance under a separate project.) • Ongoing quality assurance activities	• Fully operational system • Periodic, scheduled meetings with *Centerville Police Department* representatives and KART Account Executive

Implementation Team

Representatives from Centerville Police Department and KART will form a team to implement PRIMS. The team members, their responsibilities, and estimated commitment level in "worker days" for each KART Digital Implementation Methodology phase are defined on the following table.

	Team Position	Responsibilities	Worker Days by Phase						
			1	2	3	4	5	6	7
Centerville Police Department	Project Coordinator, Lt. Rod Kimberly	• Primary contact for KART • Coordinate CPD implementation resources	1.0	2.0	0.5	0.5	2.0	1.0	1.0
	Computer Systems Liaison, Julie Misner	• Provide CPD systems expertise	1.0	1.0	1.0	1.0	1.0	1.0	1.0
	User Representative – Supervisory, Sgt. Ann Willis	• Define custom system requirements • Acceptance Testing	1.0	2.0	0.0	1.0	5.0	1.0	1.0
	User Representative – Clerical, Cynthia Lewis	• Define custom system requirements • Acceptance Testing	1.0	2.0	0.0	1.0	5.0	1.0	0.0
KART Digital	Project/Account Manager, Linda Michaels	• Primary contact for CPD • Implementation project management	3.0.	3.0	1.0	2.0	2.0	1.0	3.0
	Director, Systems Implementation, Robert Pressley	• Implement system configuration requirements • Software installation and testing	3.0.	4.0	1.0	3.0	2.0	0.5	2.0
	Director, Engineering, Richard Kinkaid	• Hardware and network equipment acquisition • Hardware/network installation and maintenance	2.0	0.0	3.0	0.5	0.5	0.0	1.0
	Training Coordinator, Anna Perrison	• Acceptance Test training • CPD staff training	1.0	1.0	0.0	0.0	0.0	5.0	0.0

Implementation Schedule

The table below identifies the estimated implementation period for the Property Room Information Management System for the Centerville Police Department. This schedule will be refined and further detailed during the Implementation Planning phase and will be completed within 180 days of awarding of the contract.

- **Estimated Start Date:**   September 6, 2002
- **Estimated Completion Date:**   December 10, 2002

Phase / Week	1	2	3	4	5	6	7	8	9	10	11	12
1. Implementation Planning	▓											
2. Systems Configuration		▓	▓									
3. Equipment and Network Installation				▓	▓							
4. System Installation						▓						
5. Acceptance Testing							▓	▓				
6. Training									▓	▓		
7. Operation										▓	░	░

Conversion of Existing Files

After PRIMS becomes operational, conversion of existing, paper-based or legacy system case files to digital technology will require an ongoing effort by Centerville Police Department staff. The scope of this effort will be dependent upon several variables:

- Available conversion resources.
- Complexity of data and database mapping issues.
- Quality of data and the need for "scrubbing."
- Quality of documentation and how well users understand the current system.

KART Digital Profile

Mission Statement

Provide integrated, digital technology to federal, state, and local law enforcement agencies to enhance their operations and establish standards to facilitate the inter-agency sharing of case information on a nationwide basis.

Company Overview

KART Digital (KART) is a software company founded in 1992 and incorporated in 1998. It is headquartered in Dallas, Texas. KART designs, develops, licenses, and implements information management systems for law enforcement agencies. KART's information management systems for law enforcement agencies are intended to replace legacy mainframe or DOS-based systems or manual paper-based systems.

To ensure that its systems are price-competitive and easy to maintain and service, KART only uses state-of-the-art, digital technologies that are commercially available for its systems.

Systems Development Philosophy

- Use only proven and commercially available digital technologies.
- Support the establishment of property and evidence room data standards to facilitate the interagency exchange of information.
- Use the Internet for remote investigative access and reporting.
- Provide for interagency information sharing for investigative purposes using the Internet.

Client References

We provide the following client references for your use. Please feel free to call these contacts at anytime.

Client Name	Contact
Gotham City Police Department 1455 City Place Gotham City, NY 00123	**Lt. Bill Murphy** Property Room Supervisor 201-555-1234
Mayberry Police Department 235 Main Street Mayberry, MS	**Andrew Griffiths** Chief 314-505-7575
Tombstone County Sheriff' 75 Red Rock Drive Tombstone, AZ 85111	**Waytt Arpland** Sheriff 802-107-1017

Why KART Digital?

KART Digital and its Property Room Information Management System (PRIMS) offers an excellent choice for Centerville Police Department for several reasons:

- PRIMS provides full "Chain-of-Custody" control for property and evidence with a cost-effective, server-based system and integrated digital technologies.

- PRIMS replaces completely replaces Alpha One, CPD's costly mainframe-based system with limited functionality.

- KART Digital has a proven track record with law enforcement agencies throughout the country.

BUSINESS ISSUES

Assumptions

KART Digital made the following assumptions to calculate Property Room Information Management System (PRIMS) hardware, software, and implementation fees. The Centerville Police Department will:

- Participate on the PRIMS implementation project as identified in the Implementation section of this proposal. See page 15.
- Provide a work area for two (2) KART Digital staff with access to one PRIMS workstation during implementation.

Prices and Fees

Software and Hardware

The following table provides a detailed breakdown of all software and hardware prices for a turnkey Property Room Information Management System for Centerville Police Department.

Item	Brand/Manufacturer/Configuration	Qty	Price	Total
PRIMS Software License	KART Digital (20 workstations)	1	$85,000	$85,000
Server Software	Microsoft SQL Server	1	1,399	1,399
			Software Total	**$86,399**
Server/Computer	Dell 2300 Server	1	$10,797	$10,797
Workstation	Dell QX1 Workstations	18	2,561	46,098
Digital Scanner	HP 5100C Flatbed Scanner	2	300	600
Signature Pad	Fast Point Signature Tablet	5	65	325
Barcode Scanner	PSC QS6000 Barcode Scanner w/ Stand	18	528	9,504
Barcode Printer	Zebra Z4000 Barcode Label Printer	5	1,749	8,745
Digital Camera	Panasonic CCD Digital Video Camera w/Stand	4	349	1,396
Laser Printer	HP LaserJet 4000 w/Cables	3	1,140	3,420
Portable Data Terminal	Percon 7025 Data Terminal w/ Docking Station	2	1,566	3,132
Uninterrupted Power Supply	Tripp-Lite Smart 1250 XL Net UPS	1	1,234	1,234
Network Hub	3Com Superstack II 100TX Hub – 12 Port	2	1,269	2,538
Network Cable	Cat 5 Patch Cords – 15'	25	4	100
			Hardware Total	**$87,889**
			Shipping & Handling	425
			PRIMS Total	**$174,713**

See Appendix B for detailed PRIMS hardware specifications.

Implementation Fees and Expenses

KART Digital estimates travel-related and network installation expenses to implement PRIMS for Centerville Police Department will be $6,500.00.

Prices and Fees Summary

Item	Price/Fee
PRIMS software and hardware	$174,713
KART Digital implementation fees and expenses	$6,500
Total	$181,213

Annual Maintenance Fees

Annual PRIMS hardware and software fees are as follows:

Item	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
PRIMS software	Included	$15,300	$15,300	$15,300	$15,300
Hardware	Included	$15,820	$15,820	$15,820	$15,820
Total	$0	$31,120	$31,120	$31,120	$31,120

Invoicing Schedule

KART Digital will invoice Centerville Police Department as follows:

Implementation

Event	Invoice Basis	Invoice Amount
Contract signing	Twenty-five percent (25%) of total software and hardware fees	$43,678
Hardware delivery	Twenty-five percent (25%) of total software and hardware fees	$43,678
Beginning of Acceptance Testing	Twenty-five percent (25%) of total software and hardware fees	$43,678
PRIMS operational	Twenty-five percent (25%) of total software and hardware fees + implementation fees and expenses	$50,179

Annual Maintenance

Sixty (60) days before the anniversary date of PRIMS operations, KART Digital will invoice for annual software and hardware maintenance (see above). The Centerville Police Department must send KART Digital a letter declining annual maintenance thirty (30) days before the anniversary date if they decide not to contract for software and hardware maintenance.

KART Digital invoices are net 30 days.

APPENDICES

- A: PRIMS Primary Functions
- B: PRIMS Hardware Specifications

Appendix A: PRIMS Primary Functions

KART Digital's Property Room Information Management System (PRIMS) offers the following primary functions:

- Processes property and evidence items received.
- Generates unique, sequential invoice numbers for each category (i.e., drugs, guns, money, physical evidence, other property).
- Processes items checked out for court presentation and/or investigation.
- Scans related court documents into the system and appends those records to the electronic property room record. The quality of the scanned documents is such that all information, including signatures are legible once in the system and the scanned documents retain that legibility when printed.
- Tracks items temporarily checked out by outside agencies, e.g., a court or lab.
- Maintains a historical on-line record of which items were checked out, by whom, for what duration and when returned. The system can be easily customized to generate reminders and reports for items that remain checked out beyond established return dates.
- Generates inventory bar codes for the items. The bar codes can include additional information if required.
- Generates item disposal listings based on pre-determined deletion criteria that can be modified by system users. The inclusion of items on such a listing will not delete the item from the computer records, but only make the department aware that the item may be available for disposal. Actual disposal must take additional direct action by the law enforcement agency.
- Accepts signatures through digital signature pads for each record.
- Generates an owner notice when an item is received and its owner located. Can generate a disposal notice to owners (if known) before actual disposal of items.
- Generates on demand, a printed record of any group of transactions individually or in summary report format. Additionally, ad hoc reports can be generated by selecting categories in fields, date spans, etc.
- Maintains a field for property/case-type classification, (i.e. Felony, Misdemeanor, City, Found, Other).
- Generates monthly reports with descriptions for all property categories (i.e. guns, drugs, etc.) that indicate the following information: number of items on hand at beginning and end of the month, items received, items released, items disposed.
- Archives records to a storage media. Catalogs all archived records. The catalog capabilities provide the operator with a location (tape number, CID number, etc.) where a record is stored so that the operator can insert the requested media and retrieve the record. All searches for archived records can also provide the location of archived records.
- Transfers data from a mainframe host system through appropriate media. At a minimum, data in can be exported to an ASCII file, exporting only new and edited records from the various data sets, so information can be uploaded to the host.

Appendix B: PRIMS Hardware Specifications

This appendix intentionally left blank for this example.