Records Management Systems
Functional Specifications Standards
Version III - 2021

SEARCH Symposium – St. Louis, MO
Wednesday, July 14th 11:00am – 12:00pm Central  (12:00pm – 1:00pm EDT)
RMS Task Force Leadership

Chair

Catherine Miller
NCR-LInX Program Manager
Montgomery County, MD Police

Crystal Cody
Public Safety Technology Director
City of Charlotte – Innovation & Technology

Melissa Winesburg
Director of Programs
IJIS Institute (Formerly with Optimum Technology)

Co-Chair

Todd Thompson
Vice President, Strategic Development
Caliber Public Safety

Jason Bussert
Captain, Information Technology
Oklahoma City Police Department

Brian Parker
Sergeant, Justice Information Bureau
New Hampshire State Police
RMS
Standard Functional Specifications

2006

2009
## RMS Task Force Members

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<td>6 - Prop &amp; Evid</td>
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<td>18 - Equip &amp; Asset</td>
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<td>8 - Arrest</td>
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<td>Robert Oesch</td>
<td>13 - Field Contact</td>
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<td>Jonathan Lewin</td>
<td>14 - Pawn</td>
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<td>Dan Murray</td>
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<td>Liaison - Maria M. Cardellos</td>
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<td>Corey Roberts</td>
<td>11 - Crash</td>
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<td>Ed Posey</td>
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<td>Jana Colwell / Cher Her</td>
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<td>Liaison - Bob Turner</td>
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<td>Catherine Miller</td>
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<td>Shawn Rehill</td>
<td>25 - RMS Interfaces</td>
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<td>Mike Bell</td>
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<td>Liaison - Joe Heaps</td>
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<td>Team 5</td>
<td>1 - General</td>
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<td>LEAD - Melissa Winesburg</td>
<td>2 - Indices</td>
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<td>Jed Stone</td>
<td>4 - Incident</td>
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<td>Ben Buller</td>
<td>10 - Juvenile</td>
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<td>Jim Olthaus</td>
<td>15 - Civil Process</td>
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<td>Liaison - Bonnie Locke</td>
<td>16 - Protect Order</td>
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RMS Task Force Work

2 Years in the Making

May 2019

Kickoff

May – Jul 2019

Read, Review, Comment, Markup

Jul – Dec 2019

Pulled Together Comments, Teams Review

Jan – May 2020

New Sections, and Changes

Mostly Volunteer Work

Jun - Sep 2020

Identify Funding, Final Comments

Oct – Dec 2020

Teams Working Sessions to Finalize Sections

Jan – Mar 2021

Final Edits, Graphics and Pictures

April 2021

Published

5
The 2021 Version of the Standard Functional Specifications for Law Enforcement RMS builds upon the past two versions to include necessary modifications to the business functions and adds several new features to bring this document up to date. This version has also been reorganized to address the core RMS business functions and then optional RMS business functions in the later chapters.
Melissa Winesburg (Team 5)

Team focused primarily on expanding requirements related to:

- General RMS Recommendations
- Incident Reporting
- Juveniles
- Civil Process
- Protection Orders
Key RMS Considerations

- Open Architecture
- State, National, and International Standards
- Mobility
- Data Security
- Auditing
Incident Reporting

• Single point of data entry is critical to data quality
• Automated workflows simplify reporting and approval processes
• Data quality checks
• Entry of multiple supplements at the same time
• Transparency through Public Facing Websites
Team 1

Jason Bussert
Flo Mayr / Michael Koontz
Dan Mahoney
Kyle Comer
Liaison - Bill Ford

Sections
3 - CAD
6 - Prop & Evid
18 - Equip & Asset
19 - Fleet Mgmt
20 - Personnel
21 - Internal Affairs

Jason Bussert
(Team 1)

Team focused primarily on expanding requirements related to:

- CAD
- Property & Evidence
- Internal Affairs
RMS Standards

Calls for Service

Moving from the officer working for the technology to technology working for the officer.

Smarter Systems

- Providing what the officer needs to know through CAD from the RMS
- Gathering better and more accurate information from the calling party through NG911
RMS Standards

Property & Evidence

Smarter Systems

• Requiring data to flow to and from the RMS to prevent having to re-enter data
• Streamline property and evidence entry as to only require one entry
• API’s that connect and export data with external systems that retain the audit log
• Proper auditing and inventory practices
• Digital Evidence
RMS Standards

Internal Affairs

Smarter Systems

• Information flows from RMS into the Internal Affairs module or separate Internal Affairs program
• Early Intervention Program needs to be able to connect through a secure interface or be incorporated in the system
• The system should be capable of creating a wide variety of reports
Team focused primarily on expanding requirements related to:

- Investigative Case Management
- Arrest
- Pawn
- NIBRS
Now Included! NIBRS National Incident-Based Reporting System

The team focused heavily on the need for a **NEW Section** dedicated to NIBRS reporting and the importance of agency records management systems supporting the collection and validation of NIBRS data.
Team focused primarily on expanding requirements related to:

- Warrants
- Booking
- Crash
- Citations
- Mobile
- System Administration
Highlights

There’s a lot of talk on how Version (2) differs from Version (3) technologically, but, one of the best differences is the adoption of plain language and standardization of terms for clarity and simplicity.
A key item changed is the inclusion of the CSP (CJIS Security Policy)

When either the State CSA (CJIS System Agency) or the FBI performs their ITS (Information Technology Security) audit, it’s important to know, that your RMS will comply with all of the mandatory requirements.
Analytics & Reporting

- Data Completeness Controls
- Enable Data Driven Policing
- Pre-emptive vs. Predictive
- Standardized & Ad Hoc Reporting
- Time Period Comparisons
- Crime Mapping & Link Analysis
- Support for external Analytical Tools
Recognition of Clery Reporting

Colleges and Universities are required to report Campus Crime Statistics under the Clery Act.

The RMS should have the capability to produce reports for the offenses related to dating violence, domestic violence, sexual assault, and stalking along with the data elements required under the Clery Act.
Interfaces

- Open Standards based APIs
- Simplified Data Exchanges
- Streamline Data Entry
- Improve Data Quality
- Increase Efficiencies
Cloud Hosting

- Affordable and Secure. Viable option to every size agency
- Data protection, redundancy, and security better than most agencies can afford
- Standards based
- Simplified sharing of information
- Greater accessibility and efficiencies
- Evergreen. Automatic Updates.
RMS Standards
Beyond RFIs and RFPs

• Use for new team and/or centralized IT members unfamiliar with CJ IT Systems
• Educate command staff on minimum requirements
• Use components of document for stand alone system selection
• Use the resource guide in the appendix to explore topics you may be unfamiliar with in the LE space
RMS Standards
Beyond RFIs and RFPs

- A common understanding and business language
- Consistent set of functional requirements for system development
- Baseline for Product Compatibility
- Measure to Evaluate Compliance
Dissemination

Getting the updated document out to those who need it most through Press Releases, Presentations, Articles, and Social Media

- IJIS
- IACP
- MCCA
- NSA
- MCSA
- PERF
- NIJ
- BJA
- BJS
- DOJ OVC
- DOJ COP

- CICC
- FBI
- ASCIA
- ASUCRP
- NASCIO
- RAND
- NJII
- SEARCH
- IIR
- APPA
- NJCA
- NPF
- GLOBAL
- National Trooper’s Association
- National Fusion Centers Association
- Rutgers Center on Policing
- State Sheriff’s Associations
THANK YOU

Catherine Miller
Catherine.Miller@montgomerycountymd.gov

Todd Thompson
ttthompson@caliberpublicsafety.com

Melissa Winesburg

Crystal Cody

Jason Bussert

Brian Parker

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