



OFFICE OF DELTA COUNTY SHERIFF

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The Delta County Sheriff's Office is accepting requests for proposals for a Jail Management Records System (JMS) until Friday February 2nd, 2018 12PM Noon Eastern. All proposals shall have the cost for the JMS along with ongoing yearly maintenance costs. Delta County retains the right to reject any or all proposals. Delta Counties requirements for the JMS are located after this letter.

The current Delta County Jail has a maximum capacity of 85 inmates, but often exceeds the maximum capacity. Delta County is in the construction process of a new jail with a maximum capacity of 160 inmates. Expected date of occupancy is late December 2018. Delta County wants to incorporate the new JMS in the current jail which would allow employees to learn the JMS before moving to a new facility.

All requests shall be submitted to the Delta County Administration office at 310 Ludington Street Suite 222, Escanaba MI 49829 either in writing or can be emailed to:
rfp@deltacountymi.org

Thank You,
Edward L. Oswald
Sheriff
Delta County Michigan

GENERAL REQUIREMENTS

Certain requirements are at a system level, as well as, the application level. The below table provides specifications that address these general requirements.

The JMS shall meet industry standards such as ACA and AJA for collection of data and reporting.
The Agency prefers a client-server based JMS that utilizes SQL Server. Please list the database utilized by the proposed JMS.
The Agency desires a JMS that is intuitive to use, with functions and capabilities readily discernible to the system operator.
The JMS shall provide the ability to utilize data already in the system reducing the need for redundant data entry.
<p>The Agency desires the proposed system support the following:</p> <ul style="list-style-type: none"> • A training environment to be utilized for training users without impacting the production data. • A test environment to be utilized to test resolved issues, new features and reports without impacting the production data.
<ul style="list-style-type: none"> • If on-premise, the JMS server must support installation in a VMWare 6.5 virtual environment. List recommended hardware requirements for the guest. If Windows based, it must support the latest versions of Windows Server. • If the JMS is hosted (off-site SaaS), list guaranteed uptime and what Service Credits or compensation is to be expected in the event of downtime. • If sold as SaaS, list data protections that exist. Also list CJIS compliancy status and references of such. List datacenter information including location and physical security. List backup procedures and disaster recovery information. • Interface with Canteen Commissary, interface with Livescan, TIMS and VINE. • If the client is browser based (Preferred), then it should be compatible with all major browsers including Microsoft Edge, Google Chrome, and Firefox. It should not require plugins like Silverlight or Java. • Conversion of current Jamin data into the new system.
The JMS shall provide the ability for system administrators to modify the screens and workflows with drag and drop functionality or configurations.
The JMS shall support multiple windows on workstations.
<p>The JMS shall provide the ability for the system administrators to apply unique attributes to data fields such as:</p> <ul style="list-style-type: none"> • Field Labels • Field Content Controls • Whether the field is mandatory • Hide fields • Ability to add tab order • Configurable field “hints” for end users
The JMS shall provide agency definable drop-down menus that may be maintained by the system administrators to ensure consistent data entry.
The JMS shall provide the ability for the system administrators to create custom electronic forms within the environment utilizing drag and drop custom form builder.

The JMS shall provide the ability to create actionable forms such as Classification and Screening which will automatically trigger inmate classification and route notifications to medical/mental health staff when the form is saved.
The JMS shall provide embedded word processing capabilities in the narrative sections of forms.
The JMS shall provide the ability to capture electronic signatures on electronic forms.
The JMS shall provide the ability to export reports and lists to applications such as Microsoft Excel.
The JMS shall provide an integrated dashboard with views of data for management monitoring of the various aspects of JMS.
Dashboards shall have the ability to be configured according the user's role and responsibility Supervisory Dashboards should be accessible from any web browser and provide statistical and historical data.
The JMS Dashboard shall provide both graphical and listing analysis.

SECURITY

Security is extremely important to protect the agency from external access to the system, as well as, protecting the data within the Jail Management System. The following table provides specifications that address needed security.

Security

The JMS shall utilize standard tools, databases and interface with standard directory services such as Microsoft Active Directory.
The JMS shall function within the Agency's security policies.
The JMS shall be encrypted to comply with applicable state and federal security laws.
The JMS shall provide the ability to conform to CJIS requirements regarding usernames and passwords.
The JMS shall provide the ability for system administrators to create security groups/roles to allow access to the JMS.
The JMS shall provide the ability for permissions to be granted by the administrator such as: <ul style="list-style-type: none"> • Search • View • Add • Modify • Delete • Print
The JMS shall provide the ability to set permissions at the module, form and field level.
The JMS shall provide the ability to set access permissions at both the user and workstation level.
The JMS shall provide the ability for a system administrator to reset a password.
The JMS shall provide an audit trail accessible by administrators to track the following components : <ul style="list-style-type: none"> • Date/Time of transaction • User • Additions • Modifications • Deletions

The JMS shall provide maintenance utilities to which access is controlled by security permissions and Vendor intervention is not required including at a minimum:

- Cell Configuration and Floor Plan
- Workflow and Work Queue Configurations
- Audit Configurations
- Booking Configurations
- Checklist Design
- Approval Process
- Victim Letter Configuration
- Classification Configuration and Design
- Disciplinary Configuration and Report Design
- Facility Form Management
- Inmate Alert Configuration
- Search Schedule Configuration
- Visitation Configuration
- Work Release Configuration

The JMS shall only display to users those items/modules they have security granted to access.

JAIL MANAGEMENT REQUIREMENTS

Every agency has specific procedures and processes that they currently follow. Requirements for a Jail Management System should be defined as those features and functions that will allow the agency to streamline their processes, increase both productivity and accuracy within the system and provide reporting capabilities to assist administrators in decision-making processes based on statistics retrieved from the JMS. The below tables define specifications that will allow the agency to accomplish these goals.

Floor Plans/Cell Management

The JMS shall have the ability to manage and display a visual layout of the facility, monitoring of the hot spots via the floor plan and inmate movement via floor plans.

The JMS shall provide the ability for system administrators to define facility to include:

- Buildings
- Pods
- Cells
- Other locations

The JMS shall provide the ability to drag-and-drop inmates from one location on the digital board to another.

The system should have the ability to have all movements be subject to cross-checking of inmate classification, inmate gender and location space availability before allowing the user to proceed.

Alerts

The JMS shall provide the ability to create alerts both manually and triggered by defined events in the system.
The JMS Alerts shall provide the ability to define type of alert, expiration date,
Workflow and Notification
The JMS shall provide the ability for system administrators to define workflow processes to ensure all steps in the process are completed.
Set up of workflow process shall include the ability for the system administrator to configure workflows to trigger events and notifications based on data entered into the system. These may include: <ul style="list-style-type: none"> • Execute an event within the JMS • Execute an internal notification to other users such as classification needed or medical review • Execute an external notification via email (SMTP message) • Launch a third party software application and/or screen
The JMS shall automatically make recommendations for execution of a JMS event based upon configurations set by system administrators and triggered by data entered by the end user.
The JMS must provide the ability to select events manually for completion or be automatically notified that tasks remain incomplete in the process. These tasks may be (re)classification of the inmate, transfer of the inmate to another cell, release of the inmate, (re)screening of the inmate, booking of the inmate and other JMS Events.
The JMS shall provide the ability to automatically notify JMS users of the occurrence/trigger through a messaging/notification feature within the JMS (“internal notification”) based upon the comparison operators configured by the jail and triggered by data entered by the end user. An example of such a notification would be if the jail configures a comparison operator to send a notification if an end user enters “yes” to the question “have you ever attempted or contemplated suicide” in the inmate screening form.
The JMS shall provide the ability to automatically send a notification via an SMTP server of the occurrence/trigger through a messaging/notification feature within the JMS (“external notification”) based upon the comparison operators configured by the jail and triggered by data entered by the end user.
The JMS shall provide the ability to add Email addresses and Mobile Phone email addresses (e.g. 555-555-1212@carrier.net) to the distribution list of external notifications.
The internal notification/messaging system shall be embedded in the JMS product and not require the use or license of a third party product to send, receive, read or manage internal notifications.
The JMS notification/messaging system shall link to the JMS personnel file.
The JMS shall be able to create a custom distribution list for the notifications by named JMS user(s) and defined role(s)/group(s) of JMS users by use of drop-down box and drill-down entry when creating the comparison operator trigger for notifications.
Internal notifications shall alert and display on a JMS navigation pane and/or home screen that is always visible in the JMS user interface.
The internal notifications tab of the navigation pane shall provide folders for read, unread, expired and deleted notifications specific to the user that is logged into the JMS.
Custom actions and notifications shall also be able to be configured to execute upon named events within the Jail Management Software (e.g. when an inmate is booked, released, transferred to another cell, etc.).
The JMS shall offer a navigation pane much like other widely used programs and services (such as Microsoft Outlook), which alerts users to tasks, messages, notifications and provides on-screen navigation to those tasks, messages and calendars.
The JMS navigation pane must contain a task manager or work queue that will alerts users of tasks for

which they are responsible. Tasks will automatically be presented to users based upon their roles and responsibilities. The task manager or work queue must allow the user to navigate to individual tasks by simply clicking on the task. Available tasks must include at a minimum:

- Incomplete Bookings
- Mugshots Needed
- New Bookings
- Classifications Needed
- Cell Transfers
- Upcoming Confinements
- Upcoming Releases
- Disciplinary Reports
- Grievance Reports
- Investigation Reports
- Inmate Screenings
- Inmate Property Intake
- Inmate Property Return
- Pending Cell Transfers
- Board Review
- Disciplinary Hearing
- My Assigned Reports
- Immigration Alien Query

The navigation pane shall include a notifications tab to alert users of internal JMS notifications. The notification tab must sort and display Unread Notifications, Read Notifications, Expired Notifications and Deleted Notifications.

The navigation pane shall include a workflow tab that will alert users to workflow items needing review/attention. Workflow items such as forms (Disciplinary Reports, Incident Reports, etc.) must be presented in the proper supervisor's workflow tab for review and approval.

The Navigation pane shall include a calendar/scheduling tab to display calendars and schedules specific to the user. Calendars/schedules must include items such as tasks, inmate schedules, the user's personal schedule, personnel schedules and location schedules.

Booking

The JMS shall provide a comprehensive booking module that includes inmate booking, release, sentence management, bond payment, inmate (medical) screening and inmate billing.

The JMS shall provide utilities to expunge, merge and perform other booking data management functions.

The JMS shall provide the ability to integrate electronic forms into the booking process and automatically route to supervisors for review and approval when submitted.

The JMS shall provide the ability to assign an inmate a system generated Inmate Number that will be utilized each time the inmate is booked into the system.

The JMS shall generate a Booking Number for each booking that is referenced to the system generated Inmate Number

The JMS shall provide the ability to capture information regarding the inmate including, but not limited to:

- First, middle and last names including hyphenated names
- Date of Birth
- Demographic information: race, sex, height, weight, hair color, eye color

- Citizenship
- Aliases
- Addresses
- Phone Numbers
- Additional Identification
- Contacts
- Employment/School
- Gang
- Scars/Marks/Tattoos

The JMS shall provide the ability to capture booking information to include:

- Arrival Date/Time
- Booking Date/Time
- Committed by
- Juvenile
- Searched by
- Search Type
- Booking Officer
- Booking notes

The JMS shall provide the ability to capture arrest information to include:

- Arrest Date/Time
- Arresting Agency ORI
- Arrest Location
- Vehicle Disposition
- Blood Alcohol Test Results and Officer

The JMS shall provide the ability to add multiple charges from multiple jurisdictions/agencies.

The JMS shall provide the ability to capture charge information to include:

- Multiple Charges
- Case Number
- Statute
- Statute Description
- Category
- Class
- Offense Date/Time
- Charge Date/Time
- Charge Status Date/Time
- Charge Status
- Charge Disposition
- Disposition Date/Time
- Dispositioned by
- Bond/Bail
- Charge Notes

The JMS shall provide the ability to place holds on the inmate and capture information including:

- Agency Placing Hold
- Contact Name, ID and Phone Number
- Expiration Date
- Hold Status

<p>The JMS shall provide the ability to capture information on release of hold including:</p> <ul style="list-style-type: none"> • Release Date/Time • Agency Releasing Hold • Contact Names, ID and Phone Number • Notes
<p>Classification</p>
<p>The JMS shall provide a Classification module that classifies inmates via a configurable scoring method.</p>
<p>The JMS shall provide the ability to create a custom electronic classification form and set the scoring parameters. The JMS must provide the ability for the jail to modify the Classification form, including changing the scoring method, without any intervention from the JMS vendor.</p>
<p>The Inmate shall be automatically classified when an officer completes entry of the inmate's responses to the classification questions.</p>
<p>The Classification module shall provide the ability for supervisor approval and overrides of the automatic classification.</p>
<p>The JMS shall provide the ability to interface to a fingerprint reader for positive inmate identification.</p>
<p>Inmate Property</p>
<p>The JMS shall provide the ability to record all property and money received from (or for) an inmate.</p>
<p>The JMS shall provide the ability to track property that is issued to the inmate by the facility.</p>
<p>The JMS shall provide the ability to barcode and inventory property.</p>
<p>The JMS shall provide the ability to capture an electronic signature for intake and release of property.</p>
<p>Inmate Accounting</p>
<p>The JMS shall provide a comprehensive Inmate Trust Accounting module that tracks all inmate money entered into the system, including an accounting of the total amount of money the inmate received and spent.</p>
<p>The Inmate Trust Accounting module shall be integrated with other modules in the JMS to automatically process inmate transactions from activities such as commissary orders, medical visits, bookings and other transactions that have an associated monetary transaction.</p>
<p>Inmate Management</p>
<p>The JMS shall provide a module to create and manage inmate scheduling of events such as court dates, medical appointments, classes, etc.</p>
<p>The JMS shall provide functionality to identify and alert users of scheduling conflicts.</p>
<p>The JMS shall provide the ability to track missed and refused events/appointments.</p>
<p>Inmate Privileges</p>
<p>The JMS shall provide the ability to track privileges that the inmate may have or has permanently or temporarily revoked.</p>
<p>The inmate Privileges module shall be able to limit visitation and commissary orders based on specified inmate privileges and track other privileges.</p>
<p>Sentencing</p>
<p>The JMS shall provide the ability to enter data regarding sentencing information per charge including:</p> <ul style="list-style-type: none"> • Total Sentence including years, months and days • Start Date/Time

<ul style="list-style-type: none"> • Estimated Complete Date/Time • Credit for Time Served • Concurrent or Consecutive Sentence
The JMS shall provide the ability to calculate the estimated sentence end date.
The JMS shall provide the ability to dispose individual charges without triggering the release process.
Release Process
The JMS shall provide the ability to produce a report showing inmates with upcoming release dates.
The JMS shall provide the ability to create a workflow to trigger forms and tasks required to complete the release process.

ADDITIONAL FUNCTIONALITY AND MODULES

In addition to the standard processes such as booking, property intake and release, there are other processes that can be improved such as disciplinary reports, grievances, inventory and personnel tracking. The below table provides specifications for additional functionality and modules.

Commissary
The JMS Commissary module shall allow orders for the inmates to be entered via keyboard, barcode scanning or bubble sheet reader. Once an order is entered, it shall be exported to the jail's commissary vendor.
The JMS shall also charge the inmate accounts and process items and order returns.
The JMS shall provide commissary order history, allow restrictions on the quantity of each item that an inmate can order and tracks items that are out of stock to reduce erroneous orders.
The JMS shall include an interface to the jail's commissary vendor.
Disciplinary
The JMS shall have a module for recording in-house inmate offenses, scheduling hearings, recording hearing results, and maintaining a disciplinary history for each inmate.
The JMS shall provide the ability for system administrators to design and manage electronic disciplinary forms.
Disciplinary Reports shall have the ability to be linked to other Disciplinary Reports and Incident Reports in JMS to create a complete case.
The JMS shall provide the ability for Disciplinary Reports to be routed to the appropriate supervisor for review upon submission.
The JMS shall provide an alert to the supervisor that a Disciplinary Report has been submitted for review.
The JMS shall provide the ability for a supervisor to reject a report with reason and comments for correction by the submitting author. The author shall be provided an alert that a report has been rejected by the supervisor.
Document Management
The JMS shall include document imaging capabilities to allow for scanned images, pictures and files to

be attached to an inmate's record.
The JMS shall provide access to attachments based on user's security permission.
The JMS document Management capabilities shall also include the ability to attach any standard machine readable file to an inmate record. Users shall be able to attach text files, video files, audio files, data files, raster Image files, vector image files, spreadsheet files, database files and GIS files.
HIP/EIP Management
The JMS shall allow the agency to verify and inmate's eligibility, record approvals and track inmate contacts and program requirements.
Gang Information
The JMS shall provide the ability to track gang affiliations of inmates.
The JMS shall provide the ability to record pictures of gang tattoos, marking, areas of operation, known gang members and leaders and rival gang information.
Grievance Report
The JMS shall provide the ability for Grievance Reports to be entered and tracked through completion.
The JMS shall provide the ability to create an electronic Grievance form.
The JMS shall provide standard reports and the ability to create ad-hoc reports related to grievances.
The JMS shall retain a history of grievances for each inmate.
Incident Report
The JMS shall provide the ability to create and manage electronic Incident Reports without assistance by the vendor.
Incident Reports shall be able to be linked with other reports such as Disciplinary Reports and other Incident Reports in the JMS to create a complete case.
The JMS shall provide the ability for Incident Reports to be routed to the appropriate supervisor for review upon submission.
The JMS shall provide an alert to the supervisor that a Incident Report has been submitted for review.
The JMS shall provide the ability for a supervisor to reject a report with reason and comments for correction by the submitting author. The author shall be provided an alert that a report has been rejected by the supervisor.
Inventory
The JMS shall provide a module with basic inventory capabilities for the accounting of equipment and supplies in inventory or assigned to personnel.
The JMS shall provide the ability for system administrators to categorize items and define lists of goods and services.
The JMS shall include a full-featured medical module for scheduling and tracking sick-call visits, doctor's notes and medical restrictions.
The JMS shall provide the ability to interface with an electronic medical records system.
Mugshot
The JMS shall include a Mugshot feature used to record pictures of the inmate and shall include the ability to capture and tag pictures of scars, marks and tattoos.
The JMS Mugshot module must include searching based on physical characteristics, and printing of labels, identification cards and wrist bands.
The JMS Mugshot capabilities shall be embedded in the JMS and not require use or license of third party software.

Personnel
The JMS shall provide the ability to manage personnel information including: <ul style="list-style-type: none"> • Employee ID • Employee Type • Demographic Information • Photograph • Training History • Certifications • Shift Assignment and Days Off • Email Address • Employee Dates
The JMS shall provide the ability for system administrators to manage roles and security permission for users.
The JMS shall provide the ability to track training for employees including: <ul style="list-style-type: none"> • Courses • Instructors • Dates/Times • Certification expiration
The JMS shall provide the ability to produce reports related to the Personnel module including: <ul style="list-style-type: none"> • Employees by hire dates • Training by date range
Scheduling
The JMS shall provide the ability to create and manage schedules within JMS.
Schedules shall provide the ability to capture and display the following: <ul style="list-style-type: none"> • Inmate Appointments • Jail Activities • Tasks for Officers
The JMS shall provide the ability to view calendars in hourly, weekly and monthly formats.
Tablet Integration
The JMS shall have the ability to perform certain functions utilizing and Android tablet including: <ul style="list-style-type: none"> • Cell Checks • Inmate Activities • MAR – Pill Run • Roll Call • TAR – Treatment Plan Run
Transportation
The JMS shall provide a module to schedule and record transportation of inmates outside of the facility.
The JMS shall provide displays and reports that identify inmate transportation needs.
The JMS shall provide reports to identify inmates currently being transported to various locations.

Visitation
The JMS shall include a module used to identify people who are authorized to visit an inmate and record the actual visitation information.
The JMS shall provide the ability to track and maintain an approved visitor list for each inmate.
The JMS shall provide the ability to track and maintain a list of visitors that are not allowed to visit individual inmates.
The JMS shall produce a visitation log and notify the visitation officer if the visitor is a prior inmate.