



Yakima Police Department

December 2, 2019

EvidenceOnQ and DigitalOnQ

Prepared by Shannon Turner
Evidence Specialist & Consultant

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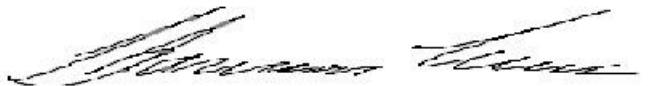
www.evidenceonq.com

Our Commitment:

FileOnQ submits the following proposal for the **EvidenceOnQ property and evidence management system**. Our first priority is to provide solutions that effectively meet the unique needs of our customers today, while providing them with flexibility and growth opportunities to meet their changing needs in the future. Another priority of equal importance is to provide these solutions with the greatest possible economy.

Please read and consider our proposal, bringing to our attention any way we can more adequately satisfy your needs. When we implement the solutions proposed, we are committed to do everything necessary to ensure your complete satisfaction both now and long into the future.

Sincerely,



Shannon Turner

Evidence Specialist & Consultant

Features & Functionality

EvidenceOnQ Application Software License

EvidenceOnQ is built on Microsoft Operating System platform, utilizing proven methods and technologies. The multi-tier nature allows for single server implementations in smaller environments, reducing cost and administrative effort. It also provides the ability to be distributed onto several servers that share the load to improve performance in larger environments. This architecture provides a solution that can scale to different environments. EvidenceOnQ runs on Microsoft SQL Server 2012 or higher provided by the customer. License upgrades for increased records/items may be purchased at any time the need arises. All of the data stored within the EvidenceOnQ application can be backed-up, restored, or extracted using standard SQL tools and routines. This ensures that your data can be backed up for disaster recovery or archival purposes.

Web Based Access (WebView)

WebView is built for the end-user to manage evidence quickly and easily in a dashboard type atmosphere. Data can be entered in one location and then print the barcode labels at a later time and location. The system will automatically keep new items in a worklist cue for ease of printing labels and reports without having to go back and query individual cases and items. Edits may be made to records based on user permissions. Users can also generate forms and reports such as an Evidence Report or Chain of Custody to eliminate hand-written documentation. These forms and reports may be printed or saved as a Word or PDF document. Permissions to access specific forms and reports may be limited per user group through the administrative tools in the desktop client.

Users can submit requests associated with evidence. This may include an authorization, an action request, or any other communication that would have been submitted through a phone call, email, or request form. When a user logs in to WebView, their pending requests are listed. When the request is fulfilled, it will be eliminated from the pending requests list. WebView also works in conjunction with the optional eDocs modules to allow users to upload and view electronic files. This feature is especially useful at crime scenes, search warrants, or from the officers' vehicles and remote locations.

Administrative Desk Top Client:

The EvidenceOnQ administrative desktop client is a full-featured Windows applications that allows users to access the system from the server. It provides all the functionality and tools to fully manage evidence and make administrative changes to the database. It is primarily used by evidence management personnel who need full administrative privileges that are above and beyond the web browser users. It includes the same type functionality outlined in WebView, but also includes the ability to:

- Transfer evidence to other locations individually and in groups by either scanning the barcode(s) or transferring them manually.
- Obtain a signature when transferring or releasing evidence
- Manage the lookup values, locations, users, and reports.
- Assign permissions in user groups, including record security and field security
- Designing barcode labels and location barcodes
- Build and saving custom queries
- Perform batch update edits to groups of records
- Create, perform, and store inventory projects

Customized Profile:

EvidenceOnQ provides complete flexibility by allowing you to dictate the design of the data entry screen, known as the profile. Fields can be added, deleted, or modified to fit the type of data that a department wishes to capture. The profile is designed so that the data entry is as simple as possible by following your existing workflow, using your own terminology and codes. This customizable profile feature is one of the most appealing features of the system. It is designed by each agency to meet their own individual needs and comply with their specific policies and procedures. Not only is it flexible when it is initially configured, but the profile screen can be changed as your needs change. You can make changes to the profile at any time without permission from FileOnQ or incurring additional cost.

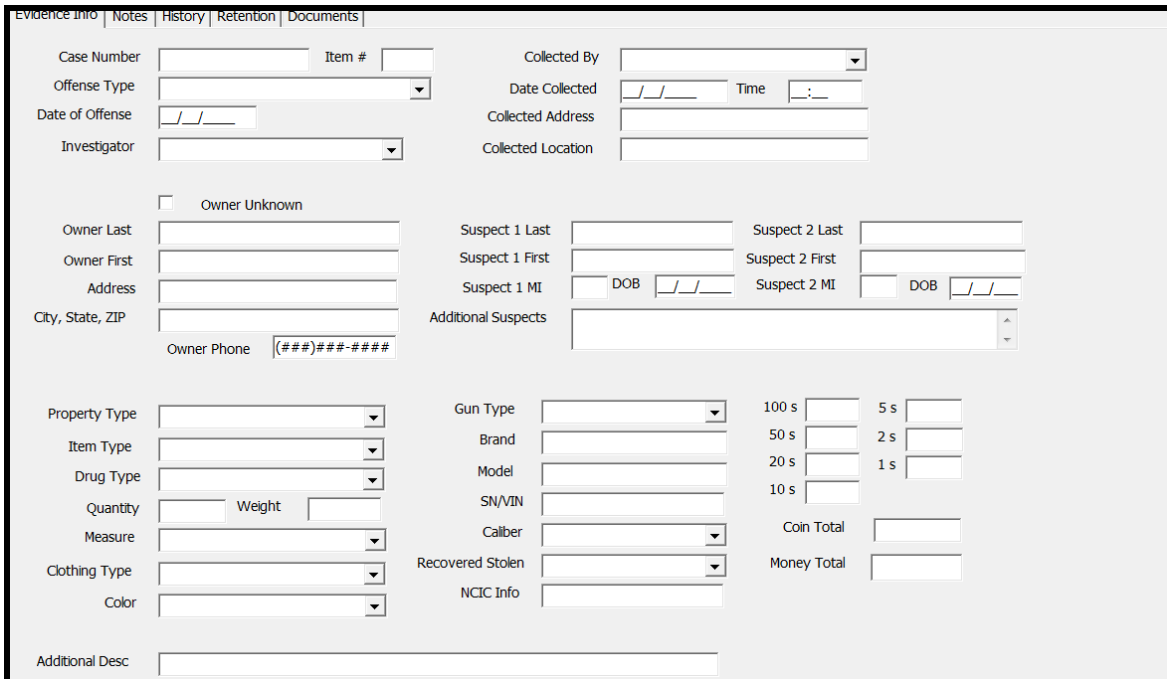
The following field types are available when creating or modifying the profile screen:

Text	Check Box	Calculated
Formatted Text	Currency	Date
Simple Lookup	Decimal	Time
Coded Lookup	Multi-line	

All transactions are performed from just one screen: data entry, searches, scanning, etc. eliminating the need to work through multiple levels of screens. Searches can be made from any field or combination of fields. For example, you can search for all Smith & Wesson guns recovered by a specific officer in the year 2006 where a juvenile was involved. Or you may search for all recovered electronic items that have 355 in the serial number. There is virtually no limit to the combination of searches that can be performed. The screen examples below show some of the common data fields you may choose to include on your home screen.

Profile Examples

Your Profile will be tailored to your specifications



The screenshot displays a comprehensive data entry form with the following sections:

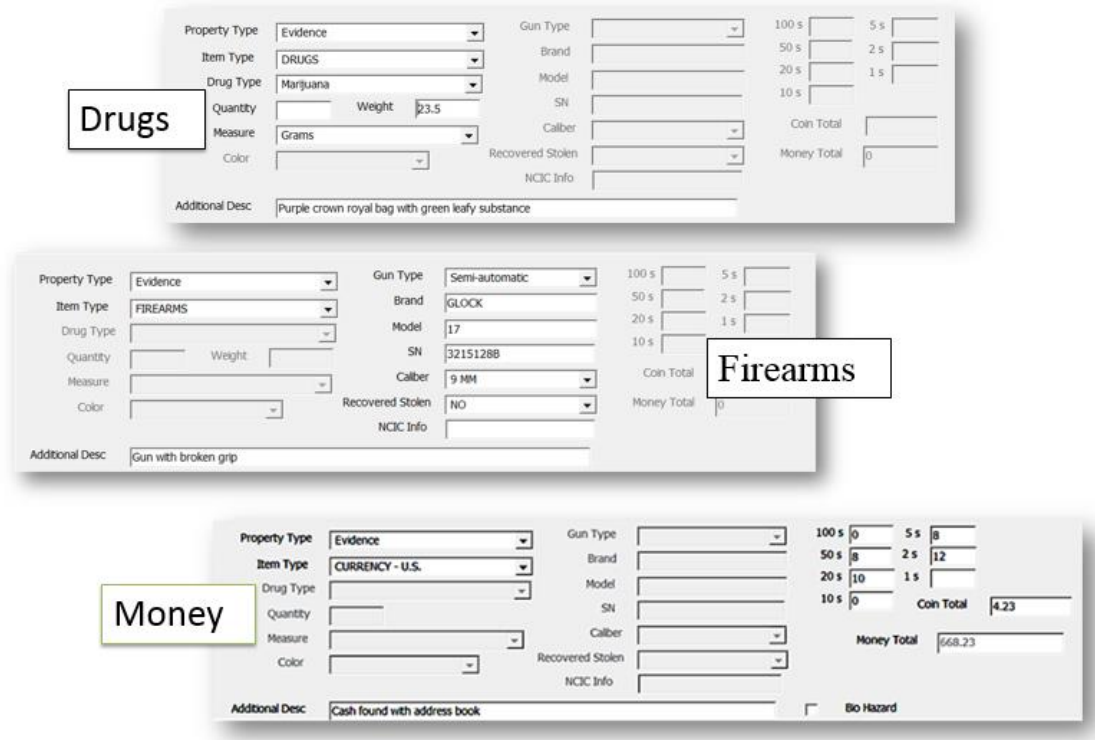
- Navigation:** Evidence Info | Notes | History | Retention | Documents
- Case Information:** Case Number, Item #, Offense Type, Date of Offense, Investigator, Collected By, Date Collected, Time, Collected Address, Collected Location.
- Owner Information:** Owner Unknown (checkbox), Owner Last, Owner First, Address, City, State, ZIP, Owner Phone ((###)###-####).
- Suspect Information:** Suspect 1 Last, Suspect 1 First, Suspect 1 MI, Suspect 1 DOB, Suspect 2 Last, Suspect 2 First, Suspect 2 MI, Suspect 2 DOB, Additional Suspects.
- Item Characteristics:** Property Type, Item Type, Drug Type, Quantity, Weight, Measure, Clothing Type, Color, Gun Type, Brand, Model, SN/VIN, Caliber, Recovered Stolen, NCIC Info.
- Quantities:** 100 s, 5 s, 50 s, 2 s, 20 s, 1 s, 10 s.
- Totals:** Coin Total, Money Total.
- Additional Desc:** A text field for additional description.

The partial screenshots below show the control field selections that enable (or disable) the dependent fields. The examples portray a selection of currency, narcotics, and guns. The applicable fields are enabled. Fields that do not apply to the selected description are disabled, making entry easier and more accurate.

Drugs

Firearms

Money



The screenshots show the EvidenceOnQ interface for three different item types:

- Drugs:** Property Type: Evidence, Item Type: DRUGS, Drug Type: Marijuana, Quantity: 23.5, Measure: Grams, Color: (disabled), Gun Type: (disabled), Brand: (disabled), Model: (disabled), SN: (disabled), Caliber: (disabled), Recovered Stolen: (disabled), NCIC Info: (disabled), Additional Desc: Purple crown royal bag with green leafy substance.
- Firearms:** Property Type: Evidence, Item Type: FIREARMS, Gun Type: Semi-automatic, Brand: GLOCK, Model: 17, SN: 32151288, Caliber: 9 MM, Recovered Stolen: NO, NCIC Info: (disabled), Additional Desc: Gun with broken grip.
- Money:** Property Type: Evidence, Item Type: CURRENCY - U.S., Drug Type: (disabled), Quantity: (disabled), Measure: (disabled), Color: (disabled), Gun Type: (disabled), Brand: (disabled), Model: (disabled), SN: (disabled), Caliber: (disabled), Recovered Stolen: (disabled), NCIC Info: (disabled), Additional Desc: Cash found with address book, Bio Hazard: (checkbox).

Barcode Tracking:

EvidenceOnQ makes chain of custody an automated process through the use of barcode technology. It is faster and more accurate than any other form of tracking. Using a barcode will dramatically decrease the time it takes to retrieve a record from the database and to record the transfer of that item to another location or status. In addition to barcodes that represent evidence, EvidenceOnQ assigned barcodes to locations. This may include **people, places, a status, or a disposition** (as shown below). With this feature, transactions can be performed without having to enter any hand typed data from your keyboard. This allows the user to scan an item and then scan the location where it is to be transferred. It gives you fast, accurate, completely keyless transactions.

CRIME LAB



DESTROYED



DRUG LOCKER



GUN ROOM



KIRK NEWMAN



PENDING DESTRUCTION

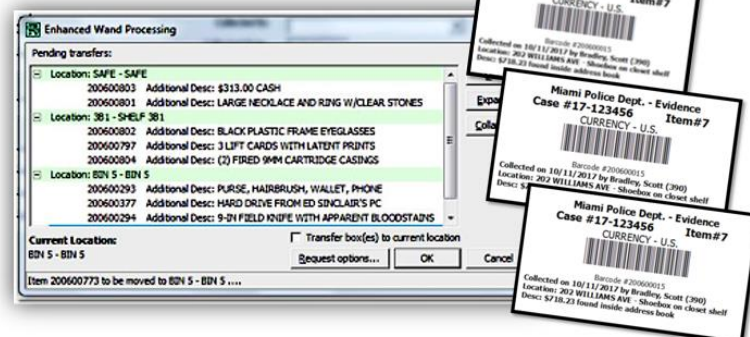


Locations may also be assigned categories to filter and sort items. For example, by creating a location category such as FINAL, you can see all locations that represent evidence that will not return, such as Destroyed, Returned to Owner, Auctioned, etc. You might want to group all people as locations into one category, offsite locations, or temporary and transit locations into a category. Any group of locations can be placed in a category to make searching and sorting much faster.

SCAN LOCATION BARCODE

SCAN BARCODES ON THE EVIDENCE

REPEAT FOR EACH LOCATION



As evidence is moved to various locations, EvidenceOnQ automatically assigns the date and time in the unalterable audit trail. The audit trail provides a complete record of every action taken to the record from the time it was created. The User Login and User Name is also recorded with the name of the PC, the IP address, and the name of the person who logged in as the Windows user.


Barcode Label Design and Print

Barcode technology is one of the most beneficial features of EvidenceOnQ. It is faster and more accurate than any other form of tracking. Using barcodes will dramatically decrease the time it takes to retrieve a record from the database and transfer that item to another location or status. EvidenceOnQ takes barcode technology to another level. Barcodes also represent locations, individual people, a status, and final dispositions. This allows the user to scan an item and then scan the location where it is to be transferred. It gives you fast, accurate, completely keyless transactions.

EvidenceOnQ provides the user complete flexibility to design and print customized bar code labels within the system. Any combination of fields from the customized profile screen can be printed on the label. This printed information eliminates the need for officers to hand-write information on the evidence bag. Customized location labels and location control sheets can also be easily designed and printed.

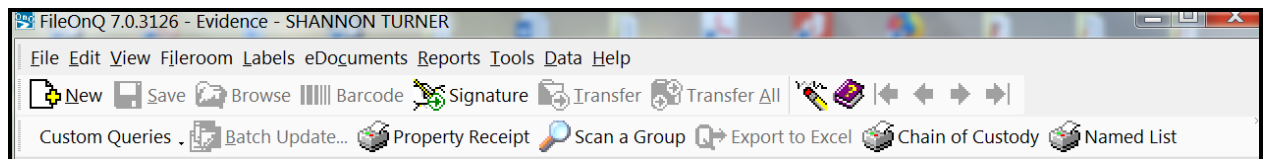
SAN DIEGO POLICE DEPT. - Evidence
CASE#12-001234 Item #7

 CURRENCY \$3,356.00
 Collected on 6/25/2012 by Avery, Craig (422)
 Suspect: Wilson, John A. DOB: 5/12/1968
 Desc: Cash found with address book
Barcode #: 200600015

Truckee Police Department - Evidence
Case #18-012345 Item#6
 PURSE/WALLET

 Barcode #200600014
 Collected on 6/25/2012 by Avery, Craig
 Location: 134 CITRUS AVENUE - FLOORBOARD OF VEHICLE
 Desc: BLACK MENS WALLET WITH ID

Customized Toolbar:

In the desktop client application, users can customize the standard toolbar by adding or removing icons. Users can also create additional “personal” toolbars containing shortcuts for functions they perform on a regular basis. These toolbars themselves can be “dragged and dropped” anywhere on the EvidenceOnQ Profile. A “global” toolbar can be set for desktop so the toolbar is standardized.



Auto-assign Item Number Calculation:

EvidenceOnQ provides agencies the ability to have item numbers within a case automatically assigned, eliminating duplicated item numbers in the same case. The FileOnQ ProFiler allows **agencies to choose if they want to utilize this automatic item count feature.**

Case Number Item #
 Offense Type
 Date of Offense

Searching & Queries:

EvidenceOnQ provides users with many options to perform queries.

Query-by-Example: Allows users to conveniently search directly from the customized profile screen. Any field or combination of fields can be searched using known information, unknown information, or partial information.

Query-by-Current Location: Allows users to perform searches by current location.

Query by date: Query by date includes all date fields on the profile screen as well as date created, last edit date, and last transfer date.

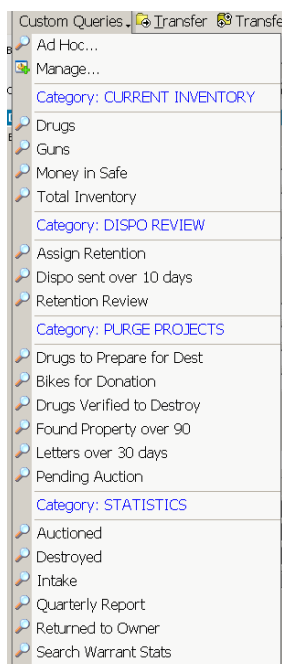
Query-by-Scan: Allows users to create a group of records by scanning the barcodes on the evidence to put them into a group. The user can choose any number of actions with that group, such as transferring them all to another location, creating letters to the owners, generating a list for a court order, printing a report, etc.

Query-by-text: Performs system-wide queries rather than field-specific searches. The user is prompted select a search for all data fields on the profile, all text in the free-form notes tab, all information in the check-out comments and names, and document key words in the eDocs module. The results of the query show how many times the value was found, the field(s) where they were located, and enable the results to be put into a query set.

Custom Query Manager: EvidenceOnQ provides a convenient way to create, organize, update, and run queries. Custom queries are virtually unlimited with variable criteria and can be categorized for organization. For example, queries can be set up for statistics such as the number of items received, destroyed, returned to owner, or auctioned during a specific period of time. Agencies can also create categories for queries such as **current inventory**, **items for review**, and **purge projects**, as shown in the screenshot below. Unique queries for special circumstances can be created such as all the drugs that were collected by a specific officer with a juvenile suspect.

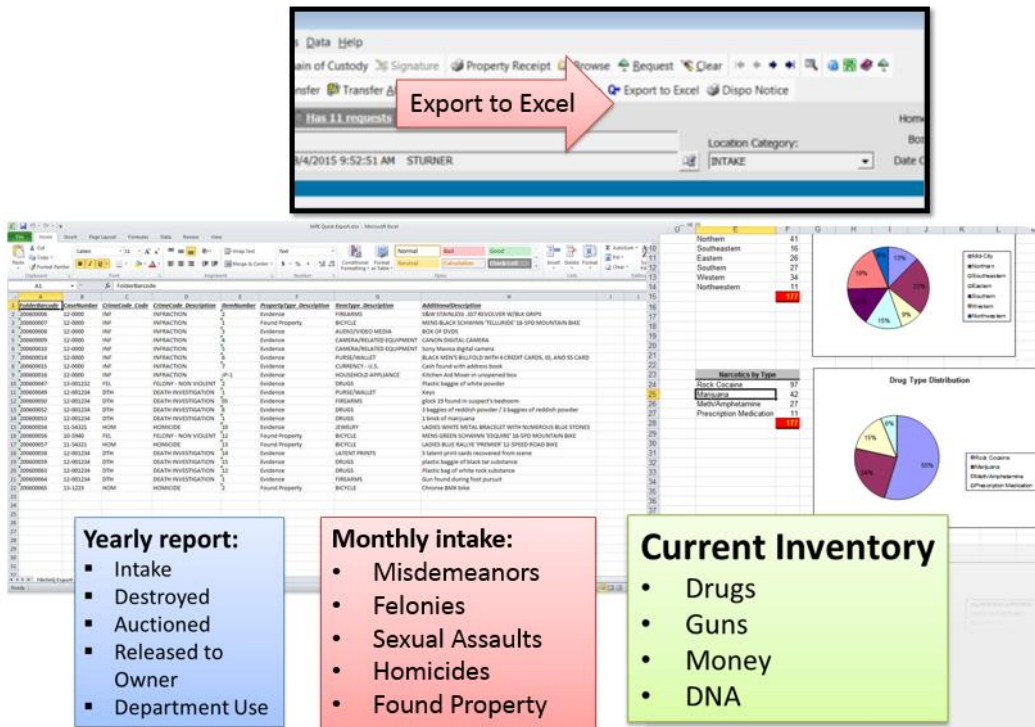
When the results of a query are displayed, the user has many options such as viewing the data in browse, producing it in a custom report (form), transferring the records to another location, or exporting the data to Excel.

Custom Query Examples



Create customized categories to keep your queries organized.

Custom queries eliminate written logs, manually produced lists, and tickler files.



Custom Reports (Forms):

These custom forms are produced after performing any type of query, making them dynamic and versatile. With the unlimited field/data selection options for queries, there is no limitation to the reports that can be run. The following examples show the query that can be performed and the custom report that is generated with the information.

- QUERY:** All items collected by Officer Jones on a specific case number.

REPORT: A property sheet outlining each item, the date and time collected, the location found, the owner, and item number.
- QUERY:** Specific items from a case to take to court.

REPORT: A chain of custody report for each item showing all the pertinent information about the item and every location it has been from the time it was submitted to the property room.
- QUERY:** All items that are pending auction.


REPORT: The Property Room.com manifest, complete with item description and barcode including the agency's unique identification number. This eliminates having to rebarcode items prior to auction.
- QUERY:** All items that are eligible to send a letter to the owner.

REPORT: An owner notification letter that will automatically fill in the owner's name, address, and a list of the items available for release.
- QUERY:** Property and Evidence that is due for review.

REPORT: A Disposition Notification report that can be sent to the case officer to authorize disposition.

Prior to your EvidenceOnQ system being installed FileOnQ will work with your agency to design your custom reports to meet your needs.


Dispo Request - Itemizes property that has come up for review or destruction by case number and case officer. The officer can complete the form by hand and return to the property unit, or use the Request Module to authorization the disposition of the property.

Retention Status Request For Dispo		
Print Date: Wednesday, November 10, 2010		Page 1 of 1
Case Officer: Avery, Craig (422)		Case number: 10-654321
<p>The following items, related to Case Number 10-654321 are currently being held in the Evidence Room. Please review the items and indicate the proper disposition of each one.</p>		
Item Description		
 200600047	Evidence Altoids container with rock substance	<input type="checkbox"/> Dispose <input type="checkbox"/> Hold Until ____/____/____
Reviewed and Approved by		Date

Property Report - lists the property associated with a case, the corresponding unique barcode, and pertinent information for each item. This report is often attached to the case report.

Billings Police Department Property Report			
Case Number: 12-001234		Suspect 1: PLEASANT, timothy W	
Case Officer: SanAgustin, John		Suspect 2: GUNNISON, ROBERT W	
Offense: HOM - HOMICIDE			
BarCode	Item #	Item Type	Description
Recovered by Officer: Avery, Craig (422) Recovery Address: Location of Recovery: INVESTIGATIONS OFFICE			
 200600606	6	BEDDING	Blanket that victim was wrapped in on the couch
Recovered by Officer: Avery, Craig (422) Recovery Address: 326 W. BONNEVILLE Location of Recovery: COUCH WHERE VICTIM WAS SLEEPING			
 200600607	7	CURRENCY	Blue water jug containing coins
Recovered by Officer: Avery, Craig (422) Recovery Address: 326 W. BONNEVILLE Location of Recovery: FLOOR OF BEDROOM			
 200600608	8	TRACE EVIDENCE	Clump of hair
Recovered by Officer: Avery, Craig (422) Recovery Address: 326 W. BONNEVILLE Location of Recovery: FLOOR BEDROOM			

Notification Letter - is generated to the owner listing the property available to be released/. The text of this letter is supplied by the agency. When the owner brings the letter to claim the property, scanning the barcode printed on the letter ensures the correct item will be returned.





San Diego Police Department

1401 Broadway
San Diego, CA 92101-5729

ROBIN SMITH
223 DeBelford
Riverview W 154903

November 10, 2010
Case # 09-34531

The property listed below is now available for release:

Item Description	
BICYCLE/TRICYCLE Schwin Mountain bike	
BICYCLE/TRICYCLE Schwin Mountain bike	

If you wish to claim this property, please refer to the above case number and make an appointment with the Property Room by calling (619) 531-2845. Property will not be released without an appointment. You must have this letter and valid identification with you when you arrive to claim your property.

If the property listed is a firearm and you have a criminal record, you may not be eligible to possess a firearm. If you have a criminal record, call the state attorney to address this before you come to pick up your property.

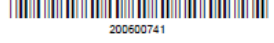
Sincerely,

Property Technician

Chain of Custody - can be produced for one or multiple items in a case. Each item is listed separately with a complete, unalterable history of every location for that item. Included in the chain of custody are all dates, times, users, and any associated signatures for each transaction.

CHAIN OF CUSTODY

CASE #: 14-005213	EVENT DATE/TIME:
CASE TYPE: FELONY - VIOLENT	EVENT ADDRESS: 40 JADWIN
CASE OFFICER: Ansari, Afsoon (0414)	





ITEM #: 1 FIREARMS

200600741

Date/Time	Logged in User	Item moved to this Location
3/20/2014 11:38:35AM	SHANNON TURNER	TEMP EVIDENCE LOCKERS
3/20/2014 11:40:48AM	SHANNON TURNER	Removed from Temp Lockers
3/20/2014 11:40:55AM	SHANNON TURNER	HANDGUN VAULT
3/20/2014 11:42:34AM	SHANNON TURNER	JODY BETRY
Follow Up - Released to detective for witness interview		
3/20/2014 11:44:46AM	SHANNON TURNER	RECEIVED NEW PORT RICHEY EVIDENCE
3/20/2014 11:45:00AM	SHANNON TURNER	HANDGUN VAULT
3/20/2014 11:45:32AM	SHANNON TURNER	Released to Owner

Case Closed - Okay to release per DA's office

Lance Monterose

End Chain of Custody for Item #: 1 related to Case # 14-005213

Checkout Receipt– can be generated by the system when evidence is released or transferred with a signature.. The check-out receipt is an option at the time of the signature transaction. Regardless of whether the receipt is printed or not, the signature is made a part of the permanent, unalterable chain of custody and can be printed out at any time in the future if the need arises.



San Diego Police Department
1401 Broadway
San Diego, CA 92101-5729
(619) 531-2846

Property / Evidence Transfer Receipt

The following items were transferred to the undersigned by:
SHANNON TURNER on August 22, 2012

Item Count	Item Barcode	Item Description
1	200600035	Found Property BLUE ROADSTER 12 SPEED BIKE

Reason: Case Closed
Comment: Showed WA DL TURNESG367KL

Shannon Turner
Signed by: Shannon Turner

8/22/12 8:59 am

The receipt will include all items that are being released or transferred. The signature is maintained permanently in the chain of custody for each item and can be printed at any time.

Notes Tab:

The Notes tab has two options available. The first is an unlimited, free form text field used for notes or additional information about the item being viewed. The contents of this field are searchable via Query by Example, Query by Text, or when included in a query written by the Custom Query Manager. The field is unlimited, however modifications to the field do not show the old and new values. They do show the date, time, user, and that the field was modified. This field can be disabled for agencies that prefer not to use it.

The Notes Log enables agencies to create specific categories for entries. The entries are date and time stamped and show the user login. Users can choose to have the entries displayed vertically or horizontally. Notes Log entries cannot be edited or deleted by anyone and are fully searchable using the Query by Notes Log feature under the file menu.

Barcode: 200601191 Has 1 requests Home Location:

Gun with broken grip Location Category: Box Location:

Current Location: RPDFV - FIREARMS VAULT 8/16/2018 4:45:25 PM STURNER Date Completed:

Details

Evidence Info Notes History Retention Documents

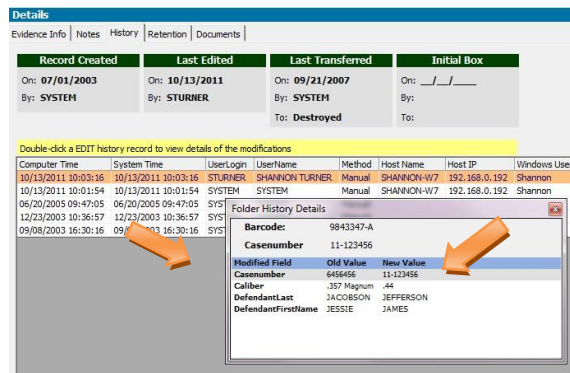
NotesLog

Add Entry Refresh ☒ Split tab vertically

Date	Subject	Entry	Login
8/16/2018 8:15:18 PM	OPENED FOR VIEWING	DA and defense attorney were present to view the evidence	SYSTEM
8/16/2018 8:12:21 PM	E-MAIL	Email received from DA's office regarding case status.	SYSTEM
8/16/2018 8:11:22 PM	CHANGE NOTE	The case number was changed per request of the officer	SYSTEM

History:

The History tab displays a list of all the **changes** that have been made for a record. These fields are non-editable and view-only. For example, if a user changed the weight of the narcotics from 52.4 grams to 5.24 grams, it would show the person who made the changes, the date and time, the IP address, and the old and new values.



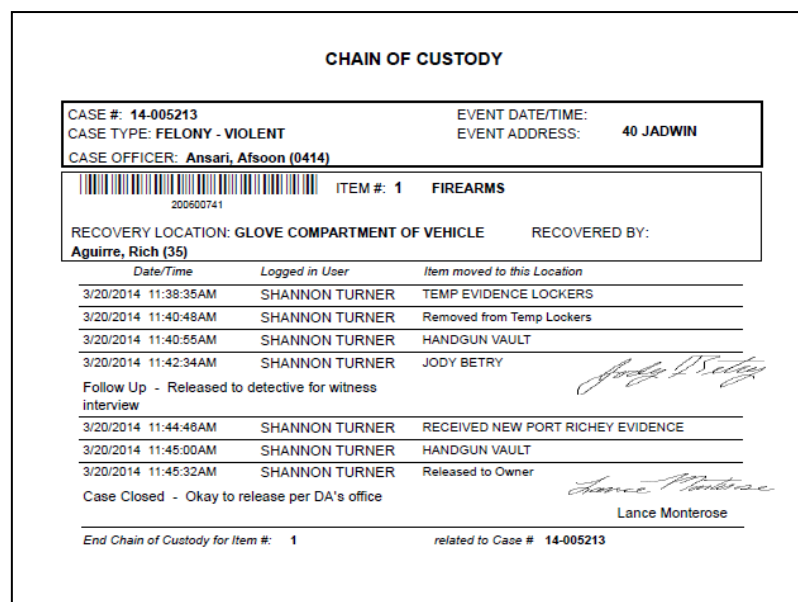
The screenshot shows the 'History' tab in the EvidenceOnQ interface. It displays a table of modifications with columns for Computer Time, System Time, User Login, Username, Method, Host Name, Host IP, and Windows User. A specific record is highlighted, and a pop-up window titled 'Folder History Details' is shown, displaying a table of modified fields with Old and New values. The fields include Casenumber, Caliber, DefendantLast, and DefendantFirstName.

Computer Time	System Time	User Login	Username	Method	Host Name	Host IP	Windows User
10/13/2011 10:03:16	10/13/2011 10:03:16	STURNER	SHANNON TURNER	Manual	SHANNON-W7	192.168.0.192	Shannon
10/13/2011 10:01:54	10/13/2011 10:01:54	SYSTEM	SYSTEM	Manual	SHANNON-W7	192.168.0.192	Shannon
06/20/2005 09:47:05	06/20/2005 09:47:05	SYS	SYSTEM	Manual	SHANNON-W7	192.168.0.192	Shannon
12/23/2003 10:36:57	12/23/2003 10:36:57	SYS	SYSTEM	Manual	SHANNON-W7	192.168.0.192	Shannon
09/08/2003 16:30:16	09/08/2003 16:30:16	SYS	SYSTEM	Manual	SHANNON-W7	192.168.0.192	Shannon

Modified Field	Old Value	New Value
Casenumber	645656	11-123456
Caliber	.357 Magnum	.44
DefendantLast	JACOBSON	JEFFERSON
DefendantFirstName	JESSIE	JAMES

Unalterable Chain of Custody:

Maintaining a solid chain of custody is one of the most important requirements in evidence management. EvidenceOnQ makes chain of custody automated and unalterable. The system also generates a customized chain of custody report that makes trial preparation automated, accurate, and efficient.



The screenshot shows a 'CHAIN OF CUSTODY' report. It includes case information, event details, a barcode, and a detailed log of evidence handling. The log includes dates, times, users, and locations, along with signatures of the personnel involved.

CHAIN OF CUSTODY

CASE #: 14-005213
CASE TYPE: FELONY - VIOLENT
CASE OFFICER: Ansari, Afsoon (0414)

EVENT DATE/TIME:
EVENT ADDRESS: 40 JADWIN

200600741
ITEM #: 1 FIREARMS

RECOVERY LOCATION: GLOVE COMPARTMENT OF VEHICLE
RECOVERED BY: Aguirre, Rich (35)

Date/Time	Logged in User	Item moved to this Location
3/20/2014 11:38:35AM	SHANNON TURNER	TEMP EVIDENCE LOCKERS
3/20/2014 11:40:48AM	SHANNON TURNER	Removed from Temp Lockers
3/20/2014 11:40:55AM	SHANNON TURNER	HANDGUN VAULT
3/20/2014 11:42:34AM	SHANNON TURNER	JODY BETRY
Follow Up - Released to detective for witness interview		
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3/20/2014 11:45:32AM	SHANNON TURNER	Released to Owner

Case Closed - Okay to release per DA's office

Lance Monterose

End Chain of Custody for Item #: 1 related to Case # 14-005213

Security and Policy Management:

The EvidenceOnQ system requires a User ID and password to log in. A system administrator is able to create groups and to grant or deny permission to certain functionality to members of that group such as add, edit, transfer, etc. System policies can also be set for password expiration (or non-expiration), minimum password length, failed log-in attempts, strong passwords, and session control logout for inactivity.

Additional options for user groups include:

- Record Access – Agencies may choose to limit user groups from viewing records. Evidence in specific cases can be restricted if they are highly sensitive or confidential. Large agencies often create groups to restrict the view of evidence by the type of crime such as homicide, sexual assaults, etc.
- Field Access – Fields on the customized profile screen can be disabled for user groups. For example, the property and evidence room personnel may have fields they use for their purposes, but do not apply to patrol officers. If a field is restricted, the user group does not see the field.
- Report Access – Each user group is given access to specific reports. For example, officers may need access to the Property Report and Chain of Custody, where evidence personnel need to also access the Owner Letter and Auction Manifest.
- Notes Log Subjects – Agencies can determine what Notes Log subjects can be used and viewed by member of a group.
- Document Access – For agencies that have the eDocs module, user groups are given specific permission to view, upload, or download specific document types.

Audit Trail:

EvidenceOnQ automatically documents the date, time, and user in the unalterable audit trail for each record. The Audit Trail begins when the item is created. It shows any transfer, edit, or request made to that record. In addition to the function performed, it also contains the User Login and User Name of the user along with the the host name, IP address, and Windows user login.

Record History									
Print Report...									
Barcode:		200601191							
Additional Desc		Gun with broken grip							
Action Type	ActionTimestamp	SysTimestamp	User Login	User Name	Location Code	Location Name	Host Name	Host IP	Windows User
Request	8/16/2018 4:51:24 PM	8/16/2018 4:51:24 PM	SYSTEM	SYSTEM	09	LATENT PRIN	::1	::1	WebServer
Transfer	8/16/2018 4:45:25 PM	8/16/2018 4:45:26 PM	STURNER	SHANNON TURNER	RPDFV	FIREARMS V	SHANNON-DELL	192.168.1.134	Shannon
Edit	8/16/2018 4:45:18 PM	8/16/2018 4:45:18 PM	STURNER	SHANNON TURNER			SHANNON-DELL	192.168.1.134	Shannon
Transfer	8/16/2018 4:45:08 PM	8/16/2018 4:45:09 PM	STURNER	SHANNON TURNER	Rem Temp Lock	REMOVED FF	SHANNON-DELL	192.168.1.134	Shannon
Create	8/16/2018 4:42:21 PM	8/16/2018 4:44:28 PM	STURNER	SHANNON TURNER	Temp Locker	Temporary L	SHANNON-DELL	192.168.1.134	Shannon

Request Module:

The Request Module gives officers the ability to submit a request to the evidence personnel for a variety of reasons. For example, a request may be submitted to pick up evidence for court, check out for viewing, or to authorize the release. Many agencies use this feature for their officers to authorize the disposition of property, eliminating the need for paper authorization to be maintained. The requests are permanently documented in the audit trail of each item.

Requests are immediately displayed on the Request Monitor. This provides the property room personnel the ability to view, sort and print “pull lists” to fill incoming requests. The Request Monitor can be configured to automatically refresh at set intervals and filter requests by certain criteria. The Request Monitor can be left running in a separate window while working in EvidenceOnQ or other applications.

Request Monitor								
<input type="checkbox"/> Select All <input type="button" value="Select"/> <input type="button" value="Deselect"/>								
Select	Requestor Code	Requestor	User Name	Item Barcode	Current Location	Reason	Case Number	Item #
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600478	Shelf B-1	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	5
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600480	SHELF 4	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	7
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600493	SHELF 4	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	11
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600506	Temporary Lockers	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	16
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600508	Temporary Lockers	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	17
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600522	TWIN FALLS PD EVID LOCKERS	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	24
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600524	TWIN FALLS PD EVID LOCKERS	CASE OVER - TIME SERVED - NO CODEFENDANTS	11-1234567	26
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600009	Shelf B-1	Release to owner Turner only	09-7654321	4
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600028	Outside Bicycle Storage	Release to owner Turner only	09-7654321	B
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600029	TIM SCANLAN	Release to owner Turner only	09-7654321	C
<input type="checkbox"/>	02	OKAY TO RELEASE	SHANNON TURNER	200600038	Shelf B-1	Release to owner Turner only	09-7654321	
<input type="checkbox"/>	01	OKAY TO DESTROY	SHANNON TURNER	200600009	Shelf B-1		09-7654321	4

Work List Management:

The Worklist feature allows users to create and save a group of items with a common task. This may include evidence to be pulled for destruction, evidence waiting to go to the lab, items pending officer review, narcotics to be put into a court order, etc. This allows a user to work on a large project as time permits, continue to add to the ongoing work list. The list is recovered when the project is ready to be finished. This collection is associated with a user's login and is preserved even if the user logs off.



Worklist		
Actions General Worklist		
FolderBarcode	AdditionalDescription	Remove this item from the worklist
200600350	PLASTIC BAG CONTAINING WHITE POWDER	<input type="checkbox"/>
200600351	PLASTIC BAG CONTAINING WHITE POWDER	<input type="checkbox"/>
200600352	shotgun	<input type="checkbox"/>
200600353	PLASTIC BAG CONTAINING WHITE POWDER	<input type="checkbox"/>
200600355	9 mm shell casing taken from driveway	<input type="checkbox"/>
200600356	PLASTIC BAG CONTAINING WHITE POWDER	<input type="checkbox"/>
200600357	PLASTIC BAG CONTAINING WHITE POWDER	<input type="checkbox"/>
200600358	PLASTIC BAG CONTAINING WHITE POWDER	<input type="checkbox"/>
200600359	PLASTIC BAG CONTAINING WHITE POWDER	<input type="checkbox"/>
200600361	PLASTIC BAG CONTAINING WHITE POWDER	<input type="checkbox"/>
200600363	PLASTIC BAG CONTAINING WHITE POWDER	<input type="checkbox"/>
200600365	driver's license taken from purse	<input type="checkbox"/>
200600366	Items 1-168 from homicide - victim	<input type="checkbox"/>

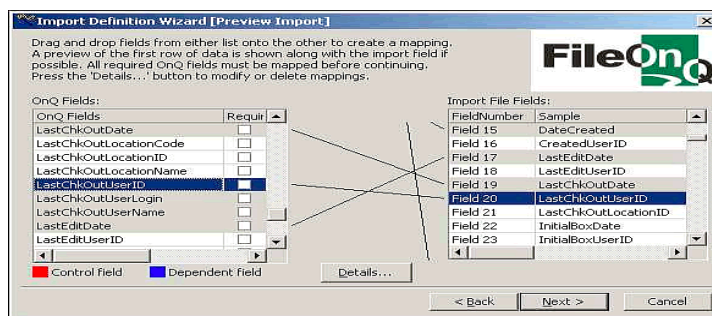
Data Import & Export, Mapping & Validation:

The FileOnQ import utility allows records to be imported from one or more different outside data sources. This greatly reduces the amount of manual entry required. EvidenceOnQ comes standard with a fully configurable import utility that can match field for field from any ASCII delimited data file, which is then imported into the EvidenceOnQ system. This can be done as an automated, scheduled import or an import on demand. The export utility allows users to create, save, and run any number of export routines. Any data can be exported from the FileOnQ database.

Imports can be for the purpose of a one-time conversion, such as converting the data from an existing database or spreadsheet. Imports can also be for an on-going daily process for adding new or updating existing records within EvidenceOnQ from another third-party application. The import utility also provides field data type validation, duplicated record validation, and data validation.

If a customer chooses to setup an import process between FileOnQ and another third-party application, they would be responsible for providing an ASCII delimited file(s) containing the fields they wish to import into EvidenceOnQ. FileOnQ, Inc. will set up a mapping between EvidenceOnQ output file(s) utilizing the Import Definitions Wizard. All imports that are run, whether manual or unattended, produce a log file. Any records that fail the import validation process will be listed in the log. All import logs are stored with a date and time stamp and can be viewed through the Import Log View.

FileOnQ will assist your agency in setting up the import of your old data. It is the responsibility of the agency's IT division to perform the actual import and clean up the records. FileOnQ can perform this task if the agency does not have sufficient IT support or resources. An estimate for this data import can be provided and incorporated into your proposal.



Retention Module:

One of the biggest challenges in evidence management is to establish a system for reviewing when an item is available for destruction, return to owner, auction, etc. Purging items from the evidence room is a lengthy, laborious process. In most cases, evidence is held much longer than required because there is no system in place for routinely reviewing and purging evidence. The retention module enables agencies to set a review or disposal date on evidence in accordance with their own policies or statutes. When the appropriate retention type is selected, EvidenceOnQ will assign the correct review date. The review date can be modified throughout the process if certain cases are delayed in court or are pending appeal.

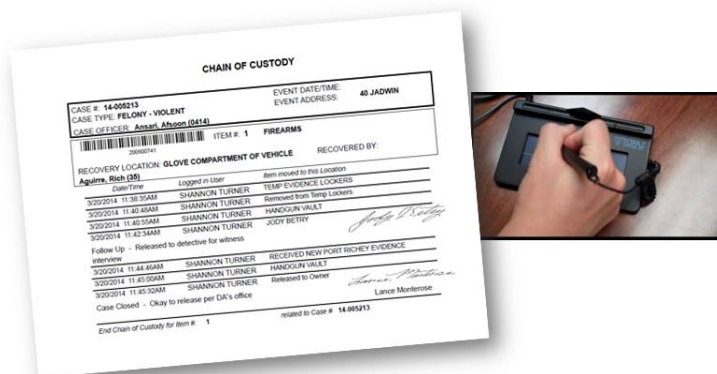
Retention Code Maintenance

Select a retention code and set its properties in the detail section:

Code	Date	Category	Years	Months	Days	Description
Non Violent	Creation	Felony	1	6	0	Felony crimes
Found	Creation	Found Property	0	0	90	Found Property
Misd.	Creation	Misdemeanor	1	0	00	Misdemeanor Offenses
Safekeeping	Creation	Safekeeping	0	0	30	Property for Safekeeping
Sex Offense	Creation	Sexual Offenses	3	0	0	Approval by supervisor or

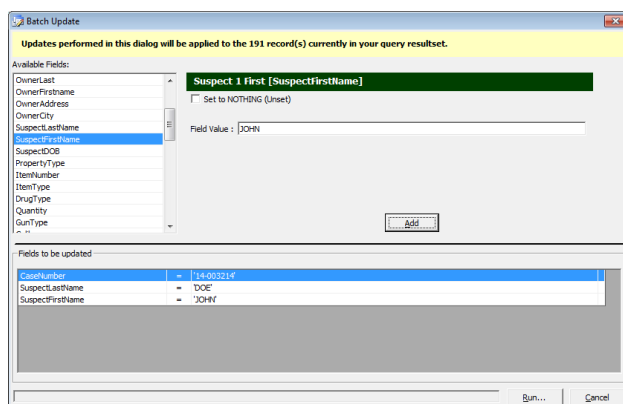
Signature Capture:

The EvidenceOnQ Signature Capture Module provides the ability to obtain digital signatures when transferring evidence. This allows a department to eliminate the need to hand-write receipts or maintain signatures on paper for chain of custody. When using the signature capture module, only one signature is required regardless of how many items are being released. The system captures the digital signature and stores it as part of the unalterable chain of custody. A customized checkout receipt may be printed out at the end of each transaction if required.



Batch Update:

EvidenceOnQ allows for data to be changed or updated in a group. For example, if evidence is logged under the wrong case number, the items can be queried into a group and the case number changed all at once. Any field or combination of fields on the profile screen can be changed using the Batch Update feature. Additionally, the retention code, review date, or retention comments can also be changed using this feature.



Inventory Module:

The inventory feature will allow inventory projects to be started, paused, and started again, leaving the project open until you have time to finish it. You can also inventory multiple locations in one project. It also enables any number of separate inventory projects to be open and conducted at the same time. An inventory history will be maintained for each item that will document how many times it was inventoried and the status of the item at the time of the inventory.

EvidenceOnQ will maintain a complete history of how many inventories were completed, when they were completed, and the disposition of each item in each inventory. Notes and comments may be added to the inventory, allowing users to document any corrections or clarifications needed. All comments are date and time stamped to preserve the integrity of the inventory and the comments themselves. Comments may also be added in batch to items within an inventory. The detailed inventory report shows all specific details about the report, the items missing, all items accounted for in the inventory, and the items that were found in the inventory that do not belong in that location.

Detailed Inventory Report

Job Name: Kern County Sheriff Shelf 3
 Created by STURNER on 4/16/2014 4:10:39PM
 Closed by STURNER on 4/16/2014 4:12:18PM
 Comments for the job (if any):
 (04/16/2014 04:10:57 PM) STURNER: Assisted by Julia and George

The following items were not scanned during the inventory:

Item 200600142 was transferred to S3 at 4/16/2014 4:08:39PM
 Desc: PLASTIC BAGGIE OF WHITE POWDER SUBSTA
 Case#: 14-0001 Item Type: DRUGS

Item 200600144 was transferred to S3 at 4/16/2014 4:08:39PM
 Desc: PLASTIC BAGGIE OF WHITE POWDER
 Case#: 14-0001 Item Type: DRUGS

Exceptions: 2

Location: S3

The following items were present at this location during the inventory:

Item 200600112 - 4/16/2014 4:11:31PM
 Item 200600115 - 4/16/2014 4:11:32PM
 Item 200600117 - 4/16/2014 4:11:33PM
 Item 200600123 - 4/16/2014 4:11:34PM
 Item 200600125 - 4/16/2014 4:11:34PM
 Item 200600128 - 4/16/2014 4:11:36PM
 Item 200600133 - 4/16/2014 4:11:37PM
 Item 200600134 - 4/16/2014 4:11:37PM
 Item 200600138 - 4/16/2014 4:11:37PM
 Item 200600140 - 4/16/2014 4:11:38PM

Items accounted for: 10

The following items were scanned at this location but are exceptions which are supposed to be at the indicated locations:

Item 200600099 was transferred to AUCTIONED at 4/15/2014 6:43:54PM
 Desc: plastic baggie of green vegetable matter
 Case#: 14-000321 Item Type: DRUGS

Item 200600100 was transferred to S4 at 4/15/2014 3:42:04PM
 Case#: 14-1234567 Item Type: DRUGS

Item 200600101 was transferred to S4 at 4/15/2014 3:42:04PM
 Case#: 14-1234567 Item Type: DRUGS

Exceptions: 3

What is missing

All items accounted for

What should not be there

MobileOnQ™ :

MobileOnQ enables you to transfer items, obtain signatures, and perform inventories in remote locations where a computer may not be available. The mobile device can be synced using the docking station or can perform in “real time” using your wireless network with web services enabled on your server.

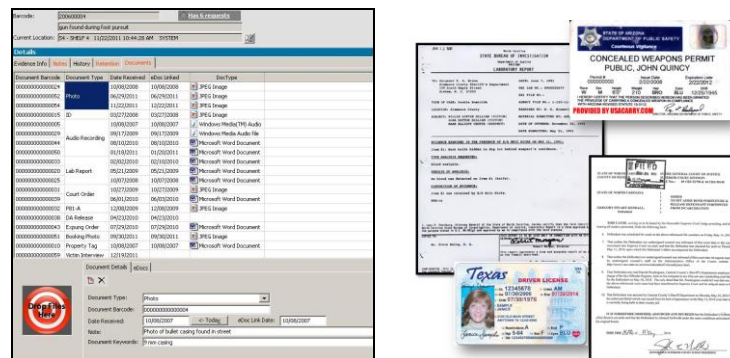


eDocs & Electronic Imaging Module:

eDocs eliminates the need to make copies and store documents related to evidence:

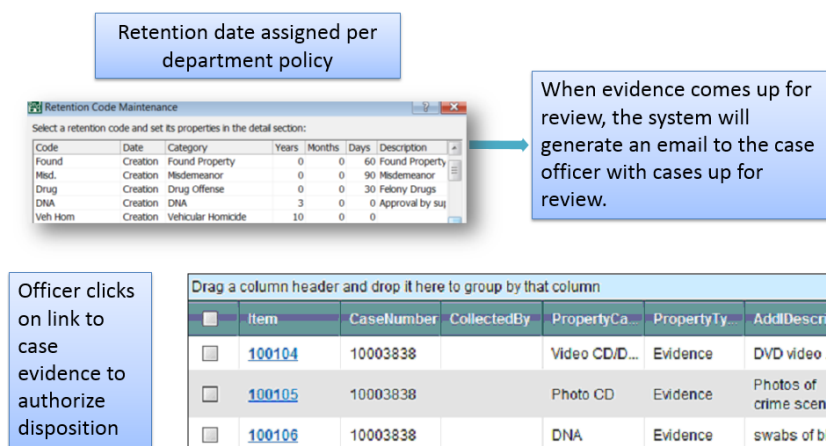
- Owner documentation
- Crime lab reports
- Owner's driver's license or ID
- Court orders
- Existing chain of custody paper documentation

eDocs utilizes a designated, shared folder or SQL database on the user's network to store these electronic documents. The user can view the documents by either double-clicking a document icon or the View button. The eDocs system communicates with the Windows OS telling it which application to open in order to view that document, such as Word, Adobe, Media Player, etc. Any type of document can be opened if the user has the proper application and permission. Document types and key words are fully searchable in combination with data on the profile page.



Notification Module, including:

Automated Disposition: The Disposition Notification Module automates the process of notifying officers to review evidence for disposition. As evidence comes up in a manual or automated retention review report that includes customized criteria, the system can be prompted to generate emails to the officers that includes a list of items to review. Included in the email is a link to the case and each item. When the officer clicks on the link, it will take them into the WebView application and enable them to choose the appropriate disposition for the evidence. The disposition descriptions can be tailored to meet the requirements of the agency, i.e. release to owner, destroy, hold, etc.



When the officer selects a disposition either at the case level or the item level, it is immediately flagged in the system and automatically appears in the Request Monitor that is maintained by the designated evidence staff. From that request monitor, items can be sorted, selected, and printed into pull lists to take the appropriate action. The automated disposition automates and eliminates paper to ultimately purge property and evidence in a streamlined, timely manner.

Workflow Notification

Workflow Notification is the ability to set certain triggers within the system to have it take a specific action, send a notification, or restrict a certain action. In order to determine exactly how Platform Notification will be applied in an agency, a thorough evaluation of their policies and procedures needs to be done. The following examples show how Workflow Notification can benefit an agency:

1. An agency has a policy that when certain information is changed in the evidence system, specific people must be notified. This may include any number of methods such as sending an email, printing a new property report, making a phone call, etc. For example, any time a serial number field or case number field in EvidenceOnQ is modified, the system will automatically send an email notification to the records manager and the investigating officer that indicates the changes made.
2. When evidence is submitted and there is a discrepancy, such as being improperly packaged, automated notification will streamline the process of notifying the officer that a correction needs to be made. The evidence technician can make a Notes Log entry indicating the corrections that need to be made. This entry will trigger an email to the officer with the content of the notes log entry. EvidenceOnQ can be set to send a 2nd notice to the officer if the correction has not been made within X days.
3. In order to track the status of sexual assault kits and comply with statutory testing requirements, an agency may set up a notification trigger to have an email sent to the case detective notifying them when a sexual assault kit has been submitted to evidence. An email notification will also be sent to the detective any time the kit changes location, such as when it is sent to the lab and when it returns from the lab.

Summary

The DigitalOnQ system, created by FileOnQ, is a powerful digital evidence management solution (DEMS) that will effectively address the unique needs of law enforcement today and into the future. DigitalOnQ is a fully dedicated, secure, on premise hybrid DEMS that simplifies the management of digital evidence. DigitalOnQ can integrate with and support numerous evidence data capture tools used by law enforcement agencies, which differentiates the solution from its competitors.

The DigitalOnQ application is compliant with Scientific Working Group on Imaging Technology (SWGIT). It provides an easy upload process, comprehensive security, and broad search capabilities.

FileOnQ uses the latest, most relevant Microsoft technologies and adheres to key industry standards. Adopting emerging technologies enables agencies to implement DigitalOnQ with logical, affordable, and proven steps. DigitalOnQ is a hardware agnostic application that allows users to utilize any storage media they desire. They can upload from any media source (i.e. network drive, Secure Digital (SD) cards, compact disc (CD)/digital versatile disc (DVD), body worn camera, in-car video camera) without being limited by a single vendor for digital media. It is the ideal solution to replace cumbersome CDs and DVDs and will eliminate the liability and time associated with storing files on physical disks.

DigitalOnQ has been developed to comply with the highest standards in evidence management. FileOnQ has focused on reducing and streamlining common tasks such as data entry, evidence management, audits, and evidence disposal. Agencies that have implemented DigitalOnQ see substantial time savings and security in these areas.

DigitalOnQ offers:

- Both a desktop application for power users and an optional web application for end users. Both allow users to –upload, view, search, and download their digital evidence if they have the appropriate permissions.
- Unlimited Reports – Customize any report to meet your unique requirements.
- Notification System – Send notifications based on your criteria and needs.

DigitalOnQ Features

DigitalOnQ will significantly reduce the labor and material costs associated with outdated methods such as downloading from memory cards and burning files to expensive and trouble-prone CDs and DVDs. Additional cost-savings come with eliminating packaging materials as well as the time currently spent booking and storing discs as physical evidence.

DigitalOnQ provides the flexibility to upload and store digital evidence from various media types. This may include body-worn camera footage, car-video, proprietary

surveillance footage, photos, and audio files -- all stored in a central repository in their native format.

DigitalOnQ enables users to upload digital evidence in batches and then enter identifying information and assign security by using drop-down menus, free-text fields, and classifications.

DigitalOnQ provides a secure, 100% SWGIT compliant repository for all images, video, and other forms of digital evidence. Image authentication processes are built-in, making original images preserved and tamper-proof. The digital file tracking logs every time a user views, edits, or moves a digital file.

Capture and Ingest Evidence

Upload

DigitalOnQ provides the flexibility to store all types of media and allows agencies to group or associate evidence into categories to meet the agency's processes. This may include a crime classification, the location, a detailed description, and the involved people.

Batch upload

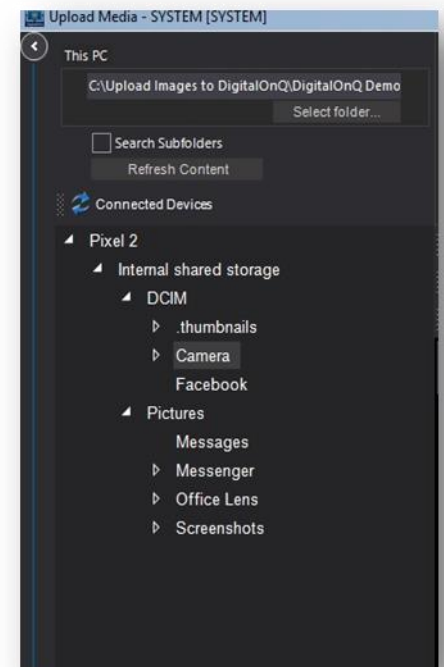
Users can select and upload a single file or a large group, regardless of the file type (audio, video, digital images, zip files, proprietary players, etc.)

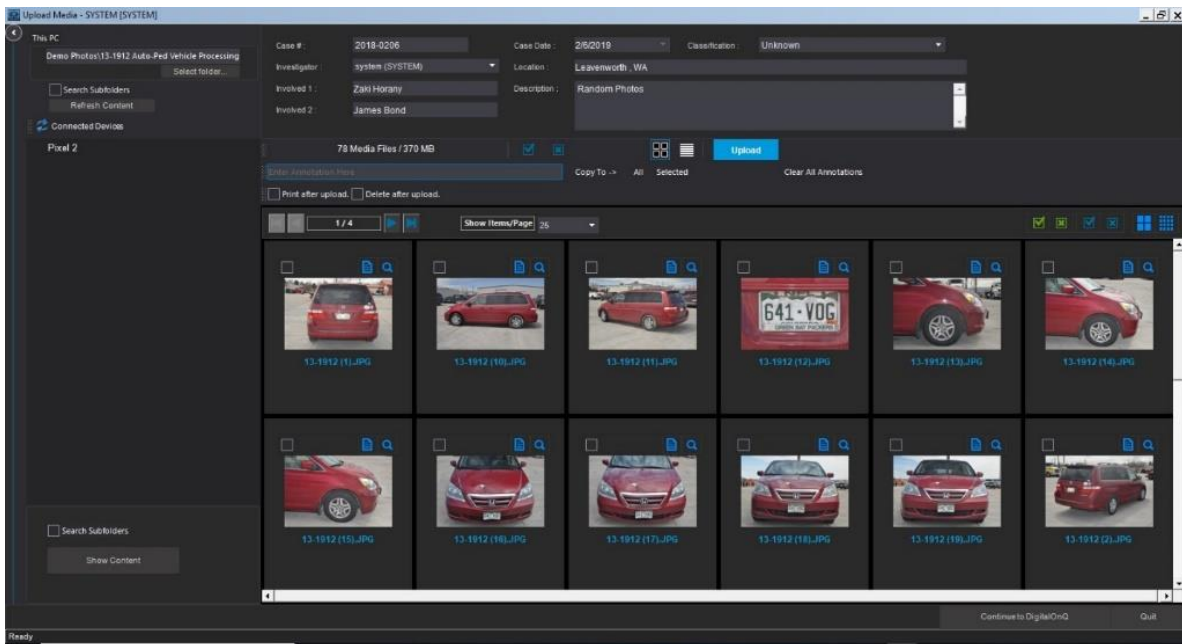
All digital evidence files that are uploaded will be associated with a case number as well as other metadata fields such as involved people, case dates, location, description, etc.

Nested digital evidence folders can be zipped and uploaded to maintain the folder structure.

Metadata associated with the case number can be pulled from a case management system through an integration API. The remaining information can then be entered by the user.

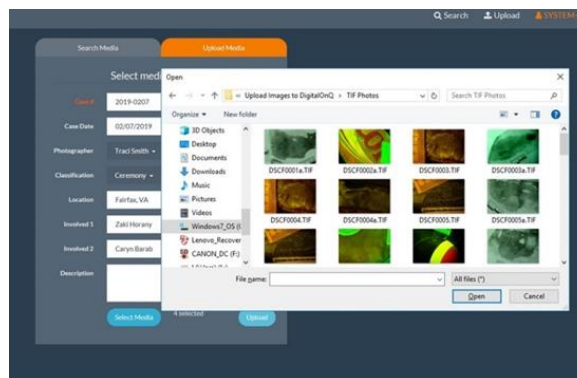
As files are uploaded, the user will be prompted to enter the mandatory metadata fields as designated by the system administrator





DigitalOnQ Web Upload

Digital evidence can also be uploaded from in the field using the supporting web browser application, DigitalOnQ Web. This is an optional module and is sold separately.



Control Evidence Authenticity

DigitalOnQ manages the authenticity of files starting from the uploaded screen.

All uploaded evidence is stored in its original format in the designated on- premise storage devices or the MS Azure government cloud. The original downloaded file is maintained and will never be altered. Any later modifications are shown as separate, modified files.

Authentication at upload

DigitalOnQ will automatically check the authenticity of uploaded media and verify it was uploaded from the original source. If authentication fails, the system will request user verification to assure authenticity or to enter an explanation for the failure. This notation is documented in the chain of custody for the questioned file.

Hash Value

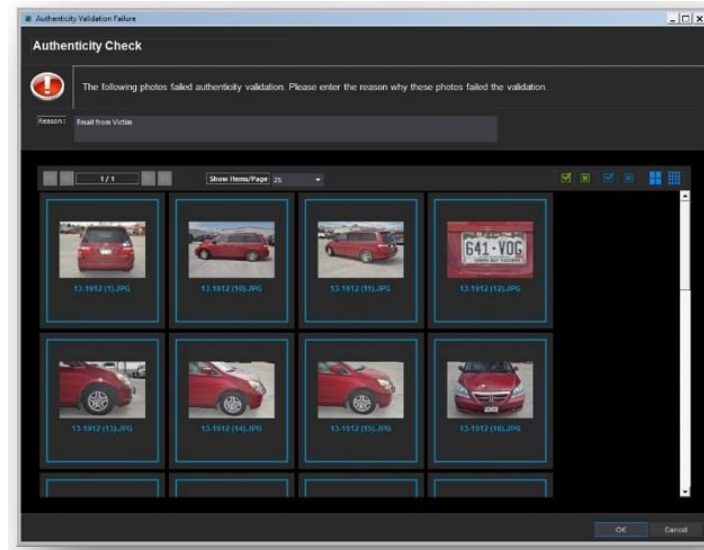
The system will hash the uploaded digital file and store the hash value in the database. The current hash value is constantly compared to the original value to validate the evidence has not been modified.

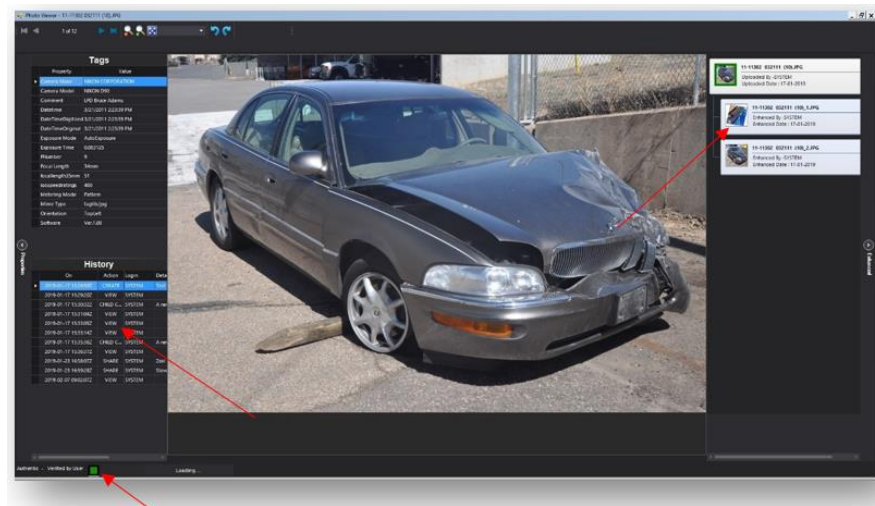
Chain of Custody

The system tracks every action taken against the digital evidence file, including view, print, download, etc. and register those actions in the database along with the user, time and date. This chain of custody is displayed next to every digital evidence file in full screen view in addition to a printed chain of custody report.

If a copy of the digital evidence has been enhanced, the system will display a family tree outline of all the enhanced copies and their relationship to the original file, i.e. a child or a child of a child.

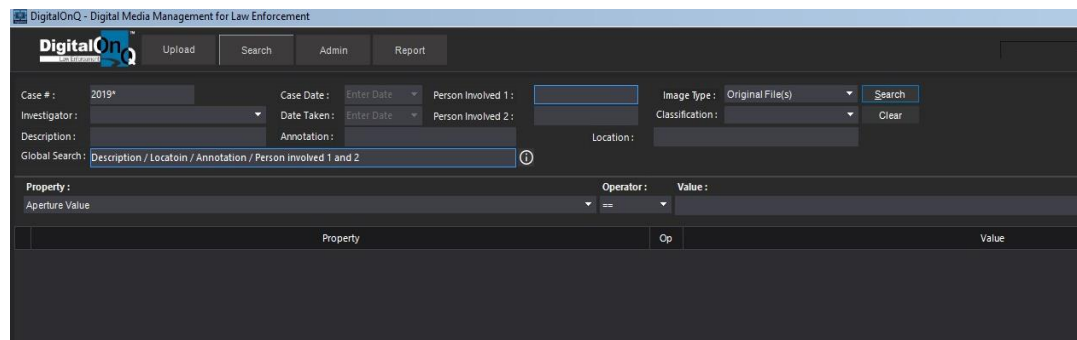
An easily viewed icon displays the authenticity status of that file, alerting the user to any potential problems. For example, a file that has been altered without the knowledge of the system or an image that was enhanced and is not the original. A complete history of enhancements made on a file is tracked and stored in the unalterable chain of custody. It will reflect the difference between the original and any variations, as well as the user that made the changes.





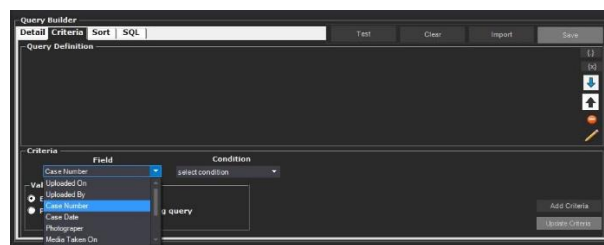
Organize and Manage Evidence

DigitalOnQ offers easy to use search tools using numerous criteria: name, case number, type, date, photographer, and any metadata field. This eliminates searching through CDs and DVDs to find needed files. All files are easily viewed in a detailed thumbnail view with a one-click preview access.



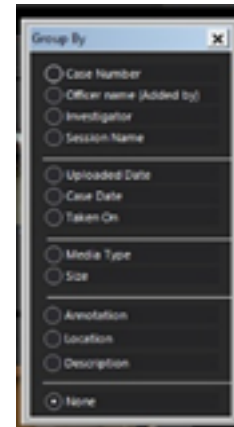
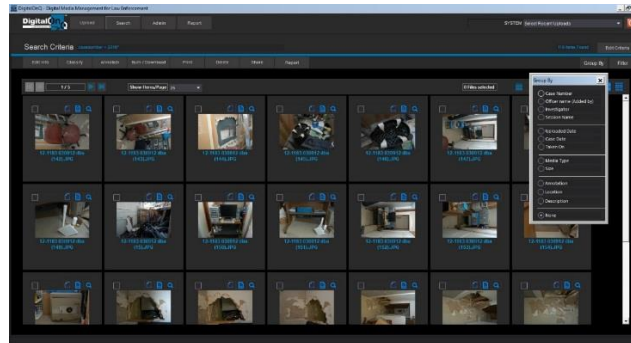
Query Builder

DigitalOnQ allows for more complex, specific searches through the query builder utility. These queries can be named and saved, allowing them to be quickly run again in the future. Users may choose any database field in the query or have the query prompt the user for a value.



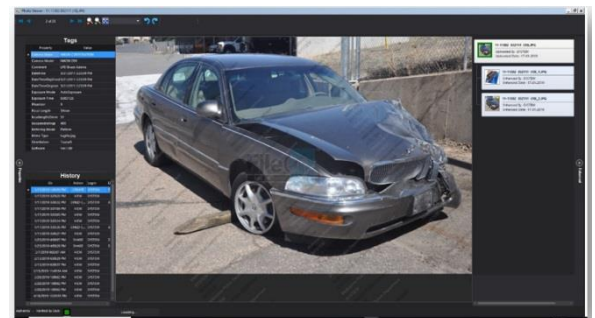
Grouping

DigitalOnQ gives users the ability to group the results of a query in a virtual folder structure. For example, “All evidence in a case number, grouped by photographer.” That same query can also be grouped by location, case type, or any other available metadata.



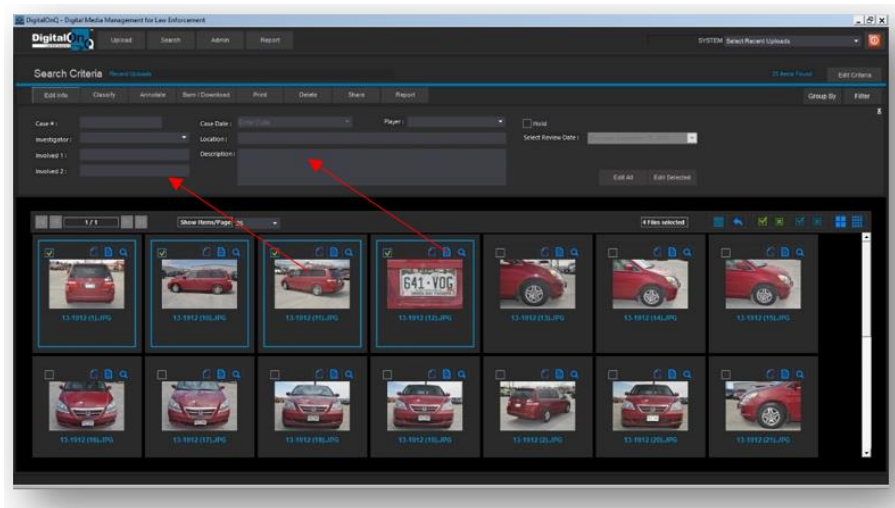
View / Watermark View

DigitalOnQ allows designated users to view images in unmasked, full-screen mode. Alternatively, a security setting can be applied to a user group to force-display a customized watermark mask prominently across images when viewed. The watermark can display the agency's name, department logo and/or the login ID of the viewing user. The mask discourages users from photographing or video capturing images displayed in the DigitalOnQ system. In the full-screen display mode, users can also view the original image metadata and a full chain of custody for the selected digital file.



Edit information

Users can easily modify case information that was entered incorrectly such as case number or location, or information that has changed due to case developments such as incident classification, involved people, or file annotations. Edits can be made to an individual image, an entire query result set of images, or to a group of selected images.

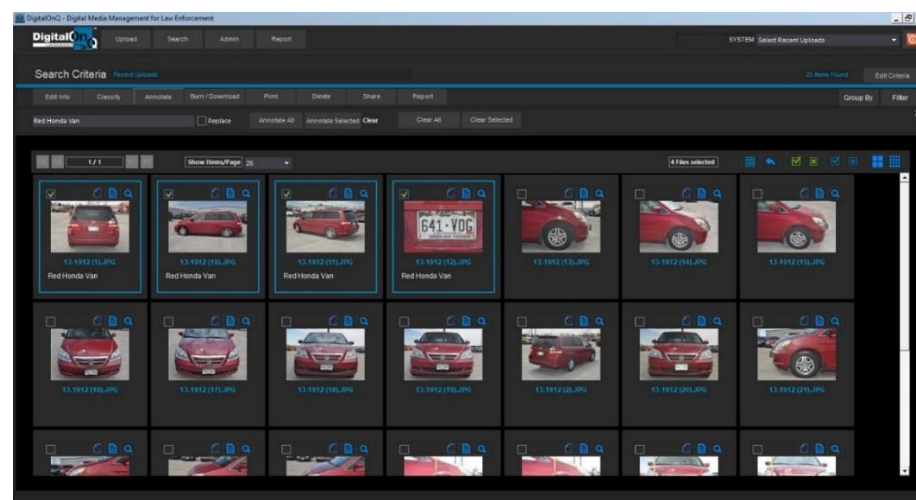


Classify

With appropriate permissions, a user may change the classification of a case or a selected group of evidence files within a case. Proper classification ensures the retention policy is applied correctly to the digital evidence. Access to evidence is also controlled by the crime classification, making accurate and updated case and data essential to the security of the evidence.

Annotate

Users may add an annotation to individual files or an entire group of files. These annotations aid in organizing and retrieving the digital evidence. Annotations can be made at the time of upload, at a later date, or modified as the need arises. DigitalOnQ will document all annotation changes in the chain of custody for each digital media file.



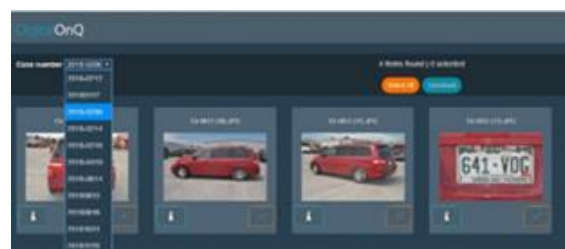
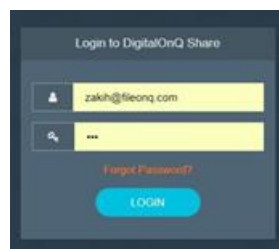
Provide Discovery

DigitalOnQ provides options for sharing digital evidence to other entities and agencies, such as a prosecutor's office. Sharing can be done by authorized users in several ways, including printing and distributing copies or proof sheets, sending an email link to a temporary digital storage location, copying files to a shared drive, disk or USB drive, and granting case-specific rights to a user through a local account.

Users may choose to share digital evidence in a case with another law enforcement agency or the prosecutor's office. The user clicks on share, enters the email address of the recipient, then shares the file. The system delivers an email containing a link that allows the recipient to log in and review the digital evidence. With permission, the evidence can be downloaded into a storage media file.

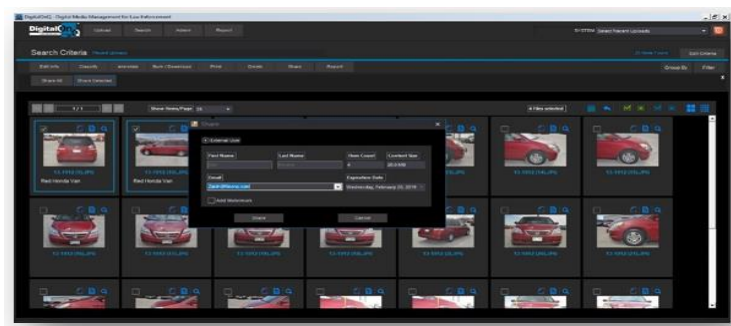
When digital evidence is shared, all the metadata associated with the evidence is shared also.

An agency may elect to store some digital files in a separate software application like body worn camera or in-car video systems. DigitalOnQ can link to case-related evidence in these applications and alert users that other evidence exists, without the need to download the files from the other system and duplicate their storage in DigitalOnQ.



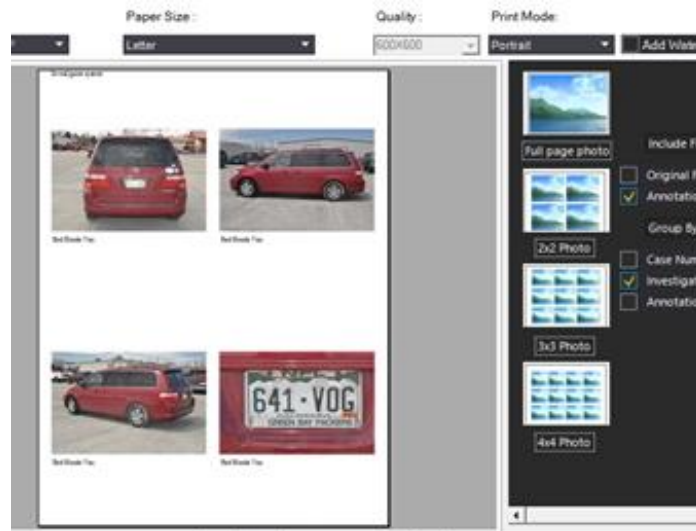
Burn and Download

Authorized users may select images or videos to be burned to a DVD or CD. DigitalOnQ ensures no media copies are left on the local hard drive and verifies the burned media is a guaranteed working copy.



Print

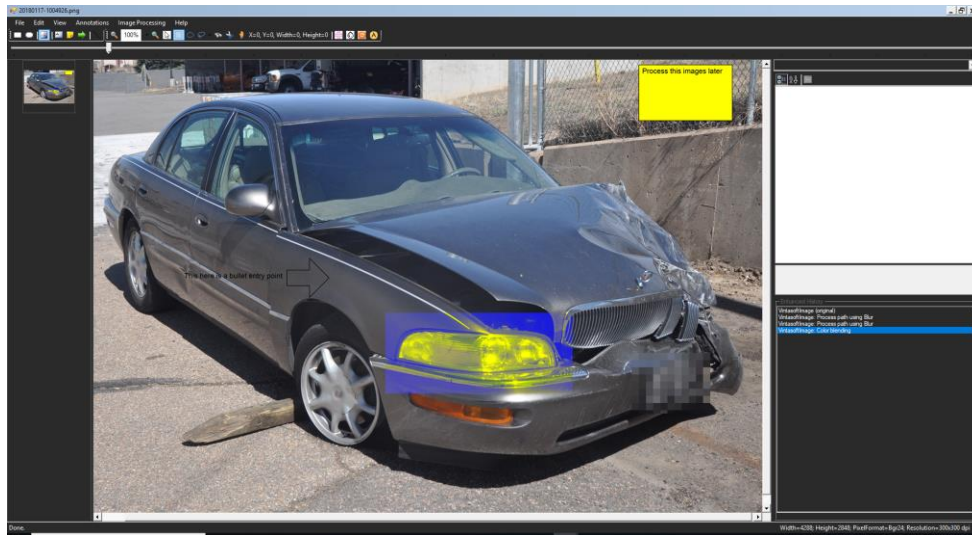
Users can print individually selected files or an entire query-result group at once. Print options include thumbnails, 2x2, 3x3, 4x3, or full page. Printed images can be grouped by case number or photographer, with an option to include all metadata and chain of custody.



Generate Derivative Evidence

Enhance

DigitalOnQ offers a light image enhancement utility that allows minor enhancements on digital images. These include options such as: crop, rotate, apply grayscale, add arrows and shapes, etc. The enhanced images are associated with the original (parent) file and saved as a separate child copy. An enhancement history is saved to the chain of custody of the new child image showing the steps taken for enhancement.



Manage digital evidence life cycle

Establish Retention Rules

A retention period can be assigned to digital evidence. This review period is usually based on the classification of the crime and can be set by the user. When retention periods for digital evidence expire, the system can send an email notification to a designated user. Users may also perform a query for all evidence with expired retention dates.

Disposition / Expungement

DigitalOnQ will monitor expired retention periods and alert a specific user or a designated group to take action. All routines to archive or move can be easily overridden and run manually with one click of a button. In addition, a query result archive function enables the user to run a query, select the entire result or a subset of the result, then manually archive or move the selection.

Digital evidence can be purged from DigitalOnQ in several ways. Eligible evidence can be deleted automatically by the system at the end of its assigned retention period. Another option is to notify the user of evidence that is ready for removal, enabling an authorized user to manually delete the files.

The functionality and flexibility of DigitalOnQ ensures agencies are compliant with purging policies and procedures. It also provides security controls for appropriate authorization prior to evidence being deleted. Digital evidence files can be completely deleted from the system along with the associated database records. Another option is to delete the original files only, keeping all other information, including the chain of custody and metadata, for archival purposes.

System Administration

Administrator

The Administration settings enable a DigitalOnQ administrator to set user group permissions and restrictions by allowing or denying certain functionality. Permission settings control system processes such as print, view, burn, delete and annotate. Authorized system administrators may also configure the watermark settings, evidence media storage volume, classification values, and evidence retention settings.

Maintenance and Support:

At FileOnQ we are committed to do everything necessary to ensure you are completely satisfied with our product and support. The first 12 months unlimited maintenance, support, and training is provided with the purchase of your EvidenceOnQ System. This includes:

- ✓ **Free in-version upgrades**
- ✓ **Unlimited telephone and online support**
- ✓ **Unlimited training via telephone and web-convergence**
- ✓ **Bug fixes or new build patches**
- ✓ **Loaner hardware if needed**
- ✓ **Assistance with developing new policies and procedures**
- ✓ **Access to the EvidenceOnQ website with training videos and tools**

With annual maintenance and support our customers receive in-version improvements and enhancements totally free of charge.

When a support need arises, you will appreciate our direct line via our 800 number as well as our live On-Line Web Support Meeting Center.

Email: Support@fileonq.com

Phone: 1-800-603-6802 select 4 from the menu

Agencies that maintain annual maintenance and support contracts are routinely provided with deep discounts for new products being introduced.

EvidenceOnQ customers overwhelmingly agree that the ongoing maintenance, support, and training improve their system use and departmental productivity to the extent that the investment pays for itself several times over.

QTY.	SECTION 1: Software Licenses and Seats – TOTAL: \$76,245.00
1	EvidenceOnQ 7.1 Application Software License: Single Database/Application for up to 1 million records Utilizing SQL Server Database (provided by customer) and WebView utilizing IIS server (provided by customer)
10	Concurrent User Licenses Included
1	MobileOnQ module plus software for 1 Motorola MC67 devices
1	Workflow notification module, including automated disposition notification and configuration of 3 triggers.
1	eDocs and electronic imaging module
1	Audit Compliance Report
	SECTION 2: Hardware – \$3,965.00
2	Topaz T-LBK755 Signature Pad with 4X3 LCD
10	Case of 4x2" thermal transfer labels (4 rolls per case @ 1,100 labels per roll)
7	Case of thermal transfer printer cartridges (6 per case)
1	Motorola MC67 handheld mobile PDA with docking station
	SECTION 3: System Implementation and Training - \$17,240.00
1	EvidenceOnQ Tailored Application Configuration, population of user groups and permissions, locations, and lookup values
6	Days on site to provide training. Includes travel and per diem costs. Includes training sessions, assistance with developing new procedures, and training materials
8	Custom Tailored Reports: Property Report, Notification Letter, Chain of Custody, Checkout Receipt, Disposition Notification, Standard List, Property Room.com Manifest, WSP RFLE Lab Request
	SECTION 4: Professional Services - \$17,500.00
1	Data Import from Porter Lee, Spillman, and DEC evidence systems. Extracted data provided by customer in a tab delimited text file. Customer will do data clean up as necessary.
1	Integration with Spillman RMS system
1	Integration with Active Directory
	SECTION 5: DigitalOnQ - \$87,395.00
1	DigitalOnQ license for up to 100,000 uploads per year, 15 concurrent user licenses, all features and functionality included in this proposal.
1	Integration with Veripic, import existing digital files into DigitalOnQ
	SECTION 5: Annual Maintenance and Support - \$14,600.00
1	12 Months maintenance and support for software and license (\$13,700)
1	12 months maintenance and support for integration with Spillman (\$900)
	Beginning year two, DigitalOnQ maintenance and support will be billed at \$8,990

TOTAL INVESTMENT CONSIDERATION EVIDENCEONQ:	\$216,945.00
- Cash discount until 12.31.2019	- 40,000.00
	SUB TOTAL \$176,945.00
+ 8.2% sales tax	+14,509.49
	\$191,454.49



NOTE: The products and services outlined in this proposal were also provided to Snohomish County, Washington based on the bid award to FileOnQ under RFP 20-18SB and signed contract dated August 14, 2019. The City of Yakima is making the purchase of EvidenceOnQ and DigitalOnQ based on the piggyback clause included in the Snohomish County contract.

Payment Milestones:

Milestone	Tasks	Amount
One	<ol style="list-style-type: none"> 1. Conduct project kick-off meeting to discuss implementation and assign project tasks. 2. Hold Profile Design meeting(s) to determine the layout of the EvidenceOnQ screen. 3. Provide existing evidence data to FileOnQ for data mapping and import. 4. Hold data import design meeting to determine data field mapping. 5. Provide field values, locations, and user groups to FileOnQ. 	\$50,000.00
Two	<ol style="list-style-type: none"> 6. Populate all tables, dropdown menus, locations, user groups, etc. (all systems) 7. Develop custom reports 8. Define workflow for integration with New World RMS system 9. Delivery of hardware and peripherals 10. Installation and configuration of software and hardware 	\$50,000.00
Three	<ol style="list-style-type: none"> 11. Complete and validate data import 12. Validate and complete testing of all systems, hardware, & software, including integrations 13. Complete training of all evidence staff. Provide training materials/video for sworn personnel and in-person training sessions as needed. 14. Go live. System Acceptance. 	\$91,454.49
Total:		\$191,454.49

System Requirements

Hardware

Pentium 4 or higher (Xeon [Core i3/i5/i7] recommended)

2 GB RAM (8 GB recommended)

2 GB disk space

SVGA display (1024x768 or higher)

SQL Server

SQL Server 2012

SQL Server 2014

SQL Server 2016

SQL Server 2017

Either Express, Standard or higher editions

Operating System

The following editions of Windows Server are supported:

Windows Server 2012

Windows Server 2012 R2

Windows Server 2016

Network

Windows Networking using TCP/IP, UNC

Name resolution (DNS)

Shared UNC path for shared settings

Other

PDF viewer software (such as Adobe Reader)

If adding WebView or MobileOnQ

Internet Information Services (IIS) 7 or higher

.NET Framework 4.0

Windows Networking using TCP/IP

If adding eDocs

Disc Space dependent on number and content of documents stored

If adding DigitalOnQ

8 GB RAM (12 GB recommended)

Disc Space dependent on number and content of documents stored

SQL 20012 or above required

DESKTOP

Software

The following versions of Microsoft Windows are supported:

Windows 7

Windows 8.0

Windows 8.1

Windows 10

.NET Framework 4.0

Internet Explorer 8.0 or higher

PDF viewer software (such as Adobe Reader)

Hardware

Pentium 4 or higher

1 GB RAM (4 GB recommended)

400 MB disk space

SVGA display (1024x768 or higher)

If adding MobileOnQ

Windows Mobile Device Center (on PC with docking station)

If adding DigitalOnQ

4 GB RAM (8 GB recommended)

.NET Framework 4.5