

**MOUNTAIN BROOK CITY COUNCIL
PRE-MEETING AGENDA**

**PRE-COUNCIL ROOM (A-106) CITY HALL
56 CHURCH STREET
MOUNTAIN BROOK, AL 35213
MARCH 10, 2014, 6:00 P.M.**

1. Proposal for professional engineering design services submitted by Gresham, Smith and Partners for the planned sidewalks along the north side of Montevallo Road/Hollywood Boulevard to the anticipated pedestrian bridge over Highway 280 – Blair Perry of Gresham, Smith and Partners. (See attached information. The acceptance of the proposal may be added to the formal agenda with a formal agreement to be prepared by GSP for Council consideration at a later date.)
2. Discussion regarding [Old Trace] de-annexation petition – Whit Colvin and Dana Hazen. (May be added to formal agenda.)
3. Shared parking agreement between the City and Scott & Scott regarding the proposed CVS development at Country Club Park. (See attached. May be added to the formal agenda.)
4. Upgrade to the [unbudgeted] Livescan fingerprint system for the Police Department – Chief Cook. (See attached information. The approval to proceed may be added to the formal agenda with a budget amendment to be presented to the Council at a later date.)

Sam Gaston



From: Perry, Blair
Sent: Monday, March 03, 2014 8:58 AM
To: Sam Gaston
Cc: Humphrey, Hal; vaughnr@mtnbrook.org; Gurney, Bryan
Subject: RE: US 280 Pedestrian Bridge at Hollywood Blvd - Project Cost Estimate
 Sam,

We have looked at this a little closer, and we think that we can squeeze the sidewalk along the north side of the road if we narrow the road. In the area around the Church and the subdivision with the retaining wall, the road is about 32' wide (12' wide westbound lane, 9' wide left turn lane and 11' wide eastbound lane). The road in the block between Brookhill Dr(?) and the Cahaba Rd intersection is only about 29'-30' wide (10' westbound lane, 9'-10' wide left turn lane and 10' eastbound lane). If we narrow the road in the section between the church and the subdivision (where the retaining wall is) to 29'-30' wide to match the width of the road to the east, we would have about 4'-5' of width at the tightest point from the retaining wall columns and the edge of the road. I think adding stand up curb or a narrow curb and gutter along the north edge of the road would make pedestrians feel a little bit of separation from the traffic and would help take up the elevation difference between the bottom of the retaining wall and the edge of the road. At the narrowest point, we'd have about a 3'-4' wide sidewalk with a stand-up curb or narrow curb and gutter. The sidewalk could get a little wider as you go both west and east.

I had one of our senior traffic engineers look at this on Thursday. He wasn't all that thrilled about the mid-block pedestrian crossing from our previous proposal. We feel that the solution above is a better solution. We can eliminate the HAWK pedestrian signal and two driveway crossings, but we'll have to add about 270' +/- of sidewalk and curb and gutter along the north side of the road.

We can revise our proposal and get it back to you this week.

Blair Perry, P.E.

GRESHAM, SMITH AND PARTNERS
 [P] 205.298.9232
 [M] 205.937.5413

From: Perry, Blair
Sent: Tuesday, February 25, 2014 4:01 PM
To: 'Sam Gaston'
Cc: Humphrey, Hal
Subject: RE: US 280 Pedestrian Bridge at Hollywood Blvd - Project Cost Estimate

I looked at this last night (as much as I could in the dark) on the way home. There is one area where the retaining wall for that neighborhood is a little less than 2' from the edge of the road. At that point, the road is only 32' wide (12' lane out of Mtn Brook, 9' left turn lane into neighborhood and 11'+/- lane into Mtn Brook). We could possibly narrow the road a few feet and go down to two 10' wide lanes with a 9' left turn lane, which would give us a few more feet to play with on the north side of the road. But I'm not sure if I'm completely sold at this point of having a narrow walkway in between a narrow travel lane and a retaining wall. Pedestrians may feel trapped.

I want to get back out there in the daylight, maybe with Ronnie and look at this closer. I also want one of our other traffic engineers to take a look at it and get his thoughts. As much as I don't like the mid block pedestrian crossing, at this point I still feel a little better about it than moving the sidewalk to the other side of the road.

3/3/2014



G R E S H A M
S M I T H A N D
P A R T N E R S

March 6, 2014

Mr. Sam Gaston, City Manager
City of Mountain Brook
56 Church Street
Mountain Brook, AL 35213

**Subject: Proposal for Professional Engineering Design Services
Sidewalk along Hollywood Blvd. from the Eastern Right-of-Way of US 280
to Brookhill Manor Drive
Mountain Brook, AL**

Dear Mr. Gaston:

Gresham, Smith and Partners (GS&P) is pleased to submit this proposal to design and prepare the construction plans for approximately 750 linear feet of new sidewalk along the north side of Hollywood Boulevard from US 280's eastern Right-of-Way (ROW) to the private drive of Brookhill Manor for the City of Mountain Brook. The intent of the sidewalk project is to provide pedestrian connectivity on the Mountain Brook side to the proposed US 280 pedestrian bridge, which will be located just northwest of the existing Hollywood Boulevard Bridge over US 280.

This proposed project begins near the US 280's eastern ROW and will be coordinated with the US 280 pedestrian bridge project. The sidewalk will begin at a location where the pedestrian bridge project can make a short tie-in to this proposed sidewalk project. The proposed sidewalk will proceed along the northern side of Hollywood Boulevard. Since there is not enough space between the existing curb and the existing guardrail to construct the sidewalk, GS&P will develop a solution consisting of modifying the parking bay of "The Hollywood" commercial development nearest to Hollywood Boulevard. This parking bay and half of the drive aisle is believed to be in existing ROW per City of Birmingham GIS information, but this will need to be verified by our field survey. GS&P will develop two (2) alternative concepts and meet with the owner of "The Hollywood" commercial development for discussion and selection of the desired concept. GS&P will move the design forward with the approved concept. It should be noted that the minimum sidewalk width per the Americans with Disabilities Act (ADA) guidelines is 36". The sidewalk in this location may be the minimum 36" width to minimize the impact to "The Hollywood" parking lot.

The project will continue along the north side of Hollywood Boulevard to "The Hollywood" commercial development driveway. The driveway will have to be re-constructed to allow an ADA (Americans with Disabilities Act) acceptable pedestrian crossing with an acceptable cross-slope. Once the project crosses "The Hollywood" driveway, a curb ramp will be used to enter the existing grassed island in front of the existing Beal Bank sign. The sidewalk is proposed to be 5' wide through this grass island. There are existing water meters in the existing curbed island that will have to be relocated and coordinated with Birmingham Water Works Board (BWWB).

At the end of the existing grassed island on the east side of the Beal Bank sign, the asphalt drive in this area will likely have to be re-constructed to provide an ADA acceptable pedestrian crossing. The proposed sidewalk route will then enter a small curb island and then quickly transition to another driveway for the Relfe-Welden Real Estate building. If necessary, this driveway will be reconstructed to provide an ADA pedestrian crossing. The reconstruction of this driveway will require the vertical adjustment of an existing sanitary sewer manhole to the

Design Services For The Built Environment



Mr. Sam Gaston
March 6, 2014
Page 2

proposed driveway grade. This manhole adjustment will have to be coordinated with Jefferson County Environmental Services Department.

Proceeding east, the existing curb island in front of the Relfe-Welden Real Estate building is proposed to be extended towards Hollywood Boulevard roughly in line with the curb line in front of the Beal Bank and "The Hollywood" properties. The sidewalk will enter this proposed curb island with a curb ramp and continue along the north side of Hollywood Boulevard with a recommended 5' width.

As previously mentioned, the sidewalk will exit the proposed curb island in front of the Relfe-Welden Real Estate building via a curb ramp. If necessary, the parking lot entrance on the east side of this parcel will be reconstructed to have an ADA acceptable pedestrian crossing. The eastern curb line and radius for this parking lot will be extended out to the northern edge of pavement for Hollywood Boulevard to form a curbed island.

GS&P proposes to narrow the roadway approximately 2-4 feet and add a stand-up curb or narrow curb and gutter to provide room for the new sidewalk along the decorative wall for the Brookhill Manor subdivision. The narrowed roadway and lane widths will be consistent with the existing roadway and lane widths approaching from Mountain Brook Village. Due to the location of the decorative wall with respect to the roadway, the sidewalk width will vary through this section with a five foot (5') desirable width and three foot (3') minimum width. A striped crosswalk is proposed to cross the private drive of Brookhill Manor and tie to the existing sidewalk on the east side of the drive. The raised curb island in the center of the Brookhill Manor drive will have to be modified to allow construction of the crosswalk.

A mid-block crossing of Hollywood Boulevard is proposed to allow pedestrians to cross to/from the south side of Hollywood Boulevard. This mid-block crossing will consist of a striped crosswalk approximately 40'-50' east of the proposed curb ramp on the east side of the Brookhill Manor private drive. Advance warning signage is proposed to alert oncoming motorists of the mid-block crossing. GS&P anticipates the use of a solar-powered, Rectangular Rapid Flashing Beacon Assembly. This assembly would be positioned on each side of the road at the crosswalk and includes a sign with a flashing beacon that is activated by the pedestrian.

GS&P will prepare construction contract and bidding documents and assist the City with the advertisement and bidding of this project in accordance with Alabama bid laws.

SCOPE OF SERVICES

GS&P's scope of services for this project includes: Field Survey, Design and Preparation of Sidewalk Plans, Develop ROW or Easement Acquisition Deed & Tract Sketch for 2 Tracts, One Coordination Meeting with Owner of "The Hollywood" parking lot for discussion of parking lot options, Two (2) Coordination Meetings with the City of Mountain Brook, Two (2) Site Visits, Preparation of Bidding & Construction Contract Documents, and Advertising & Bidding Services. Preliminary Concept & Cost Estimate - GS&P has previously completed a preliminary concept and construction cost estimate for this project.

Field Survey - Sain & Associates, Inc., as a subconsultant, will perform field surveys to develop the existing conditions database. The surveyor will survey all existing features/topography



Mr. Sam Gaston
March 6, 2014
Page 3

(pavement, curb and gutter, driveway, fences, trees, retaining walls, storm inlet, etc.), the location of visual and marked (by Alabama One Call) utilities within the project limits, topography sufficient for development of a digital terrain model, and obtain existing right of way and property information.

Design and Preparation of Sidewalk Plans – GS&P will design and prepare the construction plans for the proposed sidewalk in accordance with City of Mountain Brook and City of Birmingham requirements. It is our understanding that the project will be fully funded by the City of Mountain Brook and no federal funds will be utilized for design or construction of the project. Therefore, the construction plans will not be subject to ALDOT standards or review nor require city/county land disturbance permit. The plans will have to be approved by the City of Birmingham in order to construct the portion of the project located in the City of Birmingham right of way.

The plans will consist of the following sheets:

- Title Sheet
- Index to Sheets
- Typical Sections
- Typical Details
- Project Notes
- Plan Sheet (anticipate 1)
- Driveway Profiles (5)
- Utility Relocation Plan Sheet
- Erosion Control Plan Sheet
- Special Project Detail: Over-Easy Parking Lot Detail.
- Special Project Detail: Mid-Block Crossing Detail (crosswalks, signing, handicap ramps, and Curb Island)
- Traffic Control Details
- Cross-Sections (25' interval)

GS&P will develop typical sections of the proposed sidewalk improvements. The typical sections will detail the sidewalk width, with and without a grass strip, curb and gutter location and slope ties to existing ground. Details will be provided for required curb and gutter, sidewalk and driveways.

The proposed plan sheets will detail the construction activities required to build the proposed sidewalk. This will include establishing the horizontal alignment, vertical alignment, sidewalk location, and centerline information. Signing and pavement markings will be shown on the plan sheets and will include details for the mid-block crossing of Hollywood Boulevard. The plans will also label manholes, water meters, and water valves to be adjusted to grade if impacted by the proposed sidewalk construction and needed modification to other utilities.

The design will include designing the driveways along Hollywood Boulevard to meet ALDOT standards for the American Disabilities Act (ADA) cross slope. There are four (4) driveways along Hollywood Boulevard that will likely have to be designed to meet ADA requirements.

No drainage modifications are anticipated for this project.

GS&P will coordinate any utility conflicts, adjustments or relocations with the affected utility companies. Details of any minor utility adjustments will be included in the plans. The preparation of separate utility relocation plans is outside this scope of services and should be handled by formal amendment of this scope.



Mr. Sam Gaston
March 6, 2014
Page 4

GS&P will prepare an Engineer's construction cost estimate for the project.

Prepare Right-of-Way/Easement Acquisition Deed & Tract Sketch—In order to accommodate the driveway crossings, GS&P anticipates the need for additional ROW or Easements for two (2) tracts. GS&P will develop a ROW or Easement Acquisition Deed & Tract Sketch (if required) to acquire the necessary ROW or easement for up to two (2) tracts. Additional tracts requiring ROW or Easement is outside this scope of services and should be handled by formal amendment to this scope.

One Coordination Meeting with "The Hollywood" commercial development owner – GS&P will develop two alternate concepts for changes to the parking lot to accommodate the proposed sidewalk. GS&P will meet with the owner for discussion of the two alternatives and move forward with the selected alternative.

Two (2) Coordination Meetings – GS&P anticipates that two (2) coordination meetings with the City will be needed for the project. GS&P will attend these meetings and provide meeting minutes within one week after the meeting.

Prepare Bid and Construction Contract Documents – GS&P will coordinate with the City to develop bidding and construct contract documents for the project to publicly bid this project in accordance with Alabama bid laws. GS&P will use the industry standard EJCDC (Engineers Joint Contract Documents Committee) guidelines and templates or City-supplied documents to develop these documents and will make revisions per comments from the City.

Advertising & Bidding Services – GS&P will coordinate getting the project advertised, prepare any bid addenda as necessary, conduct the bid opening and provide bid award recommendations to the City. The City will be responsible for the costs of publicly advertising the project for bids in accordance with Alabama bid laws.

DELIVERABLES

1. One set of full size (22" x 34") set of Construction plans
2. Up to two (2) Right of way/easement acquisition deed and tract sketches
3. Engineer's Construction Cost Estimate
4. Construction bidding and contract documents

EXCLUSIONS

- Irrigation Design or Layout. Contractor will restore existing irrigation if required.
- NEPA Environmental Studies, Coordination & Documentation (not required since no federal funds are being used), nor any environmental permits.
- NPDES Stormwater Permit, Notice of Intent (NOI) and CBMPP (not required due to disturbance less than one acre)
- Geotechnical Investigation & Recommendations
- Hydraulic Studies
- Additional Meetings with "The Hollywood" commercial development owners or the City of Birmingham
- Additional ROW or Easement Acquisition Documents



Mr. Sam Gaston
March 6, 2014
Page 5

- Construction Engineering & Inspection (CE&I)

GS&P can provide any of the above additional services upon written authorization from the City of Mountain Brook on an hourly basis (see attached hourly rate schedule). Reimbursable expenses (mileage, printing/plotting, shipping, subconsultant fees, etc.) will be billed at cost.

COMPENSATION

GS&P proposes to perform the scope of services described above for the lump sum fee of \$50,425. This lump sum fee includes all salaries, overhead, profit, expenses and subconsultants. GS&P proposes to provide the services required to assist the City of Mountain Brook with obtaining City of Birmingham approval of the plans and the required right of way use agreement on an hourly basis, plus reimbursable expenses. We recommend a budget of \$4,000 be established for these services. The breakdown of this fee is shown below:

Task	Fee	Method
Preliminary Concept & Cost Estimate	\$375	Lump Sum
Field Survey	\$16,200	Lump Sum
Design and Prepare Construction Plans	\$24,000	Lump Sum
Prepare Right of Way/Easement Acquisition Documents	\$850	Lump Sum
Coordination Meetings/Plan Reviews with City Private Property Owners	\$3,600	Lump Sum
Prepare Bid and Construction Contract Documents	\$3,300	Lump Sum
Bidding Services	\$1,700	Lump Sum
Expenses (Printing, mileage, etc.)	\$400	Lump Sum
City of Birmingham Approval Process to Construct Sidewalk in City of Birmingham Right of Way	\$4,000	Hourly
TOTAL	\$54,425	

If requested by the City of Mountain Brook, GS&P proposes to provide the following services on an hourly basis plus reimbursable expenses.

- Right of Way/Easement Negotiation and Acquisition Services – meetings/negotiations with property owners; obtain signed ROW/easement documents; recording of ROW/easement documents
- Utility Relocation Design
- Construction Phase Services – site visits to review completed work; site visits to look at problems or changed conditions; review Contractor pay requests; review, negotiation, processing of Change Orders; substantial completion or final inspections; design revisions during construction

GS&P proposes to provide any of the above additional services upon written authorization from the City of Mountain Brook on an hourly basis (see attached hourly rate schedule). Reimbursable expenses (mileage, printing/plotting, shipping, subconsultant fees, etc.) will be billed at cost.



Mr. Sam Gaston
March 6, 2014
Page 6

SCHEDULE

GS&P can begin performing the work outlined in this proposal immediately upon written authorization from City of Mountain Brook and can submit the plans to the City for review within 14 weeks from the date of authorization.

AGREEMENT

If this proposal is acceptable to the City of Mountain Brook, we will prepare an *Agreement Between Owner and Engineer For Professional Services* for this project and send it to you for your review and execution. We can begin work on this project as soon as we receive the signed agreement back from the City.

If you have any questions about this proposal, please don't hesitate to contact me at 205.298.9232 or by email at blair_perry@gspnet.com.

We look forward to completing this project for City of Mountain Brook.

Sincerely,

A handwritten signature in blue ink, appearing to read "Blair C. Perry".

Blair C. Perry, P.E.
Senior Transportation Engineer
Senior Associate

A handwritten signature in blue ink, appearing to read "Hal Humphrey".

Hal Humphrey, P.E.
Senior Engineer
Senior Associate

BCP/BMG

Attachments Project Area Exhibit



Images Date: 7/5/2013 5:28:58.05° N 86°46:17.39° W elev: 729 ft use all 157.4 ft

Google earth



CITY OF MOUNTAIN BROOK

Dana O. Hazen, AICP
City Planner
56 Church Street
Mountain Brook, Alabama 35213
Telephone: 205/802-3821
Fax: 205.879.6913
hazend@mtnbrook.org
www.mtnbrook.org

3

DATE: March 6, 2014
TO: Mayor, City Council
City Manager
City Attorney
FROM: Dana Hazen, City Planner
RE: Scott property – Shared Parking Agreement

Attached please find the proposed shared parking agreement and Exhibit "A," which describes that parking and access to Lot 1-A and that portion of Lot 2-A that is zoned Local Business are to be shared without restriction.

Section 129-555 of the Village Overlay states the following with regarding shared parking agreements:

Shared or offsite parking management agreement. Shared parking may be applied to meet the requirements of this section subject to the following criteria:

- a. All landowners participating in the shared parking must execute an appropriate access agreement with respect to the shared parking location;
- b. A written agreement executed by all parties participating in the sharing agreement must be presented to the city council, which may approve the agreement in its sole discretion;
- c. All parking spaces shall be within reasonable proximity of the main entrance of any building for which the agreement is intended to benefit. Employee parking may warrant greater distances from the main entrance than parking for customers; and
- d. The cumulative requirements of uses sharing the parking may be reduced for uses having different hours of operation or different peak periods of demand. The proposed reduction shall be based upon recognized industry sources, such as the most recent edition of the Urban Land Institute Shared Parking Model or other similar and equivalent study or data, and upon evidence that such model is applicable to the agreement; and
- e. If any of the circumstances underlying an approved shared parking agreement change, including but not limited to the parties, the location of shared parking spaces, the number of parking spaces available, the number of parking spaces required, the type of business or use, an increase or reduction in parking spaces available onsite, or any other like change in circumstances, a revised written agreement executed by all parties participating in same must be presented to the council, which may approve the revised agreement in its sole discretion. A failure at any and all times to maintain a valid approved shared parking agreement shall constitute a violation of this article and will further constitute grounds for the revocation of the business license of any business utilizing the subject shared parking as the method of meeting the parking requirements in this section.



March 4, 2014

Dana O. Hazen, MPA, AICP
City Planner
City Of Mountain Brook
56 Church Street
Mountain Brook, Al 35213

RE: PARKING AGREEMENT

Dear Ms. Hazen,

Please accept this document as Agreement to Share Parking between the following lots:

Lot 1A

A Portion of Lot 2A (that which is zoned Local Business)

A Resurvey of Lots 1-7, Country Club Park as recorded in Map Book 126, Page 69 in the office of the Judge of Probate, Jefferson County, Alabama, and that portion of Lot 2A of the same Resurvey being more particularly described as follows: A part of Lot 2A of a Resurvey of Lots 1-7, Country Club Park, as recorded in Map Book 126, Page 69 in the office of the Judge of Probate, Jefferson County, Alabama.

Both property owners (which as of the date of this letter are the same entity) agree that the access to the lots and all of the parking will be shared in common with no restrictions.

Owner Signature LOT 1A

Andrew Scott

President

Scott and Scott, Inc.

Owner Signature LOT 2A

Andrew Scott

President

Scott and Scott, Inc.

RESOLUTION NO. 2014-029

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama that the City Council hereby authorizes the execution of the shared parking agreement for property as described in said agreement attached hereto, subject to the terms and conditions as set forth in Article XXXI, Section 129-555 of the Mountain Brook Municipal Code.

ADOPTED: This 10th day of March, 2014.

Council President

APPROVED: This 10th day of March, 2014.

Mayor

CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on March 10, 2014, as same appears in the minutes of record of said meeting.

City Clerk

Requested upgrade \$19,782.60

4

Alabama Department of
Public Safety

REPLY MAY BE MADE TO:

Alabama Bureau of Investigation
834 Adams Ave
Montgomery, AL 36104

February 6, 2014

Livescan Fingerprint System Coordinator

RE: Mandatory Upgrade for all Livescan Systems Utilizing Operating System- Windows XP

Dear Agency Coordinator:

The Alabama Bureau of Investigation has sent this letter to your agency because your agency has a Livescan Fingerprint Scanning Device that may be utilizing the Windows XP operating system. Due to Microsoft issuing an "end-of-life" and completely discontinuing support for Windows XP after April 8, 2014, any Livescans using Windows XP will not be allowed to connect with AFIS for security reasons. The Alabama Bureau of Investigation (ABI) is reminding all agencies that any system connected to the state network must be supported by their respective vendor and notifying all agencies that any system using Windows XP must be upgraded to Windows 7, Windows 8, Windows Server 2008 or Windows Server 2012. (Check with your vendor to see which of these operating systems is compatible with your system and for upgrade options.) Failure to upgrade a Windows XP system will result in inability to connect to the state network. This applies to all agencies with Live Scan systems, AFIS workstations, fingerprint workstations, AFIS DS and or Mini AFIS if it communicates with the ABI AFIS System. This includes systems that connect to AFIS via dedicated state circuits or those that communicate with AFIS via software provided VPN.

According to FBI CJIC Security Policy (Version 5.2, Section 5.10.4.1), installation of security relevant patches is mandatory in order to remain ACJIC/FBI CJIC compliant. The ABI Livescan Connection Request which has been signed by all agencies that have connection to the state network for fingerprint submission states, "All equipment connected to the state network must follow security best practices which includes ensuring all equipment is protected by up to date virus scanning software and that all operating system and application security patches are installed and up to date. Failure to maintain security on equipment will result in the equipment being removed from the state network".



Headquarters
Post Office Box 1511
Montgomery, Alabama 36102 - 1511

Driver License
Post Office Box 1471
Montgomery, Alabama 36102 - 1471

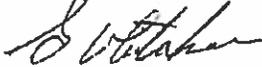
The ABI is requiring each agency to provide updated contact information and certify their system(s) meets all requirements by completing the certification form attached and returning it to the ABI Identification Unit no later than April 8, 2014. Any agency that has not submitted the attached form by this date will be subject to disconnection from the ABI AFIS system. All agencies disconnected from AFIS would have to submit their fingerprint cards manually (mail) until they have made the required system updates and submitted the signed paperwork to ABI.

If you have not already done so, please contact your Livescan vendor to discuss any concerns about what operating system is installed on your device and upgrade options for your device.

If you have any questions concerning this correspondence or the enclosed form please contact me, Lieutenant Gary Whitaker at (334) 353-9868. Thank you.

Please remit the enclosed form to:
Lieutenant Gary Whitaker
c/o ABI Identification Unit
P.O. Box 1511
Montgomery, Alabama 36102-1511

Sincerely,



Gary Whitaker
Lieutenant, Alabama Bureau of Investigation
Identification Unit Commander

**The Department of Public Safety
Bureau of Investigations**

843 Adams Avenue
Montgomery, AL 36104
Phone: (334) 353-4043
Fax: (334) 353-0142

System Certification

Agency: _____

Agency Address: _____

Agency Contact: _____ Phone Number: _____

Agency Contact Email Address: _____

Type Equipment:

List each device you have here listing the operating system (OS) and Antivirus Software (AV) installed on each device. You may submit an additional sheet of paper if you have more than will fit on this form.

<input checked="" type="checkbox"/> Live Scan (Example)	Operating System and Version	<u>Windows 7</u>
	Antivirus Software and Version	<u>Symantec Endpoint Protection System Ver. 12.1.3001.165</u>
<input type="checkbox"/> Live Scan	Operating System and Version	_____
	Antivirus Software and Version	_____
<input type="checkbox"/> Live Scan	Operating System and Version	_____
	Antivirus Software and Version	_____
<input type="checkbox"/> Other Equipment	Operating System	_____
	Antivirus Software and Version	_____

I certify all equipment connected to the state network follows best security practice which includes, ensuring all equipment is protected by up to date virus scanning software and all operating system and application security patches are installed and up to date. I understand failure to maintain security on equipment will result in the equipment being removed from the state network.

Agency Head

Date

February 25, 2014

Officer Ron Lamon
Support Services
Mountain Brook Police Department
101 Tibbett Street
Mountain Brook, AL 35213

Dear Ron,

DataWorks Plus has provided live scan information, consistent with pricing provided for the Alabama State Contract, Contract (<http://www.purchasing.alabama.gov/contracts/t710.txt>) as well as additional options that will greatly benefit your agency to assist you with your identification needs. Please do not hesitate to call me at 864-672-6783 if you have any questions about our live scan and other identification systems.

Thank you,



Becky Houston
Office: 864-672-6783 direct
Mobile: 864-414-5118
bhouston@dataworksplus.com
www.dataworksplus.com

[Mugshot Management](#) • [LiveScan Plus™](#) • [Digital CrimeScene™](#) • [Fingerprint Archive/Identification](#) • [Facial Recognition](#) • [Fusion Data Centers](#)

Overview

DataWorks Plus, located in Greenville SC, has developed a livescan product that sets a new standard for the livescan industry. The DataWorks team represents over 200 man-years of experience in providing leading edge products to the Criminal Justice and Law Enforcement markets. Our staff has extensive knowledge of the AFIS and livescan market. Our livescan product has been certified by ABI to operate with their Automated Fingerprint Identification System (AFIS).

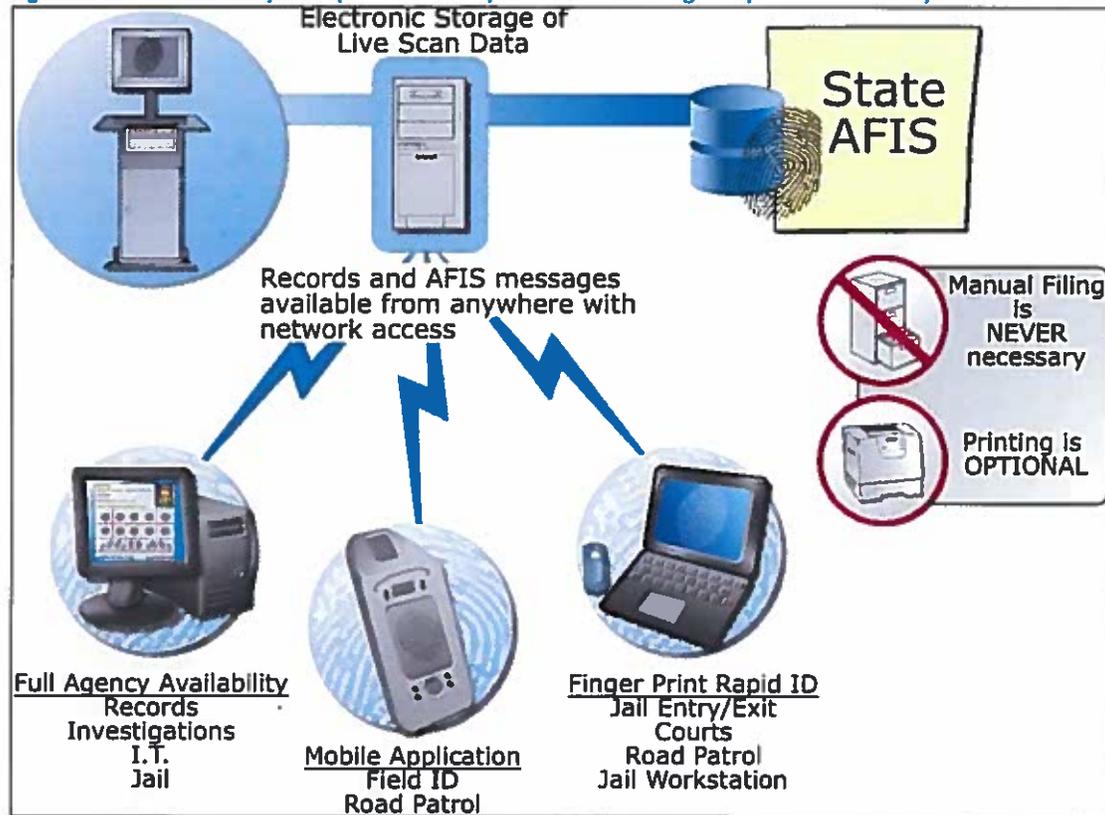
Features and Benefits

FEATURE	BENEFIT
Electronic Submission of tenprint cards to ABI's AFIS	Manual process eliminated (no more mailing of tenprint cards)
Electronic Fingerprint and PALM PRINT capture	No more ink needed to book an inmate. Roll once set of prints and print multiple cards verses rolling multiple cards for one inmate.
Positive Identification –(optional-from fingerprint search-SAF-ID) of inmates that are being booked into your facility	Know who you are dealing with before your book and/or release an inmate
Electronic Storage for all Fingerprint Cards – (optional –NIST Manager)	No manual filing of tenprint cards Immediate access to tenprint cards via standard web browser from multiple computers
Electronic Photo and Signature Capture (optional)	Integrated Booking Station
Customized to meet your exact requirements	System adapts to your process, so you do not have to adapt to the livescan unit
Alabama and South Carolina based installation and support	Quick On-Site Problem Resolution
Modern and Graphical User Interface	Very easy to learn and use.
Interface to your existing Jail Management or Records Management System (optional)	Eliminate duplicate data entry. Enter data once into your existing system and automatically download to the livescan

1 LiveScan Plus System Summary

LiveScan Plus is an integrated criminal/applicant live scan solution that is flexible in design and configuration. The system smoothly permits a user to record all demographic data descriptors for an individual and electronically capture all primary biometrics including fingerprints (rolled/flat) and palm prints. The LiveScan Plus system was designed to support all major live scan hardware manufacturers that have obtained Appendix F certification from the FBI. This allows DataWorks Plus to take an independent, open and objective approach when recommending the best possible live scan to meet the specific needs of each customer.

Figure 1: LiveScan Plus System (shown with optional NIST Manager Express and SAF-ID)



1.1 Workflow Processes

Once an authorized user has logged into the system, the Main Menu screen will be displayed. From here users can easily navigate through the system.

The main menu gives the user access to all of the parts of the system. LiveScan Plus can support multiple databases such as applicant, criminal, employee, gang, and juvenile databases. The user will be able to select the appropriate database from this drop-down menu. Users will only be able to access databases that they have been given security rights.

Figure 2: Main Menu Screen



New records can be created allowing the user to input record data, launch the fingerprint capture, capture other images or signatures, check the record's transaction history, and submit the record to systems such as a State AFIS. Any records that have been created can be retrieved and reviewed at any time. The retrieve function will display the search screen in which the user can search and view a single individual or limited number of records and build user defined reports.

Users can also change their password or search the LiveScan Plus Help Guide from the main menu. Additional functions such as creating or viewing lineups or performing witness viewings may be accessible from the main menu as well, depending upon what products the agency has obtained from DataWorks Plus, such as Digital PhotoManager.

1.2 Capture Process Workflow

LiveScan Plus sets a new standard for ease of operation and graphical presentation. The graphical user interface clearly instructs users where they are in the record creation process. The process is divided into four primary steps which include data entry, fingerprint capture, photo/signature capture, and transaction/status management.

1.2.1 Data Entry

The fields maintained in the LiveScan Plus database are custom designed for each agency. This flexibility to have all the fields your agency needs is beneficial, especially when interfacing a JMS, RMS, or other existing system. DataWorks Plus can create custom interfaces with existing systems, such as a Records Management Systems (RMS) or a Jail Management System (JMS). Automatically having record data transferred between these systems and the live scan eliminates duplicate data entry and increases system and staff productivity.

Since the demographic data fields are not hard coded, each agency will be able to modify the demographic entry screens to meet their exact needs. Through the Administration Module, authorized users can even arrange the fields on the screen to match their local booking reports. During implementation, or in the future, fields can be added to the database and to the user interface without the necessity of additional programming.

The “Capture” button from the Main Menu screen will start the process of creating a new record by navigating the user to a demographic data input screen similar to the one shown below.

Figure 3: Demographic Data Screen (Fields Blank)

The screenshot shown above was designed for use with a touch-screen monitor, so the fields are larger for easy selection on screen. However, the fields, tabs, and layout can be customized specifically for your agency at implementation and modified as needed even after system implementation. Within each of the main tabs, such as “data,” additional tabs, such as “address,” can be added. Fields can be quickly and easily moved between by touching the field, using a mouse to select the field, or using the tab key.

When working with your agency to determine fields to be included in the system, DataWorks Plus will also ask for which fields should be required. Any required fields in the system will be displayed in yellow. The required fields will be validated prior to submittal to the State AFIS, which will reduce the possibility of the record being rejected upon submission.

Field validation can be configured using the Administration Module. It allows system administrators to add a stored procedure to a given field in order to validate its accuracy. Validation rules can be created for any of the available fields. For instance, the social security number field can be validated to make sure it does not begin with a 9 and only includes 9 numeric characters. Some of the field validation that can be added is:

- Minimum or maximum length
- Allow numerics
- Allow alphas
- Allow special characters
- Allow special characters wrapped with numerics or alphas
- Specify what it must begin or end with
- Specify valid or invalid values
- Specify the number of special characters and spaces
- Execute stored procedures
- Mark dependent fields

Figure 4: Field Validation

Field Validation Rules

Select the rules that you want to apply to this field during data entry with this Layout:

Minimum Length

Numerics Allowed

Special Characters Allowed

Set:

Not (*)Set:

Spaces Allowed

Multiple Spaces Allowed

Number of Special Characters and Spaces

Must Begin With

Valid Values

Execute Stored Procedure

Pass R_JD to Stored Procedure

Pass UserName to Stored Procedure

Dependent Fields

Preview Stored Procedure Template

Do Validation if Field is Empty

Maximum Length

Alphas Allowed

Invalid Characters

Special Characters Wrapped with Numerics

Special Characters Wrapped with Alphas

CRLF Allowed

Must End With

Invalid Values

User Message (on tab-off)

Caption:

Message:

Add CRLF

Message Style

OK Only Yes No

OK Cancel

Preview

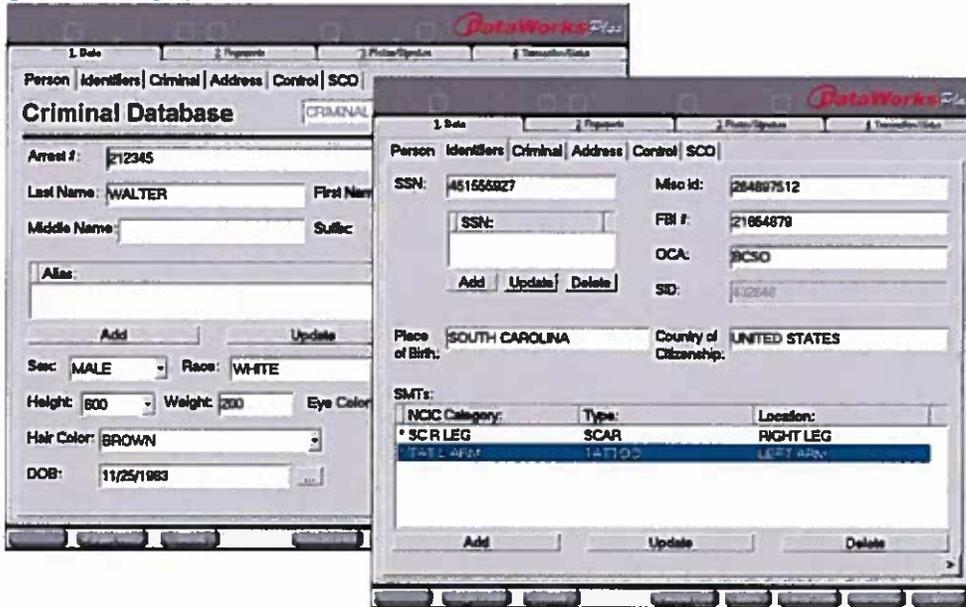
OK Cancel

Several types of fields can be used for record input:

- **Pick-list Fields:** Also known as a drop-down menu, this field type is useful for any predetermined lists of options for the user to choose from such as race, eye color, or hair color, state, or agency.
- **Date/Time Fields:** This field type is useful for information such as date of birth and booking date. The date/time data can be entered manually or selected from an intuitive calendar view.
- **Alphanumeric Fields:** This field type is useful for information that is going to be non-uniform from person to person such as name, SID#, and SSN. Data can be entered in upper or lowercase letters.
- **Numeric Fields:** This field type is useful for strictly numeric data such as weight, height, or age.

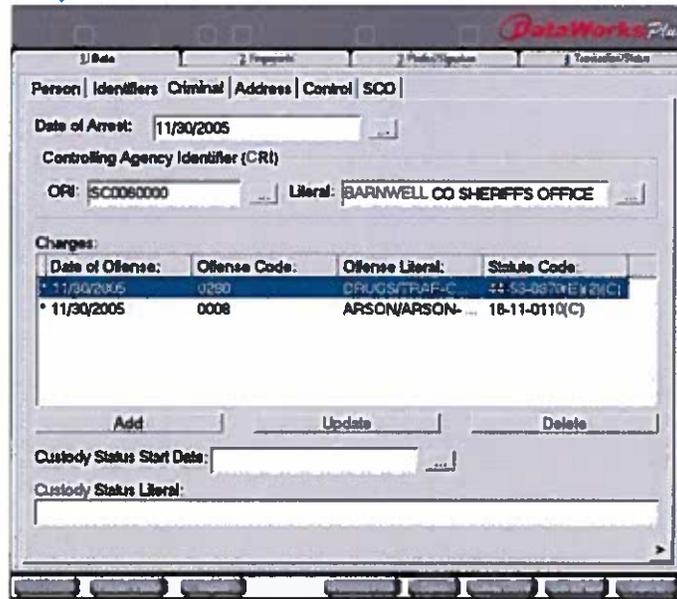
LiveScan Plus is capable of reading data from magnetic stripes on cards, such as drivers' licenses. When the card scanner is used with LiveScan Plus, the individual's demographic data is automatically entered into the record. This feature can greatly increase the efficiency and accuracy of data entered into your system and can be configured to work with any state's drivers' licenses or other identification cards.

Figure 5: Demographic Data & Identifiers Screens



Criminal Charges can also be entered into the database for each offense. To ensure consistency and correct entry for all charges, the user will be able to select each charge from a comprehensive list of offenses from the database. The offense code and statute code for each offense is then entered into system automatically to be stored with the record. DataWorks Plus can create a list for users to select from that includes all of your agency's specific codes and charges.

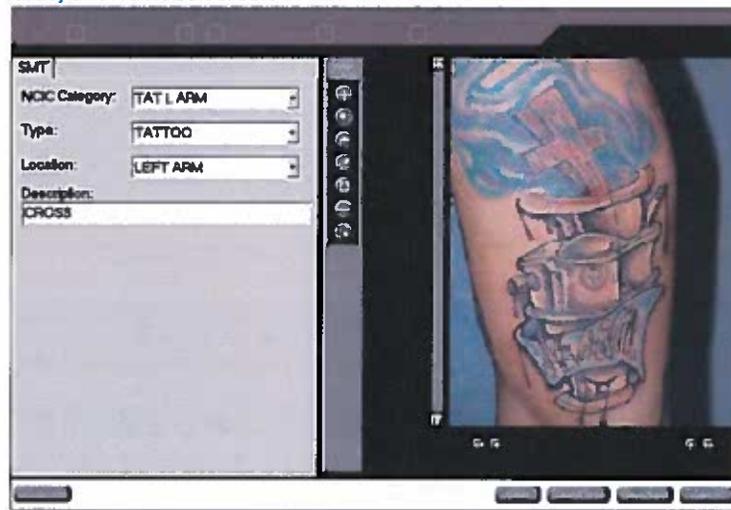
Figure 6: Criminal History Data Screen



1.2.2 Scars, Marks, and Tattoos

LiveScan Plus can also be used to capture additional images such as scars, marks and tattoos (SMT). SMT Images can be captured with a digital camera or imported from a file or memory card. SMTs can be added with the mugshot photos or they can be added from the data entry screen. Fields to describe the SMT image allow users to add information such as NCIC categories, SMT location, type of SMT, SMT description, and any other fields your agency needs linked to the SMT image. Each of the fields can be made available to search against after the record has been saved to retrieve records that have SMT images.

Figure 7: Scars, Marks, and Tattoos Screen

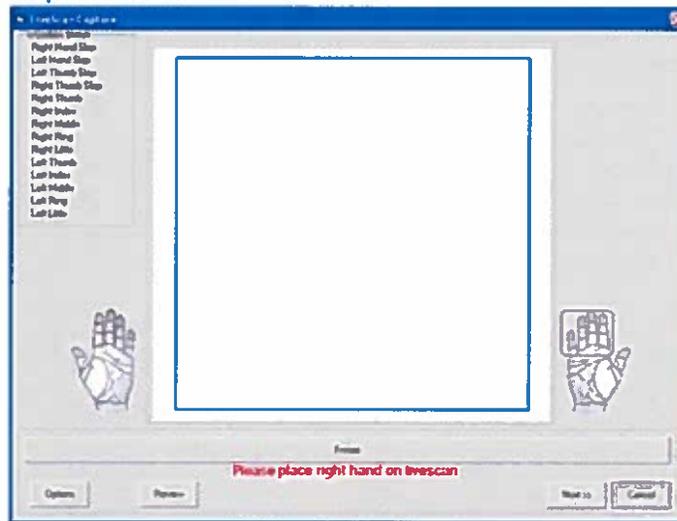


Once all of the SMT images have been added, the user can save the data to the record and the system will return to the data entry screen. All tattoos added to the record will be displayed on the record.

1.2.3 Fingerprint Capture

Once the user has entered all necessary record data, LiveScan Plus will guide the user through the fingerprint capture process step-by-step. LiveScan Plus includes quality assurance, feature extraction, sequence checking, and easy to follow workflow. LiveScan Plus provides the user messages throughout the scanning process to keep them informed of where they are in the workflow. For example, the system will provide messages as to which finger should be scanned next, when the system is checking the fingerprints, and when a fingerprint does not meet quality standards. The current step will be highlighted in the Workflow Status in white as well as display a white square around the finger to be printed next on the hand images. Users can easily see at a glance which images have been successfully captured or skipped (due to bandages or amputations). For this reason, training is minimal with the modern, color-based graphical user interface.

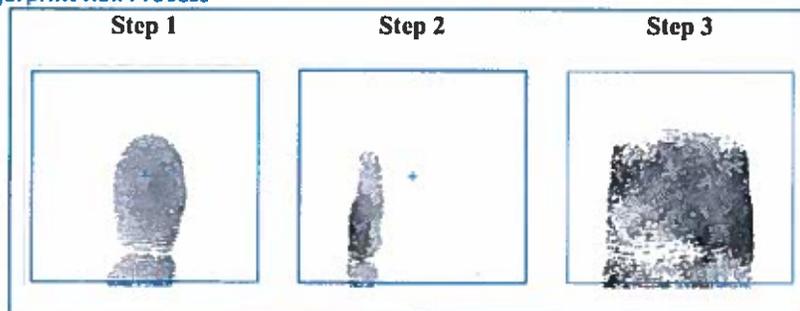
Figure 8: Fingerprint Capture Screen



1.2.3.1 Live Image Preview Panel

LiveScan Plus features a Live Image Preview Panel which displays the print as it is being captured. Whatever is inside the preview will be captured. Rolls can be started by tapping the foot pedal or clicking the on screen "freeze" button onscreen. Fingers can be rolled to the right or to the left. The system can also be configured to use auto-capture. With auto-capture, the system will automatically start capturing the roll when detecting the finger on the platen.

Figure 9: Fingerprint Roll Process



1.2.3.2 Workflow Status Pane

This workflow status pane shows the user which of the fingerprints have been taken and if there are any errors or quality warnings. As fingerprints are captured into the system, LiveScan Plus will automatically proceed from print to print until all prints on the list have been captured. If necessary, the user may return to a print at any time by clicking on the item on the list or selecting it from the Preview window.



Each item on the workflow status has a color coded status:

- **Blinking white:** This is the print you are currently on. This is shown in the example image with the Left and Right Thumb Slaps.
- **Green:** This print has been taken and has passed the quality check. This is shown in the example image with the Right and Left Hand Slaps
- **Blue:** This finger/hand is not able to be scanned. This option is normally used for amputations or bandages.
- **Yellow:** This print is close to not meeting the necessary quality. It is recommended that the print be retaken.
- **Red:** This print does not meet the necessary quality or could be the wrong finger and the print should be retaken

LiveScan Plus can be configured so that the user will not be able to continue until prints displayed in yellow or red are retaken.

1.2.3.3 Hand Images

The print to be taken next will also be shown on the hand images. The left hand is shown on the left side of the screen and the right hand is shown on the right side of the screen. A blinking black to white square will be over the part of the hand that is to be scanned next..

Table 1: Hand Images

Left Writer's Palm	Left Roll	Left Slap/Palm	Right Writer's Palm	Right Roll	Right Slap/Palm

Just like the Workflow Status Pane, the hand images are also color coded to allow the user to see the status of the prints at a glance.

Table 2: Color Coded Status

	Green: The print meets quality metrics and does not need to be retaken.
	Red: Print does not meet quality metrics. The print should be retaken. Some system configurations may keep you from continuing until the print has been retaken satisfactorily.
	Yellow: Print is close to not meeting quality metrics. We suggest you retake the print. Some system configurations may keep you from continuing until the print has been retaken satisfactorily.
	Blue: Print is not able to be taken. You can use this when a part of the hand has been amputated, bandaged, or otherwise unavailable for taking a print. You can choose which parts of the hand are unavailable from the Options Panel.
	Example: The right index finger was unavailable to print so it was skipped and shown in blue. All the other finger's prints were rolled and are in green, except for the little finger, which is shown in red. The little finger roll will need to be retaken.

1.2.3.4 Quality Assurance & Sequence Check

LiveScan Plus checks for such problems as “over” or “under” inking, and flags whether a print is of good, fair, or poor quality. Each rolled fingerprint image is processed through the Fingerprint Sequence Check which does a slap-to-roll fingerprint comparison of images. The Sequence Check evaluates and rates the quality of each rolled print based on specific characteristics such as minutia, ridge patterns, etc. This quality rating provides feedback while the booking is still in progress. Poor quality or substandard images generate an immediate prompt for rescan. In addition, when the user finishes the booking they are presented with a summary screen, which clearly shows any out of sequence images.

The system administrator can use the Administration Module to set the number of attempts required for capturing fingerprints. The override function can also be turned off as needed. The Administration Module can also be used to adjust the sensitivity of the rejection for the Quality Assurance so those images with more or less false minutia will be deemed acceptable by LiveScan Plus.

If a user chooses to override Quality Assurance, then a manual override designation can be placed in the NIST record and printed on the card. Some agencies have elected to do this via an “Annotate Finger” button which gives them the option of overriding the Quality Assurance and marking a print as best quality possible for the selected finger. The activity log can keep a record of all manual overrides.

1.2.3.5 Missing Fingers Panel

LiveScan Plus users can select options while scanning fingerprints to mark fingers as ‘Amputated’ or ‘Bandaged / Unable to print’. In this panel, each finger has two checkboxes that designate whether the unavailable fingerprint is due to a missing or a bandaged finger. If a print is selected from the options, then that finger will be designated in blue in the hand images on screen as well as in the Workflow Status. LiveScan Plus will automatically skip that print during the fingerprint capture session.

Figure 10: Missing Fingers Panel



1.2.3.6 Fingerprint Review

At any time during the capture process, the user can go to the Review Panel to see all of the fingerprints captured. The system will automatically display this page after all fingerprints have been captured.

Figure 11: Fingerprint Review Screen



Each fingerprint displayed will be clearly labeled as to which print it is. Prints that have passed quality and sequence checks will have a green border. Prints that are of poor or questionable quality will have a red or yellow border. The review panel allows the user to easily see if any fingerprints should be retaken or are missing. Any fingerprint that the user wishes to retake can be navigated to by double clicking on the image.

Once all of the prints taken are satisfactory, the user can save the fingerprints to the record and the system will return to record display.

Figure 12: Fingerprint Record Display

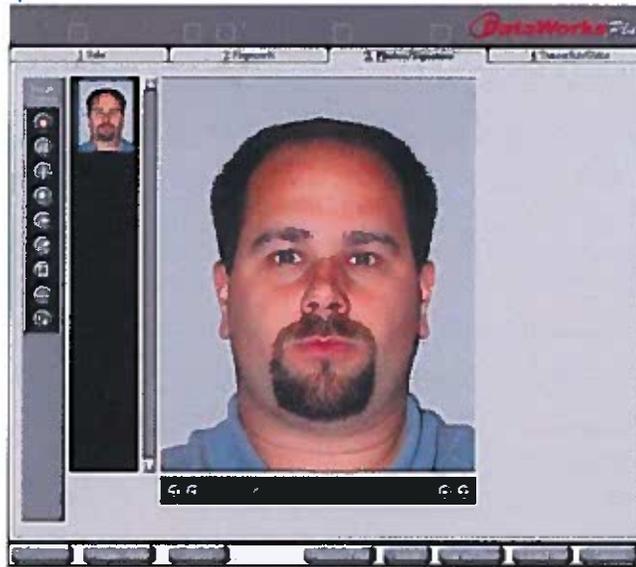


The fingerprint card can be printed from this tab, or after the record has been completed and additional photos and signatures have been added and the record has been submitted. The rolled and flat impressions will be displayed in the proper sequence within the designated clocks on a standard fingerprint card. Each image will be oriented within its block so that the impression is centered and aligned on the vertical axis in relation to the base of the fingerprint block. All demographic data entered in the record can also be printed in the appropriate sections of the fingerprint card. DataWorks Plus can create several formats for card printing including FBI Certified prints.

1.2.4 Photo Capture

LiveScan Plus can seamlessly integrate the mugshot capture process with the fingerprint capture process. By using the Digital PhotoManager Capture Module, the user will be able to capture mugshots within the LiveScan Plus interface without having to open another software program or switch to a different window. A digital camera can be used to capture high resolution mugshot images to be added to the record or images can be imported from a memory card or from a file. Multiple images can be captured and viewed within the record. Any SMT images previously captured will be displayed from this screen as well and can be scrolled through using the arrows beneath the images.

Figure 13: Mugshot Capture Screen



To ensure consistent quality and standardization for every image captured, the system uses Face Find technology which locates facial features, such as the eyes of the individual being photographed and automatically centers and crops the photo.

1.2.4.1 Facial Quality Check

DataWorks Plus also offers an automatic quality check that can check the quality of each photograph taken. This module will check if the head is centered, cropped, and tilted correctly and if the image's brightness, darkness, and width meet the customized quality metrics. The Quality Metrics will be displayed next to the photo after it has been captured.

Figure 14: Quality Check Display



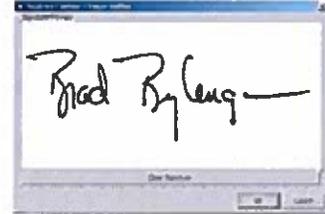
There are three color coded quality messages:

- **Fail (Red):** This means that the item it is next to did not pass the quality check. In the example above, the head centered metric failed because the head was not centered in the image correctly.
- **Warn (Yellow):** This means that the item is close to not passing quality check. You may choose to retake the image if you receive a warning.
- **OK (Green):** This means that the item passed the quality check.

The specific quality scores can be viewed by clicking on the details button. If an image does not meet the quality metrics as defined by your agency, then the user can be forced to retake the image. It is also possible to provide an override button to keep the user from having to retake the image. The system can be configured to require the user to try to capture an image a certain number of times prior to allowing them to override the quality check.

1.2.4.2 Signature Capture-Optional

LiveScan Plus has the ability to capture the signature of any individual being booked or of the user creating the record through an attached signature capture pad. The signature capture includes a live image preview that will display the signature as it is being written. If the signature needs to be retaken, the user can select to clear the signature and retake it before adding it to the record. The signature will be saved with the record digitally. This is also useful as a verification of someone's identity during booking, transport, and release.

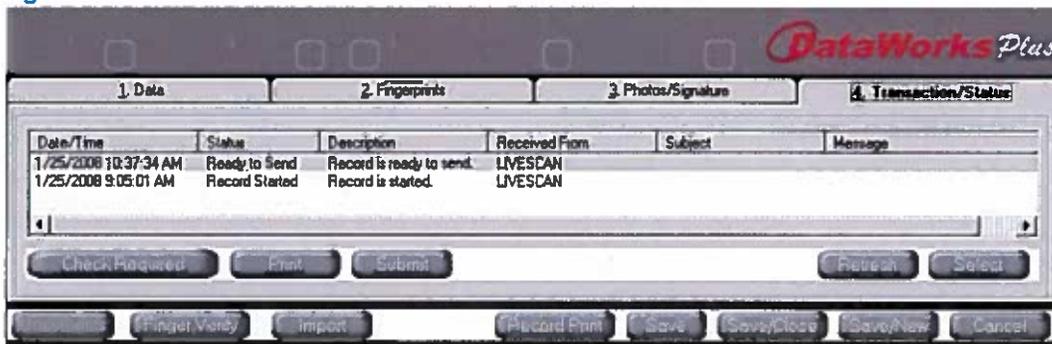


1.2.5 Transaction Tab

LiveScan Plus has the ability to submit data electronically to a state AFIS which saves the agency a large amount of resources involved in manually printing and shipping each fingerprint card to the state. Additionally, when LiveScan Plus is used in conjunction with DataWorks Plus' NIST Manager Plus, the agency will have both the ability to print out the FBI Certified fingerprint cards and to save all data from the booking process to a secure local archive that can be accessed by authorized users. This functionality makes fingerprint cards available on a 24 x 7 basis to authorized users from their own workstations instead of locked away in a filing room.

The Transaction Tab will display the status and history for the record. The user can see the date/time the record was created, the status and description of whether the record is ready to be submitted to the database, the source of the record data, and any subject or message notes.

Figure 15: Transaction Tab



To ensure that records are not partially complete when being submitted, the user can use the Check Required function and the system will automatically check the record to ensure that all required information is included and entered correctly. If everything has been filled in correctly, then a new message, "Ready to Send" will be displayed. If there are any issues with the record, a message will be displayed to the user with the changes necessary.

After the record has been submitted, any information sent back by the state will be displayed. This could include information such as if an error occurred with a reason code or if the person was identified by a match.

1.2.6 Online Transaction Monitor

Transaction history can also be viewed with the Online Transaction Monitor. The Online Transaction Monitor allows authorized users to view and monitor the live scan transactions of each live scan workstation. Since this function can be accessed by any networked PC, multiple departments can use it to obtain information quickly. For example, a person in the IT Department can filter to see if there have been any network errors, while the Records Department can use it to see the hit/no hit status of submitted records. The color coded status bar provides immediate, easy to read status information for each record.

Figure 16: Online Transaction Monitor

TCN	OCA	Local ID	Status	Description	Progress	From	Subject	Message
10001700121	01011	00190	Identified	Identified	100%	001 001	001 001	
10001700122	01011	00190	Identified	Identified	100%	001 001	001 001	
10001700123	01011	00190	Identified	Identified	100%	001 001	001 001	
10001700124	01011	00190	Identified	Identified	100%	001 001	001 001	
10001700125	01011	00190	Identified	Identified	100%	001 001	001 001	
10001700126	01011	00190	Identified	Identified	100%	001 001	001 001	
10001700127	01011	00190	Identified	Identified	100%	001 001	001 001	
10001700128	01011	00190	Identified	Identified	100%	001 001	001 001	
10001700129	01011	00190	Identified	Identified	100%	001 001	001 001	
10001700130	01011	00190	Identified	Identified	100%	001 001	001 001	

Different users may wish to filter the results to only display records relevant to the situation. At the top of the screen there are several fields that can be used for customized searching.

Several fields are available that can be used for customized searching:

- **TCN:** This is the Transaction Control Number; this is automatically generated when a record is submitted.
- **Key Field (OCA in this example):** The record's unique identifier will be displayed here. This is customizable by your agency.
- **Link Field (Local ID in this example):** The record's linking identifier is displayed here, such as a Local ID, SSN, or SID.
- **Date/Time:** The date and time that the record was submitted is displayed here.
- **Description:** This field will display the last action to occur with the record. Descriptions include Identified, Packet Submitted, Ready to Send, Record Started, etc
- **Progress:** The Progress Bar makes it easy to quickly identify the status of a record. If the progress bar is full, then the transaction has been completed.
- **From:** This field displays the record's submitting agency.
- **Subject:** This field will display the record's reference information.
- **Message:** This field displays any messages associated with the record.

To view more detailed status about a record, the user can open the transaction history to see a list of the actions that have been made for that record.

1.3 Retrieve Process Workflow

LiveScan Plus has been developed with an advanced search feature that allows users to retrieve records in the database to view, make edits, create and print reports, and verify identities of individuals. This is especially useful when the user needs to update information about a previously booked individual or needs to verify an individual's identity at transport and release. The user can retrieve a record by searching any field in the system.

LiveScan Plus is generally set up to use the DataWorks Plus Index Server index key fields in the database. Using the Index Server allows the system to respond to searches faster than if just searching using the SQL Server alone. This enables your staff to quickly perform searches in LiveScan Plus to retrieve the records and data that they need. All records that match the search criteria will be displayed with descriptive information so the user can easily verify which record to retrieve.

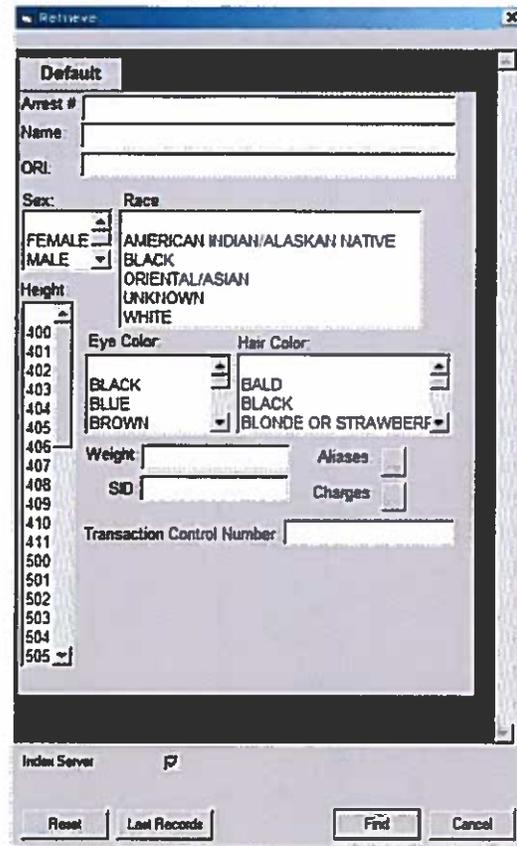


Figure 17: Retrieve Search Results

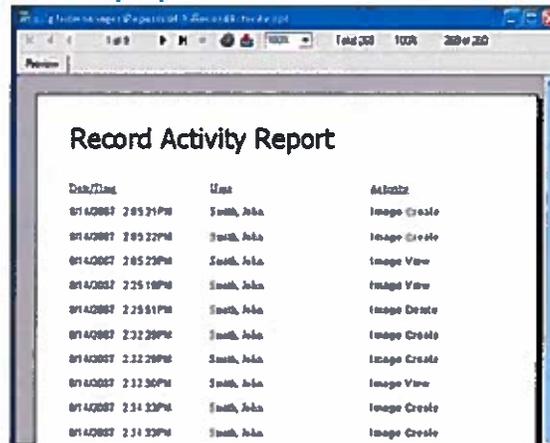
Row	Transaction Control	Name	DOB	Sex	Race	Height
1	66660000001	MATTHEWS, JAK...	7/11/2000	M	W	600
2	66660000004	WEINER, ANDREW	9/22/1965	M	W	510
3	66660000012	JOHNSON, RICK	2/11/1962	M	W	605
4	66660000008	WALLACE, JEFF T...	7/11/2000	M	W	600
5	66660000009	WALTER, ROBERT	11/25/1983	M	W	600
6	66660000017	HUCKS, CHRIS J...	9/1/1980	M	W	600
7	66660000019	HENDERSON, TE...	11/15/1974	M	W	511
8	66660000020	MASON, JEROME...	9/22/1973	M	W	510
9	66660000021	JACKSON, PAUL...	11/25/1983	M	W	600
10	66660000026	JOHNSON, RICK...	9/22/1973	M	W	510
11	66660000030	JEFFERSON, BEN...	9/22/1973	M	W	510
12	66660000031	YALE, THOMAS M...	9/22/1973	M	W	510
13	66660000033	JAMES, RICK MID	10/9/2000	M	W	600

From this screen the user can open a retrieved record, view record activity, print reports, create an AdHoc report, or delete a record. Note that users will only have access to functions they have been given access to in the Administration Module.

1.3.1 Retrieve Records Activity Report

The system can track all actions performed in a record. Activity tracking will display the user, date, and action type performed. A record activity report can be created and printed for any of the retrieved records.

Figure 18: Retrieved Records Activity Report



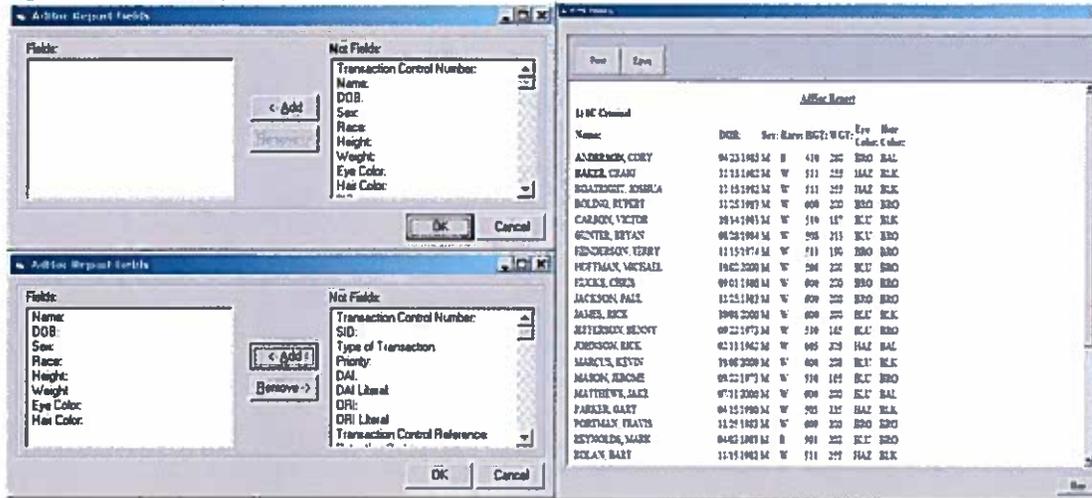
Date/Time	User	Activity
0142007 2:05:21PM	Smith, John	Image Create
0142007 2:05:22PM	Smith, John	Image Create
0142007 2:05:23PM	Smith, John	Image View
0142007 2:25:18PM	Smith, John	Image View
0142007 2:25:51PM	Smith, John	Image Delete
0142007 2:32:28PM	Smith, John	Image Create
0142007 2:32:29PM	Smith, John	Image Create
0142007 2:32:30PM	Smith, John	Image View
0142007 2:34:33PM	Smith, John	Image Create
0142007 2:34:33PM	Smith, John	Image Create

1.3.2 Report Tools

Users can click on 'Report' to display a list of predefined web reports that can be performed on the search results and printed out. Administrators can configure these reports or DataWorks Plus can create custom reports to meet the needs of your agency. LiveScan Plus' open database design allows every agency to make customized reports that will match the format of existing agency documents. The system provides the ability for administrators to make predefined report templates through the Administration Module or to import report templates created in third-party report creation software.

AdHoc reports can also be created from the search results. AdHoc reports are created using a customized report tool that allows the user to easily select individual fields to be put into a report one by one. The system will then display a report with all fields the user has chosen in the order they were selected.

Figure 19: AdHoc Report



1.3.3 Delete or Seal Records

Authorized users will have the ability to delete a selected record from the system. Some agencies use this feature to either delete the record from the system or to seal a record. A reason code can be added to allow administrators to see why the action was performed on the record

1.4 LiveScan Plus Training

DataWorks Plus will provide training in an on-site train-the-trainer program. Training staff from our corporate headquarters located in Greenville, South Carolina will be responsible for all aspects of system training. Our price includes system administration and end-user training. All training will be conducted on-site, and will consist of all training needed to assure an agency's staff can successfully operate the live scan system.

The LiveScan Plus user orientation training schedule is customized to meet your agency's administrative and operational needs. The length of training sessions and the ratio of hands-on practice to lecture time will be adjusted to fit the student's needs. The user training provided is a hands-on orientation training, which introduces the users to the features of the DataWorks Plus systems. The administrator training instructs the administrators on how to train new users, preventative maintenance procedures, and troubleshooting techniques. Certification can be provided upon completion of user and administrator training.

1.4.1 DataWorks Plus Documentation

DataWorks Plus will provide all user reference documentation and reference material. This will include manuals for all application software and system hardware such as a Site Preparation Guide, Administrator Guide, User Guides, and any contract-specific documents developed as part of the program plan.

User guides include a system overview, user interface basics, and detailed instructions for using all modes of operation for the featured workstation. Instructions describe the workstation screens and provide step-by-step procedures for completing workstation tasks. Administrator

Fingerprint Scanning Equip

State of Alabama

guides cover hardware, software, communications, diagnostics, monitoring system activity, reporting, backup and recovery, and maintenance.

Online help manuals are included in the software and can be used at any time to assist users in navigating the software. Users can click on "help" from the application and search for information as needed. In addition, these manuals can be printed as necessary and used in any future training classes as needed.

1.4.2 Train the Trainer Classes

Using a "Train the Trainer" method, DataWorks Plus will train supervisors so they can in turn train their staff. This approach ensures system administrators will also be equipped to train additional staff in the future and reduces the training costs to your agency. The one-day training session takes place on-site and prepares up to three trainers for user orientation training. Training will be conducted on the installed live scan. Manuals will be provided for each trainer.

Trainers will be prepared to provide user orientations including lecture and hands-on practice with the LiveScan Plus system. The training uses the documentation provided with the system to familiarize users and system administrators with the products.

User Training explains how to create a new booking record, import demographic data, capture fingerprint images, print a record, locate and update an existing record, delete an existing record, capture mugshot images (if photo capture module is purchased), and print.

The following tables contain a general outline of the primary topics that will be covered during the training sessions. Length of the training sessions and the ratio of hands-on practice to lecture time are adjusted to fit student's needs. The easy to use Graphical User Interface (GUI) of LiveScan Plus requires minimal training. We have included eight (8) hours of train the trainer training, but in most cases, the full 8 hours is not necessary to complete the training.

Table 3: Train-The-Trainer Outline

<i>Subject</i>	<i>Topics</i>
Operating System	System Navigation Log in & out of system
Booking	Record Creation Ten Print Capture Data Capture/Import Photo Capture Module (if purchased)
Searching/Retrieving Records	NIST Manager Express (if purchased)

	NISTWorks Web Retrieval (if purchased) Retrieving Printing
Additional Topics	Fingerprint Comparison Online Transaction Monitor

1.4.3 System Administrator Training

System Administration Training is provided on-site using the installed system. System administrators will be trained in a one-day training course (up to 8 hours).

System Administration Training explains routine backup procedures, the use of filters to narrow the scope of a search, the procedure for creating a search filter, preventive maintenance procedures, and troubleshooting.

Table 4: Administrator Training Outline

<i>Subject</i>	<i>Topics</i>
SQL Server 2005	Backup/Restore Administration Security
Administrator	Capture Search Printing Data base modification User & Group Creation Report Generation Screen Creation Activity Tracking Online Transaction Monitory System Security
System Interfaces	As required to reflect customer configuration and workflow

1.4.4 On-Going Training:

DataWorks Plus can provide on-going training at a lower cost than other vendors since we will have a local Alabama Support Office located centrally in the state and plan to expand to have regional representatives as needed. On-going training will also be available either on site at the customer location or from our headquarters in Greenville, South Carolina. Training classes are also offered via web demonstrations. These classes can be scheduled so that your staff can attend the classes online from the convenience of their own desk. The instructor will provide the same instruction as is available in the onsite class. Your staff will be in a conference call with the instructor and other attendees and will have the chance to ask any questions needed. These additional training classes can be purchased on an as needed basis.

DataWorks Plus' Approach – More than Just a Live-Scan

New Approach to Livescan

DataWorks Plus has introduced affordable technology that is integrated with our live-scan products to further expand capabilities not found in a traditional live-scan. We believe an agency that is using a live-scan should not have to manually print and file local ten-print cards. We believe the live-scan data and state AFIS transactions (hit/no hit, error messages, etc.) should be accessible by any user, on any workstation with the appropriate security rights. Data should be available on-demand on a 7 by 24 basis. And DataWorks Plus believes the live-scan data should be available to build additional applications such as facial recognition and local rapid-ID fingerprint verification and fingerprint identification.

The DataWorks Approach greatly increases staff productivity and provides law enforcement with tools that help to solve crime.

1.5 NIST Manager Express and Plus -Optional

The traditional live-scan configuration does a good job with the electronic capture of demographic data, fingerprints, palm prints and electronic submission to a state AFIS. However, only a limited number of bookings can be stored on the traditional live-scan, which forces the user to print each ten-print card and then manually file. Access to the printed ten-print cards requires manual intervention and is often limited and time consuming. Ten-print cards that reside in a filing cabinet are of little value in implementing applications for fingerprint verification and identification

DataWorks offers a product call NIST Manager Express. This software can be added to a DataWorks Livescan to electronically store ALL data that is processed by a livescan. Tenprints, Palm Prints, Demographic Data, Photos, Signatures and Document Images can be permanently stored by the NIST Manager software. This software **eliminates the need to print and manually file** every tenprint card. It also offers **on-demand access** (twenty-four hours per day, seven days per week) to all authorized people that need to obtain a copy of a tenprint card. The information is retrieved from the NIST Manager Express software using a standard web browser.

The DataWorks Livescan will greatly improve the productivity of your staff.

NIST Manager Express can be configured to store up to 50,000 tenprint cards. If your agency needs to store more than 50,000 tenprint cards, the NIST Manager Express version can be upgraded to the Enterprise (Plus) version on a dedicated server. The NIST Manager Plus Enterprise version can be configured to store as many records as needed.

Web-Enabled NIST MANAGER Express (NIST

Archive):

- Electronically stores ALL booking information processed by the live-scan.
- Electronic access to all live-scan data using a standard web browser
- All departments within an agency can have electronic access to the data
- 24/7 Access by authorized individuals
- Local printing of the ten-print card is not required (optional)
- Manually filing of ten-print cards is not necessary
- Perform manual side-by-side fingerprint comparison
- Build single finger matching database from tenprint records

In addition, since the data is stored electronically, your agency can build additional applications for fingerprint verifications (1:1) and fingerprint identifications (1:N). The DataWorks Plus SAF-ID product can be installed to provide fingerprint matching for various applications where positive identification of an individual is needed.

NIST Manager Express gives authorized staff 24 x 7 electronic access to the fingerprints and data captured by LiveScan Plus. NIST Manager Express is an archiving system that electronically stores, forwards, retrieves, and prints ten-print cards and all associated data generated by a live scan. Fingerprints, palm prints, photos, demographic data, electronic signatures, and document images for each record can all be kept organized in one location. Authorized users will be able to access the data from any workstation on the agency's network. This sophisticated electronic storage saves agencies a tremendous amount of clerical work and resources that are traditionally involved in ten-print card record management.

Benefits of NIST Manager Express include:

- **AFIS Interface:** NIST Manager Express can interface your live scan system seamlessly with a state or regional AFIS so that all fingerprint data can be sent to the AFIS electronically. The agency will no longer be forced to manually print and ship any fingerprint data.
- **Electronic Archiving:** While NIST Manager Express gives users the capability of printing out FBI certified ten-print cards, agencies will no longer have to rely on hard copies as a means of storing or backing up data. All fingerprints generated by a live scan can be stored in the NIST archive, which simultaneously makes the records more accessible while reducing the cost of storing the hard copies of ten-print cards.
- **Print Verification Tools:** By building an electronic database of fingerprint images, NIST Manager Plus can serve as the backbone for (1:1) and (1:N) fingerprint verification programs such as DataWorks Plus' SAF-ID. This is useful for inmate tracking and Rapid-ID programs. Fingerprint images can also be compared manually as an investigation tool.

Figure 20 - NIST Manager Express and Plus Screens



1.6 SAF-ID- Optional

The fingerprint database build by LiveScan Plus can be used to provide positive identification with SAF-ID. SAF-ID is an extremely fast and accurate software solution that uses advanced fingerprint matching techniques to provide positive identification or verification of an individual. This allows an officer to scan a person's finger on any compatible fingerprint scanner and search a fingerprint database for a positive match. The compatible devices range from USB scanners to wireless devices or all in one mobile devices. SAF-ID will work with devices that can be used in conjunction with a PC, laptop, or PDA. This gives SAF-ID a large amount of usability for both fixed locations and mobile applications. Whether the agency needs to search for a few hundred matches per second or hundreds of thousands of matches per second, the system is scalable to meet system performance requirements for any size agency.

Benefits of SAF-ID include:

- **Customizable Systems:** Since SAF-ID software can be used with any major fingerprint scanner, DataWorks Plus is able to have an open ended approach to designing a SAF-ID system the meets an agency's needs. This helps in scaling the software to meet agency size demands and selecting the proper fingerprint scanners to do the job.
- **Multiple Applications:** SAF-ID gives agencies a maximum return on their investment by offering a wide range of practical uses.
 - The system can be used to obtain a positive ID at:
 - (Jail Entry/Exit) booking, transport, and release
 - in the courtroom
 - on mobile patrol in the field
 - prior to serving warrants
 - the medical examiner's office
 - to identify crime scene victims

- **Seamless Product Integration:** SAF-ID can be seamlessly integrated with other DataWorks Products such as LiveScan Plus and Digital PhotoManager, as well as an agency's existing AFIS, live scan, and photo imaging systems. This saves agencies from being forced into changing their own system setup and preserves the investments that they have already made in previous system upgrades.

Figure 21 - SAF-ID Sample Devices



LiveScan Plus™ SYSTEM PRICING

Description	Unit Price	Qty	Extended Price
System Pricing is consistent with pricing provided for Alabama State Contract – T-Number: T-710 Contract # 4011134 Solicitation # 2215072			
Livescan Plus™ System Desktop Modular Line item # 00001 Commodity #205-41-079076	\$14,366	1	\$14,366
FBI Certified Tenprint Card Printer (Duplex) Line item # 00003 Commodity #205-41-079076	\$1,450	1	\$1,450
Livescan Transaction Monitoring Software	Included	1	Included
Uninterruptable Power Supply (UPS)	\$250	1	\$250
Back up Device (not intended to replace agency back-ups)	\$250	1	\$250
Touch-screen Monitor	\$950	1	\$950
WebWorks Plus Retrieve and Line-up is intended for investigative and administrative applications where full featured search, line-up, reporting, printing, tracking, administration, and activity logging capabilities are desired. Users are generally in an investigative environment and immediate access by multiple concurrent users may not be mandatory	\$5,000	1	Use Existing license/Birmingham access
NIST Manager Express (Archive for Permanent Electronic Storage for up to 20,000 TenPrint Cards with advanced features) with 5 NISTWorks™ Internet Explorer Client (5 Concurrent User) Software License to enable access to Fingerprint cards from existing computers via Web Browser Method	\$5,000	1	Use Existing (Transfer to new Station)
Fingerprint Verification (1:1) and Fingerprint Identification (1:N) software. (SAF-IID/RAPID-ID) This option includes our Livescan Automated Fingerprint Identification Matching Software. Prior to the booking process, your staff will be able to search your local fingerprint database to determine if that person has been arrested before. At release, you will be able to perform a one-to-one fingerprint verification to assure you release the correct inmate. NOTE: Price quoted is for Livescan workstation to be used for this. If agency desires to put license on different workstation or expand to provide to additional workstations/agencies,— Call for Server License Pricing	\$5,000	1	\$5,000 Bonus: Search Birmingham consolidated DB

NOTE: A NIST Manager Express or Plus option must be purchased to provide this feature			
Jail or Records Management Demographic Data Interface <ul style="list-style-type: none"> ▶ Eliminate duplicate data entry ▶ Demographic data that is entered on jail/Records management system will be downloaded to the live scan ▶ Includes pricing for the DataWorks Plus portion of the interface (i.e. your jail management vendor may have additional charges) ▶ Image back to JMS upon record save ▶ One-Pass, One-Direction Interface Design 	\$5,000	1	\$5,000
AFIX NIST Export	\$2,500	1	\$2,500
Additional Professional Services	\$2,500	1	\$2,500
TOTAL			\$32,266
DISCOUNT: offer reflects discount based on using existing interface protocol with New World systems already in place at other AL agencies			(\$2,500)
Less Preferred Customer Discount (BBBH-214)			(\$2,500)
TOTAL including Discount:			\$27,266
Apply Maintenance towards balance (\$8,980.10 per year) 10 months applied to purchase price			(\$7483.40)
TOTAL including Maint pro-rate			\$19,782.60

Maintenance available after 1 year warranty for \$4,152 per year for items above. Additional fees will apply if options are added.

Additional engineering effort by DataWorks Plus beyond the scope of the standard product will be charged at our standard rate of \$180 per hour, plus any related travel or administrative expenses.

ADDITIONAL OPTIONS:			
Professional Services: Re-Map SQL-SQL Birmingham Connection (Requires server)	\$3,500	1	\$3,500
SAF-ID/RAPID ID Additional Workstation Licenses (to be installed on customer provided PC's) Will require SAF-ID Server-call for pricing	\$3,500	1	\$3,500
Blue Tooth Single Finger Print Scanner (to be added to customer provided PC)		1	\$850

USB Single Finger Print Scanner (to be added to customer provided PC)		1	S650
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DataWorks Plus reserves the right to substitute hardware quoted above (if any). Actual hardware to be provided will be equal to or exceed the requirements proposed.

We appreciate the opportunity to present this Proposal, which will be valid for 90 days, after which availability and prices are subject to change. To confirm your requisition, please submit your purchase order within this time frame. Prices are exclusive of any and all state, or local taxes, or other fees or levies.

This quote is subject to the following payment conditions:

1. Payment due at installation.
2. Payment net thirty (30) days from receipt of the DataWorks Plus invoice.

Should you require further assistance, please contact me at (864) 672-6783. I look forward to talking with you further. DataWorks Plus is anxious to work with you on this and other Photo Imaging System, Booking System, Crime Scene Management, Positive ID, Integration or Information Management System needs.

Best Regards,



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