

Fonctions générales - ACS

Product : ACS Justice Information System	Vendor: ACS Government Systems
Evaluator :	
Contact : Steve Wright	Telephone #: (610) 296-1755
Date :	

	Survey criteria	Y / N	Additional comments and/or documentation references
General Functionalities			
	Workflow Management		
1	Are the software's business modules (district attorney module, courts module, etc.) independent of your workflow tool?	Y	
2	Can your workflow tool interact harmoniously with other third party workflow tools (if yes, specify the provider(s))?	Y	The OTG Software workflow solution, which ACS typically proposes, does not work with other third-party workflow tools. However, if workflow interoperability is important to the Province, ACS would be happy to investigate other workflow tools that have this capability.
3	Does your workflow tool trigger automated events and action reminders that can be customized to respond to varying parameters or criteria (variable delays, changes in deadlines, differences in court session management process, or alterations in certain defined fields)?	Y	
4	In the case that your software does not have a workflow management tool, how is workflow managed within your application?		
5	Does your product manage the dates of change to the status of the various components of the file?	Y	

	Data Management	Y / Y	
6	Can your database be accessed with standard access mechanisms like ODBC? If yes, are you prepared to allow access to your database's table definition?	Y/Y	
7	Are all the fields in your software query enabled?	Y	
8	Can your software be integrated into a electronic dashboard tool? If yes, which one?	Y	
9	Does your software offer document indexing and full-text search tools?	Y	

	Data and Document Management and Exchange	Y	
10	Does your software allow transmission of structured data, electronic forms and files (documents, images, sound files and video files) from one module to another or from your software to an external system?	Y	
11	What are the standards used by your software to support the various forms of electronic files (documents, images, sound files and video files)?		The following response is from our imaging partner, OTG. Supported files are files that are natively supported in ApplicationXtender. Supported file types include: image files (for example TIFF, GIF, Bitmap, PCX, DCX, JPEG, and TGA files), Hypertext markup Language (HTML) files, Adobe Portable Document Format (PDF) files, and Rich Text Format (RTF) files.
12	Can we implement your software's various applications on different databases without losing its capacity to integrate or does your software run solely on a unique database?	?	Need clarification. The ACS Justice Information System requires the Oracle9i relational database.
13	Does your product include (or easily integrate to) imaging and document management tools that allow for the attachment of scanned documents to an electronic file? (If an external product is used, please specify)	Y	ACS JIS can integrate with any imaging application of your choosing. Several ACS clients incorporate imaging applications from a number of providers (FileNet, OTG, Bull).
14	Does the document management tool allow for the management of multiple versions of the same document?	Y	
15	Does your product allow for the masking (black-out) of some information directly in the text of the document? If yes, what is the mechanism that is used?	Y	The tool used is provided through the imaging application.

Fonctions générales - ACS

Survey criteria		Y / N	Additional comments and/or documentation references
Security Management			
16	Does your product allow for the management of access profiles and user groups in relation to rights, roles and responsibilities?	Y	
17	- If so, can one:		
18	Manage access rights (i.e. browse, update, delete)?	Y	
19	Control access to a specific element of a screen (i.e. menu options, controls)?	Y	
20	Control access to a file or a type of file? (juvenile file, civil file, file of a specific individual)	Y	
21	Control access to particular data? (i.e. a type of document or a personal data, partial contents of the file)	Y	ACS JIS segregates specific information to separate screens. By managing access to these screens, users may be blocked from seeing specific information (e.g. personal data).
22	Does your product use a Public Key Infrastructure (PKI) for the purposes of authentication and electronic signature of documents, forms, etc?	Y	Please see the comment provided in <i>Section 4A, Comments to General Functionality Survey</i> .
23	If so, how can the electronic signature affixed on the documents be preserved? Within the document? Separately in a database? Other method?		<i>Please see the comment provided in Section 4A, Comments to General Functionality Survey.</i>
24	Does your product generate a detailed access log (Date, time, user, action)?	Y	
25	Is it possible to review the modification history (or modification log) of a given file (i.e. to know what value was changed, by whom, when, etc.)?	Y	

Transaction Management			
26	Does your product allow the management of effectivity dates for parameter values? (e.g.. change of fees according to certain dates)	Y	Specific parameter screens (e.g. fee screen) allow for this function.

Drafting and Editing Assistance Tool			
27	Does your software offer the capability to integrate electronic forms and/or document templates (e.g. complaint, subpoena, warrant, opinion, summon, etc.)?	Y	
28	If so, what are the supported products? (Microsoft Word, Microsoft Excel, Acrobat, JetForm/Accellio/Openext, etc.)		Microsoft Word and Corel WordPerfect.

Agenda and Scheduler			
29	Does your product include an agenda or a scheduler function for each of the following resources: police officers, prosecutors or district attorneys, clerks of the courts, judges, courtrooms, specialized materials/equipment?	N	ACS Justice includes a scheduling function to allow for case-related events to be scheduled and have the schedules of parties to the case checked against other case-related events to ensure a conflict does not exist. ACS Justice also allows for judge profiles through which a judge's schedule (e.g., days of the week cases are heard, exception days) are taken into account when determining if the requested slot is available.
30	Can the various agendas or schedulers be interconnected in order to take into consideration the availabilities of all concerned resources simultaneously?	N	
31	Does your product possess an agenda function that makes it possible to simultaneously plan and manage the availability of human and physical resources? (police officers, state prosecutors or district attorneys, clerks of the courts, judges, courtrooms, equipment)	N	
32	Is the agenda based on a commercial product ? If so, which product? (e.g.. Outlook, Lotus, Groupwise, etc.)	N	

Miscellaneous			

Fonctions générales - ACS

Survey criteria		Y / N	Additional comments and/or documentation references
33	Which transition mechanisms and processes are favored when transferring paper files to electronic files?		Please see the comment provided in <i>Section 4A, Comments to General Functionality Survey</i> .
34	Does your product support multiple and/or mass mailings (to several involved parties simultaneously)?	Y	
35	Does your product allow for the addition of data elements to existing database tables and screens?	Y	
36	Does your software use the Metric or Imperial measurement system?	Y	Imperial
37	Do you use a particular methodology when implementing your applications? (if yes, explain)	Y	Please see the comment provided in <i>Section 4A, Comments to General Functionality Survey</i> .
38	Do you have alliances or partnerships with any suppliers? (If yes, which ones)	Y	Please see the comment provided in <i>Section 4A, Comments to General Functionality Survey</i> .
39	What are the characteristics of your client support department? (24/7, multilingual analysts, readiness for travel, in-house or outsourced)		Please see the comment provided in <i>Section 4A, Comments to General Functionality Survey</i> .
40	What is the current version of each of your modules? What are your plans with respect to developing and releasing future versions of your product?		The current version of the ACS Justice Information System is 4.2. The next version, 4.3, is anticipated for release in August 2002. If further detail on our future product plans are desired, ACS asks that you sign a non-disclosure agreement.
41	Can your product(s) technically evolve towards and leverage modern information and communications tools and environments? (e.g. the Web, wireless, PDAs, etc.)	Y	The ACS architecture includes an n-tier architecture which will evolve and leverage new information and technology. The architecture includes open API's and interconnect technology providing access from and into the application. The architecture can support a range of industry standards for security, networks, wireless communications, and access via PDAs and notepads. The standard user interface is provided through a web browser interface.

Fonctions liées aux SPG - ACS

Product : ACS Justice Information System, Public Attorney Component	Vendor: ACS
Evaluator :	
Contact : Steve Wright	Telephone # : (610) 296-1755
Date :	

Survey Criteria	Y / N	Additional comments and/or documentation references
Counselling		
1	Does the software enable the capture of information regarding police officer and law enforcement requests for legal advise such as the nature of the request, the district attorney (DA) that responded, the content of the response, the corresponding police file number, any particulars of the file, etc. (i.e. basic "advice-line" or "help-desk" functionalities)?	Y
2	Is the software equipped with tools that enable the district attorneys to manage, process, exploit and disseminate the data it has collected and the advice it has provided (e.g. sorting based on set criteria, key word searches, etc)?	Y

Assigning prosecution and appeal files		
3	When documents, forms or data are received, does your software notify the sender and the recipient that information has been successfully sent or received? Does your software record every trace of the receipt of the documents, forms or data?	Y
4	Upon receipt of request to institute proceedings, does your software automatically generate or open a DA case-file-record and does it populate specified fields with data received from law enforcement or other parties (e.g. police-file case number, tombstone data, list of charges, list of potential exhibits of evidence, etc.)	N
5	In order to render the DA file allocation manager more effective and efficient in his or her distribution of workload throughout the DA's office, can your software create a summary of the DA file that highlights critical information such as case type and prescription dates (delay dates) so that the manager can more accurately gage the workload to be generated by a particular case-file?	Y
6	Does your software have a pre-configured or pre-defined scale to which it can assign, for example, a severity level or a priority ranking to the incoming case-file (e.g. a premeditated murder case is more important than a shoplifting case-file, and must be treated more expeditiously)?	Y
7	Can the software automatically or manually (depending on user preference) allocate DA case-files while respecting the criteria set out in each DA's calendar/agenda and their personal case-file parameters (such as the priority level, the type of expertise requested, the type of crime, etc. that they wish to prosecute)?	Y
8	If so, can the assigned DA be readily and easily replaced with another DA when faced with unforeseen circumstances (e.g. in case the assigned DA is sick)?	Y
9	Can the software link or integrate the advise that a DA provided to the law enforcement officer or representative to the subsequent DA case-file that was generated from the criminal event and legal advise ?	Y

Deciding to prosecute		
10	Does the software provide predefined worktool or checklist (or can they be configured) in order to accurately surmise the police report content and supporting evidence so as to decide to proceed with the prosecution or not?	N

Preparing for hearings		

Fonctions liées aux SPG - ACS

Survey Criteria		Y / N	Additional comments and/or documentation references
11	Does the software assist the DA by producing a list of witnesses to be transmitted electronically as per the instructions and parameters defined by the DA, to the various parties concerned in the file at hand?	Y	

Other functions			
12	Does the software assist the DA in managing his or her interactions and communications with the witnesses and/or victims?	Y	
13	Does the software have an integrated time recording or reporting tool in order for the DA to accurately audit the time and effort spent on a particular file or set of files? If not, can this type of function be easily integrated?	N/Y	An ODBC-compliant report-writer (e.g., Crystal Reports, MS Access, etc.) may be used by your jurisdiction to create the custom reports and statistics described in this item.
14	How is the information and data provided by the law enforcement officers (in their request to institute proceedings or other forms) fed into the District Attorney module?		This information can be electronically transmitted through a custom interface to the outside systems.
15	How is data and information that originates from an external law enforcement system integrated into the DA case-file module (e.g. data that originates from a law enforcement module developed by second supplier or a custom-built law enforcement solution from a third supplier)?		This information can be electronically transmitted through a custom interface to the outside systems.

Fonctions liées aux tribunaux - ACS

Product: ACS Justice Information System	Vendor: ACS Government Systems, Inc.
Evaluator :	
Contact : Steve Wright, ACS Government Systems Telephone #: (610) 296-1755	
Date :	

Key criteria		Y/N	Additional comments and/or documentation references
Supporting the client			
1	Does the module assist the clerk' office (office of the court) in scheduling and managing citizen's appointment for such events as small claims documentation preparation and civil marriages, etc. ?	Y	
2	If so, does it allow to:		
3	- assign the responsible clerk?	Y	
4	- manage the coordinates of the citizen who presents his request?	Y	
5	- identify the date and the hour of the appointment?	Y	
6	- Identify the type of appointment (ex: small claims, wedding, etc.) ?	Y	
7	- manage the reminders and call-backs?	Y	
8	- present statistical data on the appointments (time of interview, type of interviews, etc.) ?	Y	Using a report-writing application.

Registering proceedings			
9	Does the software allow the filling and registration of court proceedings via remote electronic means?	Y	ACS assumes that you are asking about electronic filing capabilities. We assume that a "registered proceeding" is the filing of a case or a motion. ACS can provide an end-to-end electronic filing solution that can integrate with the ACS case management system. This solution is provided in partnership with Lexis Nexis, who provide their CourtLink e-filing solution. ACS suggests further discussion on this matter to better understand your specific needs.
10	- If so, how is the registration carried out? What are the validation mechanisms?	Y	
11	- If so, can an automated electronic court record be created according the case and proceeding type?	Y	
12	- If so, can the court ledger (or docket) be automatically created and/or updated with the record of the proceeding?	Y	ACS and Lexis Nexis will require further study of the Court's needs to develop an interface between CourtLink e-filing and the ACS System. ACS and Lexis Nexis are also closely watching the court's industry's development of the Legal XML standards, which will guide the interface development."
13	- If so, can the clerk manage the transactions in the automated court ledger management module or function?	Y	
14	- If so, can an automated financial transaction be created (I.e. can it determine the requisite court fees) and can it generate and mange an electronic payment (ex: by credit card)?	Y	
15	- If so, can an regular and detailed monitoring of all transactions be performed on all of the registrations of proceedings (received, accepted, refused) ?	Y	
16	- If so, can it create and transmit an automated acknowledgement of receipt to the party registering the proceeding?	Y	

Managing court records			
17	Does the software manage electronic court records irrespective of case type (criminal, civil, penal, youth) or does it manage only all court records of same nature the same way?	Y	
18	Can the software be configured to respond to the different requirements that :		
19	several court districts (level of courts: trial court, superior court, court of appeals) may require?	Y	
20	several jurisdictions (geographic court districts: over 50 courthouses) may require?	Y	
21	several legal topics (e.g.: family law, bankruptcy law, divorce law, criminal law, smalls claims, etc.) may require?	Y	
22	Can the software associate a civil court record and a criminal court record that both implicate or concern the same individual? How does it accomplish this?	Y	Case records may be linked in one of several ways. They may be linked using a common person identifier (system ID) or the cases themselves may be related or consolidated.

Fonctions liées aux tribunaux - ACS

Key criteria		Y/N	Additional comments and/or documentation references
23	Does the software offer archiving functions?	Y	
24	- If so, can the archiving parameters be configured?	Y	
25	Does the software allow for the partial or total disposal of a court record (e.g.: subsequent to a pardon, etc.)	Y	

Configuring the court calendar and the judges' schedule			
26	Can the software configure a court calendar according to a set of parameters that concern:		
27	- Court district (level) and court jurisdiction (courthouse), court room type, ?	Y	
28	- Law category (civil, criminal, penal, juvenile/youth)?	Y	
29	- Judge in chambers or on the bench (in session)?	Y	
30	- Level of judge (justice of the peace/clerk or judge) ?	Y	
31	- Legal topic (e.g.: family law, small claims court, divorce law, etc.)?	Y	
32	- Type of hearing (e.g.: practice, merit, sentencing, etc.)	Y	
33	- Business/operational hours?	Y	
34	Does the software ensure strict confidentiality with respect to the court calendar's and the judges' schedule contents?	Y	
35	Does the software provide a function in order for the Chief, Associate or Coordinating judge of each district to configure the agendas of the entire complement of judge's, to coordinate and assign judges to court rooms, and to manage all the parameters and constraints requested by the judges themselves (e.g.: holidays, availability, training, conferences, etc.)	Y	
36	Can the software generate assignment, workload and productivity statistics ?	Y	Using a report-writing application.

Managing rolls for hearing			
37	Can the software conform to the various parameters generated by the judicial calendar and the judges' schedules when generating the roll for hearing? (these parameters should be non-modifiable by the person responsible for generating the court-roll)	Y	
38	How can the software be configured for this function?		Using a report-writing application.
39	Can the software generate the roll for hearing based on a series of parameters such as:		
40	- The magistrates' agenda and the judicial calendar (judge, court, courthouses and districts)?	Y	
41	- Law category (civil, criminal, penal, juvenile/youth)?	Y	
42	- Judge in chambers or on the bench (in session)?	Y	
43	- Level of judge (justice of the peace/clerk or judge) ?	Y	
44	- Legal topic (e.g.: family law, small claims court, divorce law, etc.)?	Y	
45	- Type of hearing (e.g.: practice, merit, sentencing, etc.)	Y	
46	- Business/operational hours?	Y	
47	Does the software allow the clerk to manage the assignment of court personnel (court clerks, court ushers, etc.) while taking into account particular assignment parameters?	N	

Selecting prospective jurors			
48	Is the software capable of :		
49	- managing a database consisting of a large panel of prospective jurors, maintaining individual profiles of these prospective jurors and selected jurors?	Y	
50	- (randomly) selecting the persons called for jury duty?	Y	
51	- managing the dissemination of jury duty summons and electronic reminders as well as receiving candidates' responses?	Y	
52	- managing juror exemptions?	Y	
53	- calculating, recording and managing the jurors' taxation indemnities and allowances?	Y	

Fonctions liées aux tribunaux - ACS

Key criteria	Y/N	Additional comments and/or documentation references
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Managing pieces of evidence and managing items seized in criminal cases		
54	Does the software manage the registration, consultation, withdrawal, return, archiving, and/or destruction of exhibits or seized items within the rules, regulations, judges' orders and access parameters?	Y
55	- If so, is it capable of managing more than a single document, exhibit and seized items storage site (within one physical location) as well as more than one single physical storage location?	Y
56	- If so, does it allow for a configurable and secure management of exhibit and seized items registration, withdrawal and returns?	Y
57	Can an exhibit or a seized item be associated to more than one court record and irrespective of case type (civil, criminal, penal, etc.)?	Y

Instructing external resources		
58	Does the software allow the clerk to manage and monitor the execution of the various summons, warrants, simultaneous translation, and stenography mandates assigned to external resources (bailiffs, interpreters, stenographers, etc.)	Y
59	Does the software manage the professional fees billed to the Office of the Court by external resources?	Y

Drafting & editing judgments, orders, decisions, etc.			
60	How is the drafting and editing of judgments managed?		ACS JIS includes an on-line interface to MS Word an Corel WordPerfect through which common document templates may be stored and merged with case-specific data. The ability to recommend, draft, share, and edit documents related to judgment information may require the additional use of a third-party application designed for collaborative document sharing.
61	Does the software provide judgment management and access mechanisms?	Y	There are other third-party applications which can be used in conjunction with ACS JIS to accomplish this function.
62	Are judgments managed separately from court records?	Y	There are other third-party applications which can be used in conjunction with ACS JIS to accomplish this function.
63	Does the software provide a judgment drafting and editing tool or functionality that allows for the configuration of standard templates or forms?	Y	There are other third-party applications which can be used in conjunction with ACS JIS to accomplish this function.
64	- If so, which tool or function? (please provide documentation)		ACS JIS includes an on-line interface to MS Word an Corel WordPerfect through which common document templates may be stored and merged with case-specific data. The ability to recommend, draft, share, and edit documents related to judgment information may require the additional use of a third-party application designed for collaborative document sharing.
65	- If so, can the tool or function automatically retrieve data elements from the electronic court record?	Y	There are other third-party applications which can be used in conjunction with ACS JIS to accomplish this function.
66	- If so, does the tool or function possess content and form validation mechanisms such as required data fields, date formats, obligatory information elements, etc.?	Y	There are other third-party applications which can be used in conjunction with ACS JIS to accomplish this function.
67	Is the software configured to transmit judgments or notices of judgment electronically?	Y	There are other third-party applications which can be used in conjunction with ACS JIS to accomplish this function.
68	Does the software manage the automated distribution of judgments according to a configurable distribution specifications and list of recipients? Can it mask or black-out particular data elements or information contained in the judgments such as the names of some of the parties involved in the court case?	Y	There are other third-party applications which can be used in conjunction with ACS JIS to accomplish this function.

Processing subsequent to hearings and judgements		
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Fonctions liées aux tribunaux - ACS

Key criteria	Y/N	Additional comments and/or documentation references
69	Y	
70		
71	Y	
72	N	
73	Y	
74	Y	
75	Y	
76	Y	
77	Y	

Fonctions générales - Niche

Product : Niche COMS	Vendor: Niche Technology
Evaluator :	
Contact : Michael Weddle	Telephone #:
Date : June 7, 2002	

Survey criteria	Y / N	Additional comments and/or documentation references
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General Functionalities		
Workflow Management		
1	Are the software's business modules (district attorney module, courts module, etc.) independent of your workflow tool?	N The workflow tool is an integrated part of the system.
2	Can your workflow tool interact harmoniously with other third party workflow tools (if yes, specify the provider(s))?	N However, the systm does support integration with desktop productivity software such as Microsoft Outlook, which can be used to track appointments, reminders, send messages, etc.
3	Does your workflow tool trigger automated events and action reminders that can be customized to respond to varying parameters or criteria (variable delays, changes in deadlines, differences in court session management process, or alterations in certain defined fields)?	Y
4	In the case that your software does not have a workflow management tool, how is workflow managed within your application?	█ The task/workflow system is fully integrated in the application
5	Does your product manage the dates of change to the status of the various components of the file?	Y All data additions and changes are time stamped and logged.

Data Management		
6	Can your database be accessed with standard access mechanisms like ODBC? If yes, are you prepared to allow access to your database's table definition?	Y
7	Are all the fields in your software query enabled?	Y
8	Can your software be integrated into a electronic dashboard tool? If yes, which one?	
9	Does your software offer document indexing and full-text search tools?	Y Full text searching is built into the application.

Fonctions générales - Niche

Survey criteria		Y / N	Additional comments and/or documentation references
Data and Document Management and Exchange			
10	Does your software allow transmission of structured data, electronic forms and files (documents, images, sound files and video files) from one module to another or from your software to an external system?	Y	
11	What are the standards used by your software to support the various forms of electronic files (documents, images, sound files and video files)?		Still images are normally JPEG. All multimedia document formats for which there is a viewer available can be supported. The system provides generic containers for external documents (for example, voice and video clips, diagrams, etc. can be attached to a police occurrence.
12	Can we implement your software's various applications on different databases without loosing its capacity to integrate or does your software run solely on a unique database?	Y	The police records system and the corrections system can be run on distinct, possibly different, databases. All integration takes place at the middleware level, and is independent of the database used.
13	Does your product include (or easily integrate to) imaging and document management tools that allow for the attachment of scanned documents to an electronic file? (If an external product is used, please specify)	Y	Scanned documents can be attached directly to the electronic file.
14	Does the document management tool allow for the management of multiple versions of the same document?		
15	Does your product allow for the masking (black-out) of some information directly in the text of the document? If yes, what is the mechanism that is used?	Y	Depends on the type of document and the capabilities of the external viewer/editor that provides access to it. For example, Windows Imaging provides the requested capability for scanned documents.

Security Management			
16	Does your product allow for the management of access profiles and user groups in relation to rights, roles and responsibilities?	Y	Includes a fully functional role based access control (RBAC) security subsystem.
17	- If so, can one:		
18	Manage access rights (i.e. browse, update, delete)?	Y	
19	Control access to a specific element of a screen (i.e. menu options, controls)?	Y	
20	Control access to a file or a type of file? (juvenile file, civil file, file of a specific individual)	Y	
21	Control access to particular data? (i.e. a type of document or a personal data, partial contents of the file)	Y	
22	Does your product use a Public Key Infrastructure (PKI) for the purposes of authentication and electronic signature of documents, forms, etc?	Y	PKI integration facilities are provided to allow integration with any external security provider.
23	If so, how can the electronic signature affixed on the documents be preserved? Within the document? Separately in a database? Other method?		Electronic signature of a document is accomplished by checksumming (actually, a CRC) the data to be signed, which may include fielded data, a document, or both and encrypting it using the private key. The result is stored in the database and can be verified using the public key. Digital signatures using a signature pad are also available.
24	Does your product generate a detailed access log (Date, time, user, action)?	Y	
25	Is it possible to review the modification history (or modification log) of a given file (i.e. to know what value was changed, by whom, when, etc.)?	Y	

Fonctions générales - Niche

Survey criteria		Y / N	Additional comments and/or documentation references
Transaction Management			
26	Does your product allow the management of effectivity dates for parameter values? (e.g.. change of fees according to certain dates)	Y	
Drafting and Editing Assistance Tool			
27	Does your software offer the capability to integrate electronic forms and/or document templates (e.g. complaint, subpoena, warrant, opinion, summon, etc.)?	Y	
28	If so, what are the supported products? (Microsoft Word, Microsoft Excel, Acrobat, JetForm/Accellio/OpenText, etc.)		Microsoft Word. Support for other packages can be provided as required.
Agenda and Scheduler			
29	Does your product include an agenda or a scheduler function for each of the following resources: police officers, prosecutors or district attorneys, clerks of the courts, judges, courtrooms, specialized materials/equipment?	Y	Police officer scheduling is available.
30	Can the various agendas or schedulers be interconnected in order to take into consideration the availabilities of all concerned resources simultaneously?		Depends on interface to external court and prosecutions systems.
31	Does your product possess an agenda function that makes it possible to simultaneously plan and manage the availability of human and physical resources? (police officers, state prosecutors or district attorneys, clerks of the courts, judges, courtrooms, equipment)	N	
32	Is the agenda based on a commercial product ? If so, which product? (e.g.. Outlook, Lotus, Groupwise, etc.)		Integration with Outlook is provided.
Miscellaneous			
33	Which transition mechanisms and processes are favored when transferring paper files to electronic files?		Depends on user requirements.
34	Does your product support multiple and/or mass mailings (to several involved parties simultaneously)?		Can be supported through Microsoft Word mail merge integration
35	Does your product allow for the addition of data elements to existing database tables and screens?	Y	Requires source code and developer tools.
36	Does your software use the Metric or Imperial measurement system?	Y	User can select what measurement system to display in. All measurements can be entered in either system regardless of display choice.
37	Do you use a particular methodology when implementing your applications? (if yes, explain)	Y	Our methodology could be described as "infrastructure heavy". We develop generic functionality that is configured through "metadata" to provide the desired behavior. This makes the software robust and easy to configure/adapt.
38	Do you have alliances or partnerships with any suppliers? (If yes, which ones)		We have relationships with many suppliers, but they are generally project-dependent.
39	What are the characteristics of your client support department? (24/7, multilingual analysts, readiness for travel, in-house or outsourced)		For large projects, we provide 24/7 tier two support. The customer is expected to provide tier 1 (help desk) support locally. We provide limited tier 1 (end user) support during off-hours and in emergency situations. We require remote access (dialup, VPN, etc.) to system servers to provide support. Travel to customer sites for support purposes is discouraged, as it is time consuming and ineffective for most situations. Support is currently available in English only.
40	What is the current version of each of your modules? What are your plans with respect to developing and releasing future versions of your product?		Corrections system: 4.0.1. Police system: 3.0.7. New releases are provided approximately twice per year.
41	Can your product(s) technically evolve towards and leverage modern information and communications tools and environments? (e.g. the Web, wireless, PDAs, etc.)	Y	Web, wireless, PDAs are already all supported. Other relevant technologies will be supported as they become available.

Fonctions liées aux services correctionnels - Niche

Product : Niche COMS	Vendor: Niche Technology
Evaluator :	
Contact : Michael Weddle	Telephone #:
Date : June 7, 2002	

Please note that an offender as defined in this questionnaire can either be an inmate or someone on parole; probation or on conditional sentence order.

Survey criteria		Y / N	Additional comments and/or documentation references
Maintaining offenders' records			
1	Does the software support a single and permanent record per offender, with a unique identifier and used for sentences of incarceration, probation or parole?	Y	
2	Can an offender's record be reactivated subsequent to its archiving?	Y	Records are not generally archived. They are kept online, but may be hidden as required.
3	Can the offender's record automatically inherit certain information or data derived from prior judicial activities and their related applications (e.g.: court application)? Can the inmate's identification be transferred automatically?	Y	Requires an interface to the court application.
4	Are the inmate's pictures (in digital format) an integral part of the individual's identification record in the electronic record?	Y	
5	Does the software store the digital fingerprint number according to Canadian standards?	Y	
6	Does the software support the complete cycle of steps involved in managing a parole or a temporary absence (e.g.: creating and registering a request, recommendation, decision-making, decision publishing, certificate generation, revision, appeal, attestation of incarceration, etc.)?	Y	
7	Does the software assist in managing the various motions (e.g.: requests, complaints, claims, etc...) submitted or filed by an offender? Can this functionality be modified or configured according to various requirements or parameters?	Y	
8	Does the software assist in performing a high-level assessment of the records and in assigning these records to the appropriate correctional officers (e.g. probation officer, etc.) according to their current workload, their expertise and according to other allocation parameters?	Y	
Calculating sentences			
9	Can the sentence computation be configured and is the payment of a fine taken into consideration in the recalculation of a sentence?	Y	
10	In calculating the total sentence, does the software add the jail (or incarceration) time with probation (or parole) time?		The sentence calculation computes the complete sentence, including custody (jail or conditional), probation, and parole, including parole revocation. Concurrent and consecutive sentences are taken into account.
11	Can the seriousness of the inmate's offence be defined and configured through a parameter?	Y	
12	Subsequent to the payment of a fine, is the software capable of generating a financial transaction intended for an external accounting system?		This feature is not currently available. It can be added if required.
Incarceration support tools			
13	Does the software manage an inmate's personal belongings?	Y	
14	Does the software manage an inmate's funds?	Y	
15	Does the software manage an inmate's purchases while incarcerated?	Y	
16	Does the software manage an inmate's visitations by maintaining a list of authorized individuals whom can visit the inmate, as well as schedule and maintain a history of such visits?	Y	
17	Does the software manage the correctional facility's physical capacity for incarceration as well as a complete log or history of cell occupation?	Y	
18	Does the software record and manage an inmate's appointments (consultations, visits) with various health professionals? If so, please specify the available functionalities?	Y	Each inmate has a scheduled events list, which may include court appearances, doctor's appointments, probation reporting appointments, etc. The scheduled events can be queried/reported in a number of ways. For example, a probation officer can display a list of all the probation reporting events scheduled for his cases.

Fonctions liées aux services correctionnels - Niche

Survey criteria		Y / N	Additional comments and/or documentation references
19	Is it possible to record-to-file (in free-form text) a log of events relating to an inmate's daily activities at a correctional facility?	Y	"Running record" logs are provided for both custody and community corrections. Unit and shirt log recording (things that are not offender-specific) is also provided.
Managing offender activities			
20	Does the software chronologically record all the actions and measures taken with regards to an inmate ?	Y	
21	Does the software manage the inmate's transportation schedule and support all activities relating to his or her transportation?	Y	
22	Does the software assist in managing the agenda, actions and appointments required from an offender on parole, probation, temporary absence, etc.?	Y	
23	Does the software assist in the overall planning, scheduling, allocating and managing of inmate transportation requirements and transportation resources, with the particular capability of managing within specified parameters such as fleet capacity, criminal gang memberships or affiliations, inmate gender, etc. ?	Y	Gang memberships, separations, etc. are tracked. Fleet capacity planning is not currently provided.
24	Does the software link inmate transportation activities with the inmate's personal schedule?	Y	
25	Does the software record and manage an inmate's disciplinary incidents while detained or incarcerated and does it link (the impact of) such incidents with sentence calculation?	Y	
Evaluating offenders			
26	Does the software manage and record the Courts' (or judges') requests for pre-sentencing reports (such as automatically record the information contained in the judge's order to produce a report: judge's name, file number, date, date required, etc.)?	Y	Automatic population of this informate requires a court system interface.
27	Describe the software's functionality with respect to offender activity tracking, when the offender is serving his sentence in the community (while on probation, or on parole) ?		The system tracks reporting schedules, running record entries made by the probation officer or other supervisor, and treatment program assignments, attendance, and outcomes.
Assigning commissioners to parole hearings			
28	Does the software include a tool to schedule (calendar tool) and manage parole hearings while taking into account various parameters such as: the inmate's agenda, the commissioners' agenda and availabilities, the inmate's physical location of incarceration, the inmate's sentence, the parole hearing's geographic location, the resource and physical requirements of the hearing rooms, etc?	N	Not currently available.

Fonctions générales - Printrak

Product : Offendertrak	Vendor:
Evaluator :	
Contact :	Telephone #:
Date :	

	Survey criteria	Y / N	Additional comments and/or documentation references
General Functionalities			
Workflow Management			
1	Are the software's business modules (district attorney module, courts module, etc.) independent of your workflow tool?	N/A	
2	Can your workflow tool interact harmoniously with other third party workflow tools (if yes, specify the provider(s))?	N/A	
3	Does your workflow tool trigger automated events and action reminders that can be customized to respond to varying parameters or criteria (variable delays, changes in deadlines, differences in court session management process, or alterations in certain defined fields)?	Y	In conjunction with NAGS.
4	In the case that your software does not have a workflow management tool, how is workflow managed within your application?		Product has a Workflow module used exclusively within the product.
5	Does your product manage the dates of change to the status of the various components of the file?	Y	Audit trails.

	Data Management	Y / N	Additional comments and/or documentation references
6	Can your database be accessed with standard access mechanisms like ODBC? If yes, are you prepared to allow access to your database's table definition?	Y	
7	Are all the fields in your software query enabled?	N	Not all, but many.
8	Can your software be integrated into a electronic dashboard tool? If yes, which one?	N	Product does not have SNMP Traps embedded. However, standard system SNMP events are supported via vendors MIB
9	Does your software offer document indexing and full-text search tools?	N	

Fonctions générales - Printrak

Survey criteria		Y / N	Additional comments and/or documentation references
Data and Document Management and Exchange			
10	Does your software allow transmission of structured data, electronic forms and files (documents, images, sound files and video files) from one module to another or from your software to an external system?	Y	System offer a interface engine for exchanging data with external systems. System also offers a report export tool that prints reports to pdf files.
11	What are the standards used by your software to support the various forms of electronic files (documents, images, sound files and video files)?	N	Product supports a wide variety of industry standard storage formats
12	Can we implement your software's various applications on different databases without loosing its capacity to integrate or does your software run solely on a unique database?	N	System runs on Oracle RDBMS.
13	Does your product include (or easily integrate to) imaging and document management tools that allow for the attachment of scanned documents to an electronic file? (If an external product is used, please specify)	Y	
14	Does the document management tool allow for the management of multiple versions of the same document?	Y	
15	Does your product allow for the masking (black-out) of some information directly in the text of the document? If yes, what is the mechanism that is used?	N	Entire documents are controlled via system security, but on portions of the documents.

Security Management			
16	Does your product allow for the management of access profiles and user groups in relation to rights, roles and responsibilities?	Y	
17	- If so, can one:		
18	Manage access rights (i.e. browse, update, delete)?	Y	
19	Control access to a specific element of a screen (i.e. menu options, controls)?	Y	
20	Control access to a file or a type of file? (juvenile file, civil file, file of a specific individual)	Y	
21	Control access to particular data? (i.e. a type of document or a personal data, partial contents of the file)	Y	
22	Does your product use a Public Key Infrastructure (PKI) for the purposes of authentication and electronic signature of documents, forms, etc?	Y	
23	If so, how can the electronic signature affixed on the documents be preserved? Within the document? Separately in a database? Other method?	N	Within the document.
24	Does your product generate a detailed access log (Date, time, user, action)?	Y	
25	Is it possible to review the modification history (or modification log) of a given file (i.e. to know what value was changed, by whom, when, etc.)?	Y	100%

Fonctions générales - Printrak

Survey criteria		Y / N	Additional comments and/or documentation references
Transaction Management			
26	Does your product allow the management of effectivity dates for parameter values? (e.g.. change of fees according to certain dates)	Y	
Drafting and Editing Assistance Tool			
27	Does your software offer the capability to integrate electronic forms and/or document templates (e.g. complaint, subpoena, warrant, opinion, summon, etc.)?	Y	
28	If so, what are the supported products? (Microsoft Word, Microsoft Excel, Acrobat, JetForm/Accellio/Openext, etc.)		DHTML. MS Office (Word, Excel) can be used but not recommended.
Agenda and Scheduler			
29	Does your product include an agenda or a scheduler function for each of the following resources: police officers, prosecutors or district attorneys, clerks of the courts, judges, courtrooms, specialized materials/equipment?	N	
30	Can the various agendas or schedulers be interconnected in order to take into consideration the availabilities of all concerned resources simultaneously?	N	
31	Does your product possess an agenda function that makes it possible to simultaneously plan and manage the availability of human and physical resources? (police officers, state prosecutors or district attorneys, clerks of the courts, judges, courtrooms, equipment)	N	Venue management is being added to be used in conjunction with Inmate scheduling.
32	Is the agenda based on a commercial product ? If so, which product? (e.g.. Outlook, Lotus, Groupwise, etc.)	N	
Miscellaneous			
33	Which transition mechanisms and processes are favored when transferring paper files to electronic files?		Printrak will work with the customer to determine the best approach for them. Our solution is flexible and allows the customer considerable freedom
34	Does your product support multiple and/or mass mailings (to several involved parties simultaneously)?	N	
35	Does your product allow for the addition of data elements to existing database tables and screens?	Y	Using our "other attributes" feature.
36	Does your software use the Metric or Imperial measurement system?	Y	Either, it is a configurable setting.
37	Do you use a particular methodology when implementing your applications? (if yes, explain)	Y	Printrak/Motorola methodologies.
38	Do you have alliances or partnerships with any suppliers? (If yes, which ones)	Y	Mircosoft, Oracle, Compaq.
39	What are the characteristics of your client support department? (24/7, multilingual analysts, readiness for travel, in-house or outsourced)		Our support group is an in-house 24/7 shop handling all issues. A defined escalation procedure includes steps to higher management at defined times and includes travel when required.
40	What is the current version of each of your modules? What are your plans with respect to developing and releasing future versions of your product?		The current version is 6.0 with an ongoing commitment to developing and upgrading the product for the long term.
41	Can your product(s) technically evolve towards and leverage modern information and communications tools and environments? (e.g. the Web, wireless, PDAs, etc.)	Y	

Fonctions liées aux services correctionnels - Printrak

Product : Offendertrak	Vendor:
Evaluator :	
Contact:	Telephone #:
Date :	

	Survey criteria	Y / N	Additional comments and/or documentation references
Maintaining offenders' records			
1	Does the software support a single and permanent record per inmate, with a unique identifier and used for sentences of incarceration, probation or parole?	Y	
2	Can an inmate's record be reactivated subsequent to its archiving?	Y	
3	Can the inmate's record automatically inherit certain information or data derived from prior judicial activities and their related applications (e.g.: court application)? Can the inmate's identification be transferred automatically?	Y	
4	Are the inmate's pictures (in digital format) an integral part of the individual's identification record in the electronic record?	Y	
5	Does the software store the digital fingerprint number according to Canadian standards?	Y	The product can store the fingerprint in the same format as Canadian standards using international compression formats for the images
6	Does the software support the complete cycle of steps involved in managing a parole or a temporary absence (e.g.: creating and registering a request, recommendation, decision-making, decision publishing, certificate generation, revision, appeal, attestation of incarceration, etc.)?	N	System doesn't manage probation/parole.
7	Does the software assist in managing the various motions (e.g.: requests, complaints, claims, etc...) submitted or filed by an inmate? Can this functionality be modified or configured according to various requirements or parameters?	Y	
8	Does the software assist in performing a high-level assessment of the records and in assigning these records to the appropriate correctional officers (e.g. probation officer, etc.) according to their current workload, their expertise and according to other allocation parameters?	Y	

Calculating sentences			
9	Can the sentence computation be configured and is the payment of a fine taken into consideration in the recalculation of a sentence?	N	
10	In calculating the total sentence, does the software add the jail (or incarceration) time with probation (or parole) time?	N	System doesn't manage probation/parole.
11	Can the seriousness of the inmate's offence be defined and configured through a parameter?	Y	
12	Subsequent to the payment of a fine, is the software capable of generating a financial transaction intended for an external accounting system?	N	

Incarceration support tools			
13	Does the software manage an inmate's personal belongings?	Y	
14	Does the software manage an inmate's funds?	Y	
15	Does the software manage an inmate's purchases while incarcerated?	Y	
16	Does the software manage an inmate's visitations by maintaining a list of authorized individuals whom can visit the inmate, as well as schedule and maintain a history of such visits?	Y	
17	Does the software manage the correctional facility's physical capacity for incarceration as well as a complete log or history of cell occupation?	Y	
18	Does the software record and manage an inmate's appointments (consultations, visits) with various health professionals? If so, please specify the available functionalities?	Y	
19	Is it possible to record-to-file (in free-form text) a log of events relating to an inmate's daily activities at a correctional facility?	Y	

Fonctions liées aux services correctionnels - Printrak

Survey criteria		Y / N	Additional comments and/or documentation references
Managing offender activities			
20	Does the software chronologically record all the actions and measures taken with regards to an inmate ?	Y	Audit trail.
21	Does the software manage the inmate's transportation schedule and support all activities relating to his or her transportation?	Y	
22	Does the software assist in managing the agenda, actions and appointments required from an inmate on parole, probation, temporary absence, etc.?	N	System doesn't manage probation/parole.
23	Does the software assist in the overall planning, scheduling, allocating and managing of inmate transportation requirements and transportation resources, with the particular capability of managing within specified parameters such as fleet capacity, criminal gang memberships or affiliations, inmate gender, etc.) ?	Y	
24	Does the software link inmate transportation activities with the inmate's personal schedule?	N	
25	Does the software record and manage an inmate's disciplinary incidents while detained or incarcerated and does it link (the impact of) such incidents with sentence calculation?	N	System manages incidents, but it currently does not tie them to sentence calculation.
Evaluating offenders			
26	Does the software manage and record the Courts' (or judges') requests for pre-sentencing reports (such as automatically record the information contained in the judge's order to produce a report: judge's name, file number, date, date required, etc.)?	N	System doesn't manage courts.
27	Describe the software's functionality with respect to offender activity tracking, when the offender is serving his sentence in the community (while on probation, or on parole) ?		System doesn't manage community corrections. Offendertrak is an institutional system.
Assigning commissioners to parole hearings			
28	Does the software include a tool to schedule (calendar tool) and manage parole hearings while taking into account various parameters such as: the inmate's agenda, the commissioners' agenda and availabilities, the inmate's physical location of incarceration, the inmate's sentence, the parole hearing's geographic location, the resource and physical requirements of the hearing rooms, etc?	N	

Fonctions générales - Syscon

Product : TAG v.6.01	Vendor: SYSCON JUSTICE SYSTEMS LTD
Evaluator :	
Contact : Jim Ingram	Telephone #: 604 606-7650 loc 7662
Date :	

	Survey criteria	Y / N	Additional comments and/or documentation references
General Functionalities			
Workflow Management			
1	Are the software's business modules (district attorney module, courts module, etc.) independent of your workflow tool?	Y	see 4 below
2	Can your workflow tool interact harmoniously with other third party workflow tools (if yes, specify the provider(s))?	N	Syscon would need considerably more detail to understand the nature of the relationship with the third-party product
3	Does your workflow tool trigger automated events and action reminders that can be customized to respond to varying parameters or criteria (variable delays, changes in deadlines, differences in court session management process, or alterations in certain defined fields)?	Y	see 4 below
4	In the case that your software does not have a workflow management tool, how is workflow managed within your application?		The TAG product includes a number of workflow management tools, including process checklists, automatic screen direction, etc. Each of these functions is user-definable to produce a very large degree of flexibility. For the management of community work, TAG includes a comprehensive Workload Management tool (see section 2.7 of the Additional Information package)
5	Does your product manage the dates of change to the status of the various components of the file?	Y	

	Data Management	Y / N	Additional comments and/or documentation references
6	Can your database be accessed with standard access mechanisms like ODBC? If yes, are you prepared to allow access to your database's table definition?	Y	TAG's Oracle database is both SQL and ODBC compliant, allowing for easy access to data via industry-standard interfaces. Data can be accessed from WORD templates, MS Access, Seagate's Crystal Reports, Oracle Report Writer, Oracle Discoverer, Express, and a large number of other third party Ad-Hoc Reporting tools.
7	Are all the fields in your software query enabled?	Y	
8	Can your software be integrated into a electronic dashboard tool? If yes, which one?	N	
9	Does your software offer document indexing and full-text search tools?	Y	Oracle 9i allows for this functionality. However, the TAG application has not implemented thus far.

Fonctions générales - Syscon

Survey criteria		Y / N	Additional comments and/or documentation references
Data and Document Management and Exchange			
10	Does your software allow transmission of structured data, electronic forms and files (documents, images, sound files and video files) from one module to another or from your software to an external system?	Y	TAG can incorporate files of many media types (please see section 4.3.3. Of the Additional Information package). The application is fully integrated and therefore the transfer from one module to another does not occur.
11	What are the standards used by your software to support the various forms of electronic files (documents, images, sound files and video files)?		Please see section 4.3.3. Of the Additional Information package
12	Can we implement your software's various applications on different databases without loosing its capacity to integrate or does your software run solely on a unique database?	N	TAG is developed for and on the ORACLE database
13	Does your product include (or easily integrate to) imaging and document management tools that allow for the attachment of scanned documents to an electronic file? (If an external product is used, please specify)	Y	Please see sections 4.3.1. and 4.3.3. Of the Additional Information package.
14	Does the document management tool allow for the management of multiple versions of the same document?	Y	Please see sections 4.3.1. of the Additional Information package.
15	Does your product allow for the masking (black-out) of some information directly in the text of the document? If yes, what is the mechanism that is used?	N	Our reading of this requirement is that incoming scanned documents are to be partially blacked out. TAG will not do this.

Security Management		Y / N	Additional comments and/or documentation references
16	Does your product allow for the management of access profiles and user groups in relation to rights, roles and responsibilities?	Y	Please see sections 6.4.2. and 2.4 of the Additional Information package.
17	- If so, can one:		
18	Manage access rights (i.e. browse, update, delete)?	Y	Please see sections 6.4.2. and 2.4 of the Additional Information package.
19	Control access to a specific element of a screen (i.e. menu options, controls)?	Y	Please see sections 6.4.2. and 2.4 of the Additional Information package.
20	Control access to a file or a type of file? (juvenile file, civil file, file of a specific individual)	Y	Please see sections 6.4.2. and 2.4 of the Additional Information package.
21	Control access to particular data? (i.e. a type of document or a personal data, partial contents of the file)	Y	Please see sections 6.4.2. and 2.4 of the Additional Information package.
22	Does your product use a Public Key Infrastructure (PKI) for the purposes of authentication and electronic signature of documents, forms, etc?	N	
23	If so, how can the electronic signature affixed on the documents be preserved? Within the document? Separately in a database? Other method?		
24	Does your product generate a detailed access log (Date, time, user, action)?	Y	TAG can produce detailed audit trails
25	Is it possible to review the modification history (or modification log) of a given file (i.e. to know what value was changed, by whom, when, etc.)?	Y	TAG can produce detailed audit trails

Fonctions générales - Syscon

Survey criteria		Y / N	Additional comments and/or documentation references
Transaction Management			
26	Does your product allow the management of effectivity dates for parameter values? (e.g.. change of fees according to certain dates)	Y	
Drafting and Editing Assistance Tool			
27	Does your software offer the capability to integrate electronic forms and/or document templates (e.g. complaint, subpoena, warrant, opinion, summon, etc.)?	Y	Please see section 4.3.1. Of the Additional Information package
28	If so, what are the supported products? (Microsoft Word, Microsoft Excel, Acrobat, JetForm/Accellio/Openext, etc.)		Microsoft WORD
Agenda and Scheduler			
29	Does your product include an agenda or a scheduler function for each of the following resources: police officers, prosecutors or district attorneys, clerks of the courts, judges, courtrooms, specialized materials/equipment?	n/a	The TAG product is for correctional officers (institutional and probation) only.
30	Can the various agendas or schedulers be interconnected in order to take into consideration the availabilities of all concerned resources simultaneously?	n/a	The TAG product is for correctional officers (institutional and probation) only.
31	Does your product possess an agenda function that makes it possible to simultaneously plan and manage the availability of human and physical resources? (police officers, state prosecutors or district attorneys, clerks of the courts, judges, courtrooms, equipment)	n/a	The TAG product is for correctional officers (institutional and probation) only.
32	Is the agenda based on a commercial product ? If so, which product? (e.g.. Outlook, Lotus, Groupwise, etc.)	n/a	The TAG product is for correctional officers (institutional and probation) only.
Miscellaneous			
33	Which transition mechanisms and processes are favored when transferring paper files to electronic files?		Document scanning or simple file attachment (please see sections 4.3.1. And 4.3.3. Of the Additional Information package)
34	Does your product support multiple and/or mass mailings (to several involved parties simultaneously)?	Y	
35	Does your product allow for the addition of data elements to existing database tables and screens?	Y	
36	Does your software use the Metric or Imperial measurement system?	Y	Both -- user-definable switch.
37	Do you use a particular methodology when implementing your applications? (if yes, explain)	Y	Please see section 6 of the Additional Information package.
38	Do you have alliances or partnerships with any suppliers? (If yes, which ones)	Y	Oracle alliance partner
39	What are the characteristics of your client support department? (24/7, multilingual analysts, readiness for travel, in-house or outsourced)		
40	What is the current version of each of your modules? What are your plans with respect to developing and releasing future versions of your product?		The TAG version currently being delivered in version 6.01. Major releases follow significant technological changes (i.e., version 6 representewd the first fully web-based version of TAG), while minor releases are issued throughout the year as development warrants
41	Can your product(s) technically evolve towards and leverage modern information and communications tools and environments? (e.g. the Web, wireless, PDAs, etc.)	Y	We are very proud to be a leader in technological advancement as our product has moved forward.

Fonctions liées aux services correctionnels - Syscon

Product : TAG v.6.01	Vendor: Syscon Justice Systems
Evaluator :	
Contact: Jim Ingram	Telephone #: 604 606-7650 loc 7662
Date :	

	Survey criteria	Y / N	Additional comments and/or documentation references
Maintaining offenders' records			
1	Does the software support a single and permanent record per inmate, with a unique identifier and used for sentences of incarceration, probation or parole?	Y	Please see section 1.3 of Additional Information package
2	Can an inmate's record be reactivated subsequent to its archiving?	Y	Please see section 1 of Additional Information package
3	Can the inmate's record automatically inherit certain information or data derived from prior judicial activities and their related applications (e.g.: court application)? Can the inmate's identification be transferred automatically?	Y	Please see section 1 of Additional Information package
4	Are the inmate's pictures (in digital format) an integral part of the individual's identification record in the electronic record?	Y	Please see section 4.1 of Additional Information package
5	Does the software store the digital fingerprint number according to Canadian standards?	Y	
6	Does the software support the complete cycle of steps involved in managing a parole or a temporary absence (e.g.: creating and registering a request, recommendation, decision-making, decision publishing, certificate generation, revision, appeal, attestation of incarceration, etc.)?	Y	While requiring more details on the exact process, Syscon believes that TAG will be fully compliant. We would point to sections 3.7 (for Inmate Requests) and 3.4 (Schedules & Movements, for Temporary Absences) in the Additional Information package
7	Does the software assist in managing the various motions (e.g.: requests, complaints, claims, etc...) submitted or filed by an inmate? Can this functionality be modified or configured according to various requirements or parameters?	Y	Please see section 3.7 of Additional Information package
8	Does the software assist in performing a high-level assessment of the records and in assigning these records to the appropriate correctional officers (e.g. probation officer, etc.) according to their current workload, their expertise and according to other allocation parameters?	Y	Syscon believes TAG will be fully compliant with this requirement. We would point to section 2.7 with regard to Officer Workload Management, and section 3.3 for Inmate Assessment.

	Survey criteria	Y / N	Additional comments and/or documentation references
Calculating sentences			
9	Can the sentence computation be configured and is the payment of a fine taken into consideration in the recalculation of a sentence?	Y	Please see section 3.2.1. of Additional Information package
10	In calculating the total sentence, does the software add the jail (or incarceration) time with probation (or parole) time?	Y	Please see section 3.2.1. of Additional Information package
11	Can the seriousness of the inmate's offence be defined and configured through a parameter?	Y	Please see section 3.2.1. of Additional Information package
12	Subsequent to the payment of a fine, is the software capable of generating a financial transaction intended for an external accounting system?	Y	Please see section 2.8. of Additional Information package

	Survey criteria	Y / N	Additional comments and/or documentation references
Incarceration support tools			
13	Does the software manage an inmate's personal belongings?	Y	Please see section 3.10. of Additional Information package
14	Does the software manage an inmate's funds?	Y	Please see section 3.13. of Additional Information package
15	Does the software manage an inmate's purchases while incarcerated?	Y	Please see section 3.14. of Additional Information package
16	Does the software manage an inmate's visitations by maintaining a list of authorized individuals whom can visit the inmate, as well as schedule and maintain a history of such visits?	Y	Please see section 3.9. of Additional Information package
17	Does the software manage the correctional facility's physical capacity for incarceration as well as a complete log or history of cell occupation?	Y	Please see section 4.1.4. of Additional Information package
18	Does the software record and manage an inmate's appointments (consultations, visits) with various health professionals? If so, please specify the available functionalities?	Y	Please see section 3.4. of Additional Information package
19	Is it possible to record-to-file (in free-form text) a log of events relating to an inmate's daily activities at a correctional facility?	Y	Please see section 3.6.2. (Offender Case Notes) and section 3.11 (Incident Logs) of Additional Information package

Fonctions liées aux services correctionnels - Syscon

Survey criteria		Y / N	Additional comments and/or documentation references
Managing offender activities			
20	Does the software chronologically record all the actions and measures taken with regards to an inmate ?	Y	The TAG system includes both Case Notes screens (for recording and reviewing Case Management information) and a multitude of historical inquiry screens that allow the display (subject to security) of all aspects of an inmate's current or previous incarcerations.
21	Does the software manage the inmate's transportation schedule and support all activities relating to his or her transportation?	Y	Please see section 3.4. of Additional Information package
22	Does the software assist in managing the agenda, actions and appointments required from an inmate on parole, probation, temporary absence, etc.?	Y	The Temporary Absence portions of the Schedules & Movements module (see section 3.4) handles appointments and validation of T/A movements. For offenders on community sentences, TAG includes a wide variety of tracking and monitoring functionality (see sections 2.3 and 2.4 of the Additional Information package.
23	Does the software assist in the overall planning, scheduling, allocating and managing of inmate transportation requirements and transportation resources, with the particular capability of managing within specified parameters such as fleet capacity, criminal gang memberships or affiliations, inmate gender, etc.) ?	Y	Syscon believes that TAG will be compliant for this functionality (see section 3.4 for inmate movements, and section 3.5 for Gangs and Non-Association functionality). With regard to fleet management, TAG has designed some functionality to handle this but would require more detailed information to ascertain its suitability.
24	Does the software link inmate transportation activities with the inmate's personal schedule?	Y	Please see section 3.4. of Additional Information package
25	Does the software record and manage an inmate's disciplinary incidents while detained or incarcerated and does it link (the impact of) such incidents with sentence calculation?	Y	Please see section 3.11. of Additional Information package
Evaluating offenders			
26	Does the software manage and record the Courts' (or judges') requests for pre-sentencing reports (such as automatically record the information contained in the judge's order to produce a report: judge's name, file number, date, date required, etc.)?	Y	Please see section 3.2. of Additional Information package
27	Describe the software's functionality with respect to offender activity tracking, when the offender is serving his sentence in the community (while on probation, or on parole) ?		For offenders on community sentences, TAG includes a wide variety of tracking and monitoring functionality (see sections 2.3 and 2.4 of the Additional Information package.)
Assigning commissioners to parole hearings			
28	Does the software include a tool to schedule (calendar tool) and manage parole hearings while taking into account various parameters such as: the inmate's agenda, the commissioners' agenda and availabilities, the inmate's physical location of incarceration, the inmate's sentence, the parole hearing's geographic location, the resource and physical requirements of the hearing rooms, etc?	Y/N	Syscon anticipates that TAG will be partially compliant with these requirements. Parole hearing management functionality is within TAG's capabilities (it is being for such in a number of jurisdictions) but we would require more detail to ascertain the exact requirements.

Fonctions générales - Tiburon

Product : FACTS	Vendor: Tiburon, Inc.
Evaluator :	
Contact : Trish Layne	Telephone #: 415.956.3800 x1370
Date : 5/21/02	

	Survey criteria	Y / N	Additional comments and/or documentation references
General Functionalities			
Workflow Management			
1	Are the software's business modules (district attorney module, courts module, etc.) independent of your workflow tool?	N	
2	Can your workflow tool interact harmoniously with other third party workflow tools (if yes, specify the provider(s))?	N	
3	Does your workflow tool trigger automated events and action reminders that can be customized to respond to varying parameters or criteria (variable delays, changes in deadlines, differences in court session management process, or alterations in certain defined fields)?	Y	
4	In the case that your software does not have a workflow management tool, how is workflow managed within your application?		
5	Does your product manage the dates of change to the status of the various components of the file?	Y	

Data Management			
6	Can your database be accessed with standard access mechanisms like ODBC? If yes, are you prepared to allow access to your database's table definition?	Y	
7	Are all the fields in your software query enabled?	Y	
8	Can your software be integrated into a electronic dashboard tool? If yes, which one?		
9	Does your software offer document indexing and full-text search tools?	Y	Capability offered through an interface to an EDMS

Fonctions générales - Tiburon

Survey criteria		Y / N	Additional comments and/or documentation references
Data and Document Management and Exchange			
10	Does your software allow transmission of structured data, electronic forms and files (documents, images, sound files and video files) from one module to another or from your software to an external system?	N	
11	What are the standards used by your software to support the various forms of electronic files (documents, images, sound files and video files)?		
12	Can we implement your software's various applications on different databases without losing its capacity to integrate or does your software run solely on a unique database?	Y	Unique Database
13	Does your product include (or easily integrate to) imaging and document management tools that allow for the attachment of scanned documents to an electronic file? (If an external product is used, please specify)	Y	VisaFlow
14	Does the document management tool allow for the management of multiple versions of the same document?	Y	
15	Does your product allow for the masking (black-out) of some information directly in the text of the document? If yes, what is the mechanism that is used?	N	The EDMS toll offers this capability.

Security Management		Y / N	Additional comments and/or documentation references
16	Does your product allow for the management of access profiles and user groups in relation to rights, roles and responsibilities?	Y	
17	- If so, can one:		
18	Manage access rights (i.e. browse, update, delete)?	Y	
19	Control access to a specific element of a screen (i.e. menu options, controls)?	Y	
20	Control access to a file or a type of file? (juvenile file, civil file, file of a specific individual)	Y	
21	Control access to particular data? (i.e. a type of document or a personal data, partial contents of the file)	N	
22	Does your product use a Public Key Infrastructure (PKI) for the purposes of authentication and electronic signature of documents, forms, etc?	N	
23	If so, how can the electronic signature affixed on the documents be preserved? Within the document? Separately in a database? Other method?		
24	Does your product generate a detailed access log (Date, time, user, action)?	Y	
25	Is it possible to review the modification history (or modification log) of a given file (i.e. to know what value was changed, by whom, when, etc.)?	N	

Fonctions générales - Tiburon

Survey criteria		Y / N	Additional comments and/or documentation references
Transaction Management			
26	Does your product allow the management of effectivity dates for parameter values? (e.g.. change of fees according to certain dates)	Y	
Drafting and Editing Assistance Tool			
27	Does your software offer the capability to integrate electronic forms and/or document templates (e.g. complaint, subpoena, warrant, opinion, summon, etc.)?	Y	
28	If so, what are the supported products? (Microsoft Word, Microsoft Excel, Acrobat, JetForm/Accellio/Openext, etc.)		A variety, including Word, JetForm, Crystal Reports, etc.
Agenda and Scheduler			
29	Does your product include an agenda or a scheduler function for each of the following resources: police officers, prosecutors or district attorneys, clerks of the courts, judges, courtrooms, specialized materials/equipment?	Y	
30	Can the various agendas or schedulers be interconnected in order to take into consideration the availabilities of all concerned resources simultaneously?	Y	
31	Does your product possess an agenda function that makes it possible to simultaneously plan and manage the availability of human and physical resources? (police officers, state prosecutors or district attorneys, clerks of the courts, judges, courtrooms, equipment)	Y	Conflict reports are produced. The actual creation of an agenda item is not dynamically constrained by all resource availabilities.
32	Is the agenda based on a commercial product ? If so, which product? (e.g.. Outlook, Lotus, Groupwise, etc.)	N	
Miscellaneous			
33	Which transition mechanisms and processes are favored when transferring paper files to electronic files?		Determined by the linked EDMS
34	Does your product support multiple and/or mass mailings (to several involved parties simultaneously)?	Y	
35	Does your product allow for the addition of data elements to existing database tables and screens?	N	
36	Does your software use the Metric or Imperial measurement system?	Y	
37	Do you use a particular methodology when implementing your applications? (if yes, explain)	Y	Methodology includes business practice reviews, tables and user training, validation/performance testing, etc.
38	Do you have alliances or partnerships with any suppliers? (If yes, which ones)	N	
39	What are the characteristics of your client support department? (24/7, multilingual analysts, readiness for travel, in-house or outsourced)		24/7, in-house, readiness for travel, account and project managers
40	What is the current version of each of your modules? What are your plans with respect to developing and releasing future versions of your product?		Version 6.2. Generally, versions are available every 18-24 months. Interim releases of a version are available every 6-12 months. Builds of a release are available every 3 months.
41	Can your product(s) technically evolve towards and leverage modern information and communications tools and environments? (e.g. the Web, wireless, PDAs, etc.)	Y	

Fonctions liées aux SPG - Tiburon

Survey Criteria		Y / N	Additional comments and/or documentation references
Other functions			
12	Does the software assist the DA in managing his or her interactions and communications with the witnesses and/or victims?	Y	Event and Narrative records can be added for the various interaction activities and communications with witnesses, victims or any other persons/parties, then event and case defendant or history reports can be produced as needed.
13	Does the software have an integrated time recording or reporting tool in order for the DA to accurately audit the time and effort spent on a particular file or set of files? If not, can this type of function be easily integrated?	N	
14	How is the information and data provided by the law enforcement officers (in their request to institute proceedings or other forms) fed into the District Attorney module?	Y	Manually entered by an operator. Officer and persons records can be transferred from a Tiburon law enforcement system once the case is created. Case, defendant, charges and first event can be transferred from a Tiburon jail system.
15	How is data and information that originates from an external law enforcement system integrated into the DA case-file module (e.g. data that originates from a law enforcement module developed by second supplier or a custom-built law enforcement solution from a third supplier)?	Y	Manually entered by an operator.

Fonctions liées aux tribunaux - Tiburon

Product: FACTS	Vendor: Tiburon, Inc.
Evaluator :	
Contact : Trish Layne	Telephone #: 415.956.3800 x1370
Date : 5/21/02	

	Survey criteria	Y/N	Additional comments and/or documentation references
Supporting the client			
1	Does the module assist the clerk' office (office of the court) in scheduling and managing citizen's appointment for such events as small claims documentation preparation and civil marriages, etc. ?	Y	The Facts calendar module assists in scheduling and managing appointments by date and time, appointment type, and responsible clerk.
2	If so, does it allow to:	Y	
3	- assign the responsible clerk?	Y	
4	- manage the coordinates of the citizen who presents his request?	Y	
5	- identify the date and the hour of the appointment?	Y	
6	- Identify the type of appointment (ex: small claims, wedding, etc.) ?	Y	
7	- manage the reminders and call-backs?	Y	Reminders can be sent using the calendar module and call backs can be handled in the due date module.
8	- present statistical data on the appointments (time of interview, type of interviews, etc.) ?	Y	Through the use of an ad hoc report writer.

	Survey criteria	Y/N	Additional comments and/or documentation references
Registering proceedings			
9	Does the software allow the filling and registration of court proceedings via remote electronic means?	N	The functionality described in this section can be supplied through customization.
10	- If so, how is the registration carried out? What are the validation mechanisms?	N	
11	- If so, can an automated electronic court record be created according the case and proceeding type?	N	
12	- If so, can the court ledger (or docket) be automatically created and/or updated with the record of the proceeding?	N	
13	- If so, can the clerk manage the transactions in the automated court ledger management module or function?	N	
14	- If so, can an automated financial transaction be created (i.e. can it determine the requisite court fees) and can it generate and mange an electronic payment (ex: by credit card)?	N	
15	- If so, can an regular and detailed monitoring of all transactions be performed on all of the registrations of proceedings (received, accepted, refused) ?	N	
16	- If so, can it create and transmit an automated acknowledgement of receipt to the party registering the proceeding?	N	

	Survey criteria	Y/N	Additional comments and/or documentation references
Managing court records			
17	Does the software manage electronic court records irrespective of case type (criminal, civil, penal, youth) or does it manage only all court records of same nature the same way?	Y	Cases, parties, and or addresses can be restricted to only users allowed to see the data.
18	Can the software be configured to respond to the different requirements that :		
19	several court districts (level of courts: trial court, superior court, court of appeals) may require?	Y	
20	several jurisdictions (geographic court districts: over 50 courthouses) may require?	Y	
21	several legal topics (e.g.: family law, bankruptcy law, divorce law, criminal law, smalls claims, etc.) may require?	Y	
22	Can the software associate a civil court record and a criminal court record that both implicate or concern the same individual? How does it accomplish this?	Y	The user may associate cases in the "associated cases" function of FACTS. The cases are linked in the module and the user may click on a button to see which cases are associated and the reason they are associated.
23	Does the software offer archiving functions?	Y	
24	- If so, can the archiving parameters be configured?	Y	
25	Does the software allow for the partial or total disposal of a court record (e.g.: subsequent to a pardon, etc.)	Y	

Fonctions liées aux tribunaux - Tiburon

Survey criteria		Y/N	Additional comments and/or documentation references
Configuring the court calendar and the judges' schedule			
26	Can the software configure a court calendar according to a set of parameters that concern:	Y	The user populates tables that define the court and location, the type of hearing, dates and hours, topic of hearing and place of hearing.
27	- Court district (level) and court jurisdiction (courthouse), court room type, ?	Y	
28	- Law category (civil, criminal, penal, juvenile/youth)?	Y	
29	- Judge in chambers or on the bench (in session)?	Y	
30	- Level of judge (justice of the peace/clerk or judge) ?	Y	
31	- Legal topic (e.g.: family law, small claims court, divorce law, etc.)?	Y	
32	- Type of hearing (e.g.: practice, merit, sentencing, etc.)	Y	
33	- Business/operational hours?	Y	
34	Does the software ensure strict confidentiality with respect to the court calendar's and the judges' schedule contents?	Y	
35	Does the software provide a function in order for the Chief, Associate or Coordinating judge of each district to configure the agendas of the entire complement of judge's, to coordinate and assign judges to court rooms, and to manage all the parameters and constraints requested by the judges themselves (e.g.: holidays, availability, training, conferences, etc.)	Y	
36	Can the software generate assignment, workload and productivity statistics ?	Y	This is accomplished with ad hoc reports.

Managing rolls for hearing			
37	Can the software conform to the various parameters generated by the judicial calendar and the judges' schedules when generating the roll for hearing? (these parameters should be non-modifiable by the person responsible for generating the court-roll)	Y	
38	How can the software be configured for this function?		The schedules are created in an ad hoc report writer such as Crystal . The user controls the structure and if the person can modify the report or just run the report.
39	Can the software generate the roll for hearing based on a series of parameters such as:	Y	
40	- The magistrates' agenda and the judicial calendar (judge , court, courthouses and districts)?	Y	
41	- Law category (civil, criminal, penal, juvenile/youth)?	Y	
42	- Judge in chambers or on the bench (in session)?	Y	
43	- Level of judge (justice of the peace/clerk or judge) ?	Y	
44	- Legal topic (e.g.: family law, small claims court, divorce law, etc.)?	Y	
45	- Type of hearing (e.g.: practice, merit, sentencing, etc.)	Y	
46	- Business/operational hours?	Y	
47	Does the software allow the clerk to manage the assignment of court personnel (court clerks, court ushers, etc.) while taking into account particular assignment parameters?	N	Capability is limited unless customization is provided.

Selecting prospective jurors			
48	Is the software capable of :		
49	- managing a database consisting of a large panel of prospective jurors, maintaining individual profiles of these prospective jurors and selected jurors?	N	The functionality described in this section can be supplied through customization.
50	- (randomly) selecting the persons called for jury duty?	N	
51	- managing the dissemination of jury duty summons and electronic reminders as well as receiving candidates' responses?	N	
52	- managing juror exemptions?	N	
53	- calculating, recording and managing the jurors' taxation indemnities and allowances?	N	

Managing pieces of evidence and managing items seized in criminal cases			
54	Does the software manage the registration, consultation, withdrawal, return, archiving, and/or destruction of exhibits or seized items within the rules, regulations, judges' orders and access parameters?	Y	

Fonctions liées aux tribunaux - Tiburon

Survey criteria		Y/N	Additional comments and/or documentation references
55	- If so, is it capable of managing more than a single document, exhibit and seized items storage site (within one physical location) as well as more than one single physical storage location?	Y	
56	- If so, does it allow for a configurable and secure management of exhibit and seized items registration, withdrawal and returns?	Y	
57	Can an exhibit or a seized item be associated to more than one court record and irrespective of case type (civil, criminal, penal, etc.)?	Y	

Instructing external resources			
58	Does the software allow the clerk to manage and monitor the execution of the various summons, warrants, simultaneous translation, and stenography mandates assigned to external resources (bailiffs, interpreters, stenographers, etc.)		
59	Does the software manage the professional fees billed to the Office of the Court by external resources?		

Drafting & editing judgments, orders, decisions, etc.			
60	How is the drafting and editing of judgments managed?		FACTS provides the user with user defined forms using Word Perfect or Microsoft Word. The user sets up a template set of forms using FACTS merge fields.
61	Does the software provide judgment management and access mechanisms?	Y	
62	Are judgments managed separately from court records?	N	
63	Does the software provide a judgment drafting and editing tool or functionality that allows for the configuration of standard templates or forms?	Y	FACTS provides the user with user defined forms using Word Perfect or Microsoft Word. The user sets up a template set of forms using FACTS merge fields.
64	- If so, which tool or function? (please provide documentation)		
65	- If so, can the tool or function automatically retrieve data elements from the electronic court record?	Y	
66	- If so, does the tool or function possess content and form validation mechanisms such as required data fields, date formats, obligatory information elements, etc.?	N	
67	Is the software configured to transmit judgments or notices of judgment electronically?	N	The forms can be attached as a document to an e-mail.
68	Does the software manage the automated distribution of judgments according to a configurable distribution specifications and list of recipients? Can it mask or black-out particular data elements or information contained in the judgments such as the names of some of the parties involved in the court case?		

Processing subsequent to hearings and judgments			
69	Does the software manage the various types of court judgment and orders (delays, recalls, distribution, electronic distribution, etc.)? Can the software manage and monitor the activities that are derived from court decisions, such as managing the courts' activities in order to respect court ordered timelines and delays, distributing judgments and court orders, etc.?		
70	- If so, can the software be configured to execute a series of activities based on the nature of the actions dictated within a particular judgment or order, such as:		
71	- draft specific orders, warrants, mandates, etc.?		
72	- transmit instructions to the manager of the roll for hearing, such as instructions to remove a court record, postpone the hearing of a court case, etc?		
73	- manage the cases taken under advisement ?		
74	- confirm the taxation of witnesses?		
75	- manage and monitor requests for interpreters, stenographers, expert-opinions, etc.?		
76	Does the software register automatically all court procedures and decisions to the record of hearing?	Y	The user can document court procedures and decisions to each case.
77	Is the software configured to monitor and manage subsequent actions and recalls that are derived from the judgment or court order?	Y	Using the due date module, the user can set up due dates to manage actions and recalls.

Fonctions liées aux services correctionnels - Tiburon

Product : Tiburon Corrections Management System (CMS)	Vendor: Tiburon, Inc.
Evaluator :	
Contact Trish Layne	Telephone #: 415.956.3800 x1370
Date : 5/19/02	

Survey criteria		Y / N	Additional comments and/or documentation references
Maintaining offenders' records			
1	Does the software support a single and permanent record per inmate, with a unique identifier and used for sentences of incarceration, probation or parole?	Y	
2	Can an inmate's record be reactivated subsequent to its archiving?	N	
3	Can the inmate's record automatically inherit certain information or data derived from prior judicial activities and their related applications (e.g.: court application)? Can the inmate's identification be transferred automatically?	Y	
4	Are the inmate's pictures (in digital format) an integral part of the individual's identification record in the electronic record?	Y	
5	Does the software store the digital fingerprint number according to Canadian standards?	N	The capability is a function of the interface to the fingerprint system and as such is provided as customization to the interface.
6	Does the software support the complete cycle of steps involved in managing a parole or a temporary absence (e.g.: creating and registering a request, recommendation, decision-making, decision publishing, certificate generation, revision, appeal, attestation of incarceration, etc.)?	N	
7	Does the software assist in managing the various motions (e.g.: requests, complaints, claims, etc...) submitted or filed by an inmate? Can this functionality be modified or configured according to various requirements or parameters?	N	
8	Does the software assist in performing a high-level assessment of the records and in assigning these records to the appropriate correctional officers (e.g. probation officer, etc.) according to their current workload, their expertise and according to other allocation parameters?	N	

Calculating sentences			
9	Can the sentence computation be configured and is the payment of a fine taken into consideration in the recalculation of a sentence?	Y	
10	In calculating the total sentence, does the software add the jail (or incarceration) time with probation (or parole) time?	N	
11	Can the seriousness of the inmate's offence be defined and configured through a parameter?	Y	
12	Subsequent to the payment of a fine, is the software capable of generating a financial transaction intended for an external accounting system?	Y	

Incarceration support tools			
13	Does the software manage an inmate's personal belongings?	Y	
14	Does the software manage an inmate's funds?	Y	
15	Does the software manage an inmate's purchases while incarcerated?	Y	
16	Does the software manage an inmate's visitations by maintaining a list of authorized individuals whom can visit the inmate, as well as schedule and maintain a history of such visits?	Y	
17	Does the software manage the correctional facility's physical capacity for incarceration as well as a complete log or history of cell occupation?	Y	
18	Does the software record and manage an inmate's appointments (consultations, visits) with various health professionals? If so, please specify the available functionalities?	Y	Tiburon's Corrections Management System provides for user-defined events. These events are any activities that the user deems necessary to record.
19	Is it possible to record-to-file (in free-form text) a log of events relating to an inmate's daily activities at a correctional facility?	N	Inmate activity is recorded using events. This is not a free-form text record.

Fonctions liées aux services correctionnels - Tiburon

Survey criteria		Y / N	Additional comments and/or documentation references
Managing offender activities			
20	Does the software chronologically record all the actions and measures taken with regards to an inmate ?	Y	
21	Does the software manage the inmate's transportation schedule and support all activities relating to his or her transportation?	Y	
22	Does the software assist in managing the agenda, actions and appointments required from an inmate on parole, probation, temporary absence, etc.?	Y	
23	Does the software assist in the overall planning, scheduling, allocating and managing of inmate transportation requirements and transportation resources, with the particular capability of managing within specified parameters such as fleet capacity, criminal gang memberships or affiliations, inmate gender, etc.) ?	N	
24	Does the software link inmate transportation activities with the inmate's personal schedule?	Y	
25	Does the software record and manage an inmate's disciplinary incidents while detained or incarcerated and does it link (the impact of) such incidents with sentence calculation?	N	The Corrections Management System does not automatically change the sentence calculation as a result of discipline.
Evaluating offenders			
26	Does the software manage and record the Courts' (or judges') requests for pre-sentencing reports (such as automatically record the information contained in the judge's order to produce a report: judge's name, file number, date, date required, etc.)?		Christian, I don't have answers back on these. PIMS may do this; CMS does not.
27	Describe the software's functionality with respect to offender activity tracking, when the offender is serving his sentence in the community (while on probation, or on parole) ?		Christian, I don't have answers back on these. PIMS may do this; CMS does not.
Assigning commissioners to parole hearings			
28	Does the software include a tool to schedule (calendar tool) and manage parole hearings while taking into account various parameters such as: the inmate's agenda, the commissioners' agenda and availabilities, the inmate's physical location of incarceration, the inmate's sentence, the parole hearing's geographic location, the resource and physical requirements of the hearing rooms, etc?	N	Tiburon's FACTS includes a calendar facility. CMS contains a facility to schedule inmate events (medical, court, fingerprints, etc.).

Fonctions générales - TRW

Product : E*Justice System	Vendor: TRW
Evaluator :	
Contact :	Telephone #:
Date :	

	Survey criteria	Y / N	Additional comments and/or documentation references
General Functionalities			
Workflow Management			
1	Are the software's business modules (district attorney module, courts module, etc.) independent of your workflow tool?	N	
2	Can your workflow tool interact harmoniously with other third party workflow tools (if yes, specify the provider(s))?	N	
3	Does your workflow tool trigger automated events and action reminders that can be customized to respond to varying parameters or criteria (variable delays, changes in deadlines, differences in court session management process, or alterations in certain defined fields)?	Y	E*Notifications delivers two key areas of functionality. First, the proactive notification function notifies specific users when an action needs to be taken by that user. The notifications are automatically generated and delivered on an event-driven basis. Second, this component facilitates the automatic movement of data from one module into the appropriate screens and data structures of another module and automatically stores or forwards it to users and /or files. TRW will customize E*Notifications to match the workflow processes and approval roles of the customer.
4	In the case that your software does not have a workflow management tool, how is workflow managed within your application?		
5	Does your product manage the dates of change to the status of the various components of the file?	Y	

Data Management			
6	Can your database be accessed with standard access mechanisms like ODBC? If yes, are you prepared to allow access to your database's table definition?	Y	Yes, Provided they sign a nondisclosure agreement.p
7	Are all the fields in your software query enabled?	Y	
8	Can your software be integrated into a electronic dashboard tool? If yes, which one?	?	Have not tried it, but the database is ODBC-compliant.
9	Does your software offer document indexing and full-text search tools?	N	

Fonctions générales - TRW

Survey criteria		Y / N	Additional comments and/or documentation references
Data and Document Management and Exchange			
10	Does your software allow transmission of structured data, electronic forms and files (documents, images, sound files and video files) from one module to another or from your software to an external system?	Y	Among E*Justice modules, all data is available depending on job role. Data export from E*Justice follows ANSI/NIST standards and National Crime Information Center (NCIC) data formats.
11	What are the standards used by your software to support the various forms of electronic files (documents, images, sound files and video files)?		Data export from E*Justice follows ANSI/NIST standards and National Crime Information Center (NCIC) data formats. Law enforcement and corrections staff can share person and incident information, digital images, audio files, and even digital video as attachments to defendant records.
12	Can we implement your software's various applications on different databases without losing its capacity to integrate or does your software run solely on a unique database?	N	Different agencies and jurisdictions can run on a single database, and data can be shared or excluded in a user-defined manner. E*Justice is designed and implemented in Oracle.
13	Does your product include (or easily integrate to) imaging and document management tools that allow for the attachment of scanned documents to an electronic file? (If an external product is used, please specify)	Y	A customer is considering having TRW integrate a document imaging system with E*Justice, which would associate E*Justice data with document images in the external system. This is feasible with any ODBC-compliant imaging system.
14	Does the document management tool allow for the management of multiple versions of the same document?	Y	Multiple versions of the same document would have different creation dates.
15	Does your product allow for the masking (black-out) of some information directly in the text of the document? If yes, what is the mechanism that is used?	N	

Security Management		Y / N	Additional comments and/or documentation references
16	Does your product allow for the management of access profiles and user groups in relation to rights, roles and responsibilities?	Y	
17	- If so, can one:		
18	Manage access rights (i.e. browse, update, delete)?	Y	
19	Control access to a specific element of a screen (i.e. menu options, controls)?	Y	
20	Control access to a file or a type of file? (juvenile file, civil file, file of a specific individual)	Y	
21	Control access to particular data? (i.e. a type of document or a personal data, partial contents of the file)	Y	
22	Does your product use a Public Key Infrastructure (PKI) for the purposes of authentication and electronic signature of documents, forms, etc?	N	
23	If so, how can the electronic signature affixed on the documents be preserved? Within the document? Separately in a database? Other method?		
24	Does your product generate a detailed access log (Date, time, user, action)?	Y	
25	Is it possible to review the modification history (or modification log) of a given file (i.e. to know what value was changed, by whom, when, etc.)?	Y	An audit log creates huge files, so it is not practical for some purposes.

Fonctions générales - TRW

Survey criteria		Y / N	Additional comments and/or documentation references
Transaction Management			
26	Does your product allow the management of effectivity dates for parameter values? (e.g.. change of fees according to certain dates)	Y	
Drafting and Editing Assistance Tool			
27	Does your software offer the capability to integrate electronic forms and/or document templates (e.g. complaint, subpoena, warrant, opinion, summon, etc.)?	Y	
28	If so, what are the supported products? (Microsoft Word, Microsoft Excel, Acrobat, JetForm/Accellio/Openext, etc.)		All of our customers use Microsoft Word and Excel, but all such products follow the same principles.
Agenda and Scheduler			
29	Does your product include an agenda or a scheduler function for each of the following resources: police officers, prosecutors or district attorneys, clerks of the courts, judges, courtrooms, specialized materials/equipment?	Y	
30	Can the various agendas or schedulers be interconnected in order to take into consideration the availabilities of all concerned resources simultaneously?	Y	
31	Does your product possess an agenda function that makes it possible to simultaneously plan and manage the availability of human and physical resources? (police officers, state prosecutors or district attorneys, clerks of the courts, judges, courtrooms, equipment)	N	Only human resources
32	Is the agenda based on a commercial product ? If so, which product? (e.g.. Outlook, Lotus, Groupwise, etc.)	N	Pick-A-Date was developed by TRW.
Miscellaneous			
33	Which transition mechanisms and processes are favored when transferring paper files to electronic files?		Transition is not very practical. It is better to start using electronic files on a day-forward basis for new cases, and back-fill active cases as manpower is available.
34	Does your product support multiple and/or mass mailings (to several involved parties simultaneously)?	Y	
35	Does your product allow for the addition of data elements to existing database tables and screens?	Y	
36	Does your software use the Metric or Imperial measurement system?		Imperial
37	Do you use a particular methodology when implementing your applications? (if yes, explain)	N	
38	Do you have alliances or partnerships with any suppliers? (If yes, which ones)	Y	Oracle, Dell, Citrix, GeoSpatial Technologies, GartonWorks
39	What are the characteristics of your client support department? (24/7, multilingual analysts, readiness for travel, in-house or outsourced)		24/7 phone support, submission of problems by email. All support is in-house, except the first line of support may be with expert customer users.
40	What is the current version of each of your modules? What are your plans with respect to developing and releasing future versions of your product?		Currently at version 6.5. We issue two major releases per year.
41	Can your product(s) technically evolve towards and leverage modern information and communications tools and environments? (e.g. the Web, wireless, PDAs, etc.)	Y	70% of our application is Web-enabled, and customers are considering PDA applications.

Fonctions liées aux SPG - TRW

Product : E*Justice System	Vendor: TRW
Evaluator :	
Contact :	Telephone # :
Date :	

	Survey Criteria	Y / N	Additional comments and/or documentation references
Counselling			
1	Does the software enable the capture of information regarding police officer and law enforcement requests for legal advise such as the nature of the request, the district attorney (DA) that responded, the content of the response, the corresponding police file number, any particulars of the file, etc. (i.e. basic "advice-line" or "help-desk" functionalities)?	N	
2	Is the software equipped with tools that enable the district attorneys to manage, process, exploit and disseminate the data it has collected and the advice it has provided (e.g. sorting based on set criteria, key word searches, etc)?	N	

	Survey Criteria	Y / N	Additional comments and/or documentation references
Assigning prosecution and appeal files			
3	When documents, forms or data are received, does your software notify the sender and the recipient that information has been successfully sent or received? Does your software record every trace of the receipt of the documents, forms or data?	N	
4	Upon receipt of request to institute proceedings, does your software automatically generate or open a DA case-file-record and does it populate specified fields with data received from law enforcement or other parties (e.g. police-file case number, tombstone data, list of charges, list of potential exhibits of evidence, etc.)	Y	
5	In order to render the DA file allocation manager more effective and efficient in his or her distribution of workload throughout the DA's office, can your software create a summary of the DA file that highlights critical information such as case type and prescription dates (delay dates) so that the manager can more accurately gage the workload to be generated by a particular case-file?	Y	
6	Does your software have a pre-configured or pre-defined scale to which it can assign, for example, a severity level or a priority ranking to the incoming case-file (e.g. a premeditated murder case is more important than a shoplifting case-file, and must be treated more expeditiously)?	Y	Case Classification code
7	Can the software automatically or manually (depending on user preference) allocate DA case-files while respecting the criteria set out in each DA's calendar/agenda and their personal case-file parameters (such as the priority level, the type of expertise requested, the type of crime, etc. that they wish to prosecute)?	N	
8	If so, can the assigned DA be readily and easily replaced with another DA when faced with unforeseen circumstances (e.g. in case the assigned DA is sick)?	N/A	
9	Can the software link or integrate the advise that a DA provided to the law enforcement officer or representative to the subsequent DA case-file that was generated from the criminal event and legal advise ?	Y	A Follow-up Narrative field is available on every case intake.

	Survey Criteria	Y / N	Additional comments and/or documentation references
Deciding to prosecute			
10	Does the software provide predefined worktool or checklist (or can they be configured) in order to accurately surmise the police report content and supporting evidence so as to decide to proceed with the prosecution or not?	N	

	Survey Criteria	Y / N	Additional comments and/or documentation references
Preparing for hearings			
11	Does the software assist the DA by producing a list of witnesses to be transmitted electronically as per the instructions and parameters defined by the DA, to the various parties concerned in the file at hand?	N	

Fonctions liées aux SPG - TRW

Survey Criteria		Y / N	Additional comments and/or documentation references
Other functions			
12	Does the software assist the DA in managing his or her interactions and communications with the witnesses and/or victims?	Y	Attachments to subpoenas
13	Does the software have an integrated time recording or reporting tool in order for the DA to accurately audit the time and effort spent on a particular file or set of files? If not, can this type of function be easily integrated?	N	
14	How is the information and data provided by the law enforcement officers (in their request to institute proceedings or other forms) fed into the District Attorney module?		When charges are approved by a law enforcement supervisor, the prosecutor is automatically notified that the charges are ready for review. When the prosecutor selects a notification (like from a to-do list), the prosecutor screens and prioritizes charges already entered by law enforcement. The prosecutor can electronically sign the charging document and electronically route it to a notary to affix an electronic signature. Then the prosecutor electronically requests a case number from the court clerk, applies it to the document, prints it out and physically files it in the clerk's office.
15	How is data and information that originates from an external law enforcement system integrated into the DA case-file module (e.g. data that originates from a law enforcement module developed by second supplier or a custom-built law enforcement solution from a third supplier)?		TRW recommends using a third-party application integration broker to transform and transmit data from non-E*Justice law enforcement systems.

Fonctions liées aux tribunaux - TRW

Product: E*Justice System	Vendor: TRW
Evaluator :	
Contact :	Telephone #:
Date :	

	Survey criteria	Y/N	Additional comments and/or documentation references
Supporting the client			
1	Does the module assist the clerk' office (office of the court) in scheduling and managing citizen's appointment for such events as small claims documentation preparation and civil marriages, etc. ?	Y	E*Justice has a Create Appointments function that can be used for this purpose, and includes person information, the appointment start/end dates and time, the reason and location for the appointment, the user who scheduled the appointment, the appointment status, and the number of hours completed.
2	If so, does it allow to:		
3	- assign the responsible clerk?	Y	
4	- manage the coordinates of the citizen who presents his request?	Y	
5	- identify the date and the hour of the appointment?	Y	
6	- Identify the type of appointment (ex: small claims, wedding, etc.) ?	Y	
7	- manage the reminders and call-backs?	N	
8	- present statistical data on the appointments (time of interview, type of interviews, etc.) ?	Y	Can create ad hoc report

	Survey criteria	Y/N	Additional comments and/or documentation references
Registering proceedings			
9	Does the software allow the filling and registration of court proceedings via remote electronic means?	N	This function is under consideration by one customer
10	- If so, how is the registration carried out? What are the validation mechanisms?		
11	- If so, can an automated electronic court record be created according the case and proceeding type?		
12	- If so, can the court ledger (or docket) be automatically created and/or updated with the record of the proceeding?		
13	- If so, can the clerk manage the transactions in the automated court ledger management module or function?		
14	- If so, can an automated financial transaction be created (I.e. can it determine the requisite court fees) and can it generate and mange an electronic payment (ex: by credit card)?		
15	- If so, can a regular and detailed monitoring of all transactions be performed on all of the registrations of proceedings (received, accepted, refused) ?		
16	- If so, can it create and transmit an automated acknowledgement of receipt to the party registering the proceeding?		

	Survey criteria	Y/N	Additional comments and/or documentation references
Managing court records			
17	Does the software manage electronic court records irrespective of case type (criminal, civil, penal, youth) or does it manage only all court records of same nature the same way?	Y	
18	Can the software be configured to respond to the different requirements that :		
19	several court districts (level of courts: trial court, superior court, court of appeals) may require?	Y	Would need more specific requirements
20	several jurisdictions (geographic court districts: over 50 courthouses) may require?	Y	Would need more specific requirements
21	several legal topics (e.g.: family law, bankruptcy law, divorce law, criminal law, smalls claims, etc.) may require?	Y	Would need more specific requirements
22	Can the software associate a civil court record and a criminal court record that both implicate or concern the same individual? How does it accomplish this?	Y	The same person in E*Justice may have different roles in different cases: a defendant in one case, a witness in a 2nd, a victim in a 3rd, etc. What ties these together is the Master Name index.
23	Does the software offer archiving functions?	N	
24	- If so, can the archiving parameters be configured?		
25	Does the software allow for the partial or total disposal of a court record (e.g.: subsequent to a pardon, etc.)	Y	E*Justice allows authorized personnel to expunge court cases, which may be a similar function.

Fonctions liées aux tribunaux - TRW

Survey criteria		Y/N	Additional comments and/or documentation references
Configuring the court calendar and the judges' schedule			
26	Can the software configure a court calendar according to a set of parameters that concern:		
27	- Court district (level) and court jurisdiction (courthouse), court room type, ?	Y	
28	- Law category (civil, criminal, penal, juvenile/youth)?	Y	
29	- Judge in chambers or on the bench (in session)?	Y	
30	- Level of judge (justice of the peace/clerk or judge) ?	Y	if determined by case type
31	- Legal topic (e.g.: family law, small claims court, divorce law, etc.)?	Y	
32	- Type of hearing (e.g.: practice, merit, sentencing, etc.)	Y	
33	- Business/operational hours?	Y	
34	Does the software ensure strict confidentiality with respect to the court calendar's and the judges' schedule contents?	Y	
35	Does the software provide a function in order for the Chief, Associate or Coordinating judge of each district to configure the agendas of the entire complement of judge's, to coordinate and assign judges to court rooms, and to manage all the parameters and constraints requested by the judges themselves (e.g.: holidays, availability, training, conferences, etc.)	Y	Besides judges' schedules which include training, conferences, etc., cases can be assigned to judges based on Case Type and on Case Load Rotation Percentage
36	Can the software generate assignment, workload and productivity statistics ?	Y	Can create ad hoc report
Managing rolls for hearing			
37	Can the software conform to the various parameters generated by the judicial calendar and the judges' schedules when generating the roll for hearing? (these parameters should be non-modifiable by the person responsible for generating the court-roll)	Y	E*Calendar - Pick A Date/Scheduling Module enhancements allow scheduling of court appearances and hearings based on a specific weekday or a certain day of the month such as the 2nd Monday. Session limits can be defined to warn the user if there is an attempt to schedule beyond the pre-defined case limit for a specified time range. Role-based override capabilities with appropriate warnings have also been added. Additional functionality includes judge and officer schedule conflict resolution as well as scheduling by judge or courtroom.
38	How can the software be configured for this function?	Y	Application maintenance settings
39	Can the software generate the roll for hearing based on a series of parameters such as:		
40	- The magistrates' agenda and the judicial calendar (judge , court, courthouses and districts)?	Y	
41	- Law category (civil, criminal, penal, juvenile/youth)?	Y	
42	- Judge in chambers or on the bench (in session)?	Y	
43	- Level of judge (justice of the peace/clerk or judge) ?	Y	if determined by case type
44	- Legal topic (e.g.: family law, small claims court, divorce law, etc.)?	Y	
45	- Type of hearing (e.g.: practice, merit, sentencing, etc.)	Y	
46	- Business/operational hours?	Y	
47	Does the software allow the clerk to manage the assignment of court personnel (court clerks, court ushers, etc.) while taking into account particular assignment parameters?	N	
Selecting prospective jurors			
48	Is the software capable of :		
49	- managing a database consisting of a large panel of prospective jurors, maintaining individual profiles of these prospective jurors and selected jurors?	N	TRW considers jury management to be a separate function from case management, and recommends a commercial-off-the-shelf (COTS) jury management package.
50	- (randomly) selecting the persons called for jury duty?	N	
51	- managing the dissemination of jury duty summons and electronic reminders as well as receiving candidates' responses?	N	
52	- managing juror exemptions?	N	
53	- calculating, recording and managing the jurors' taxation indemnities and allowances?	N	

Fonctions liées aux tribunaux - TRW

Survey criteria		Y/N	Additional comments and/or documentation references
Managing pieces of evidence and managing items seized in criminal cases			
54	Does the software manage the registration, consultation, withdrawal, return, archiving, and/or destruction of exhibits or seized items within the rules, regulations, judges' orders and access parameters?	N	This feature is under consideration by a customer
55	- If so, is it capable of managing more than a single document, exhibit and seized items storage site (within one physical location) as well as more than one single physical storage location?		
56	- If so, does it allow for a configurable and secure management of exhibit and seized items registration, withdrawal and returns?		
57	Can an exhibit or a seized item be associated to more than one court record and irrespective of case type (civil, criminal, penal, etc.)?	N	
Instructing external resources			
58	Does the software allow the clerk to manage and monitor the execution of the various summons, warrants, simultaneous translation, and stenography mandates assigned to external resources (bailiffs, interpreters, stenographers, etc.)	Y	as to execution of summons and warrants -- no customer has tried the others
59	Does the software manage the professional fees billed to the Office of the Court by external resources?	Y	
Drafting & editing judgments, orders, decisions, etc.			
60	How is the drafting and editing of judgments managed?		via word processing on the judge's computer.
61	Does the software provide judgment management and access mechanisms?	N	
62	Are judgments managed separately from court records?	Y	
63	Does the software provide a judgment drafting and editing tool or functionality that allows for the configuration of standard templates or forms?	Y	
64	- If so, which tool or function? (please provide documentation)		Microsoft Word templates will populate a judgment form with data from the database
65	- If so, can the tool or function automatically retrieve data elements from the electronic court record?	Y	
66	- If so, does the tool or function possess content and form validation mechanisms such as required data fields, date formats, obligatory information elements, etc.?	Y	The content and form validations are built into the Word templates
67	Is the software configured to transmit judgments or notices of judgment electronically?	Y	Automated Disposition Reporting to state criminal history repository
68	Does the software manage the automated distribution of judgments according to a configurable distribution specifications and list of recipients? Can it mask or black-out particular data elements or information contained in the judgments such as the names of some of the parties involved in the court case?	N	
Processing subsequent to hearings and judgements			
69	Does the software manage the various types of court judgment and orders (delays, recalls, distribution, electronic distribution, etc.)? Can the software manage and monitor the activities that are derived from court decisions, such as managing the courts' activities in order to respect court ordered timelines and delays, distributing judgments and court orders, etc.?	N	
70	- If so, can the software be configured to execute a series of activities based on the nature of the actions dictated within a particular judgment or order, such as:		
71	- draft specific orders, warrants, mandates, etc.?		
72	- transmit instructions to the manager of the roll for hearing, such as instructions to remove a court record, postpone the hearing of a court case, etc?		
73	- manage the cases taken under advisement ?		
74	- confirm the taxation of witnesses?		
75	- manage and monitor requests for interpreters, stenographers, expert-opinions, etc.?		
76	Does the software register automatically all court procedures and decisions to the record of hearing?	Y	When the results of a court appearance are entered

Fonctions liées aux tribunaux - TRW

Survey criteria		Y/N	Additional comments and/or documentation references
77	Is the software configured to monitor and manage subsequent actions and recalls that are derived from the judgment or court order?	N	

Fonctions liées aux services correctionnels - TRW

Product : E*Justice System	Vendor: TRW
Evaluator :	
Contact :	Telephone #:
Date :	

	Survey criteria	Y / N	Additional comments and/or documentation references
Maintaining offenders' records			
1	Does the software support a single and permanent record per inmate, with a unique identifier and used for sentences of incarceration, probation or parole?	Y	
2	Can an inmate's record be reactivated subsequent to its archiving?	N/A	E*Justice does not archive records because no customer has desired this feature.
3	Can the inmate's record automatically inherit certain information or data derived from prior judicial activities and their related applications (e.g.: court application)? Can the inmate's identification be transferred automatically?	Y	Police, jail, prosecutor and court all use the same E*Justice database, so all data previously entered is reused.
4	Are the inmate's pictures (in digital format) an integral part of the individual's identification record in the electronic record?	Y	
5	Does the software store the digital fingerprint number according to Canadian standards?	Y	E*Justice stores a number assigned by the criminal history repository based on Livescan digital fingerprint data, if this is what is meant.
6	Does the software support the complete cycle of steps involved in managing a parole or a temporary absence (e.g.: creating and registering a request, recommendation, decision-making, decision publishing, certificate generation, revision, appeal, attestation of incarceration, etc.)?	Y	Some customization of documents will be required to meet specific requirements.
7	Does the software assist in managing the various motions (e.g.: requests, complaints, claims, etc...) submitted or filed by an inmate? Can this functionality be modified or configured according to various requirements or parameters?	Y	
8	Does the software assist in performing a high-level assessment of the records and in assigning these records to the appropriate correctional officers (e.g. probation officer, etc.) according to their current workload, their expertise and according to other allocation parameters?	Y	Supervisors make assignments; it is not an automatic process.

Calculating sentences			
9	Can the sentence computation be configured and is the payment of a fine taken into consideration in the recalculation of a sentence?	Y	Generally, E*Justice calculates sentences using the length ordered by the judge to find the release date, applying days served. Corrections can configure good time credit. Payment of fine is not part of the calculation.
10	In calculating the total sentence, does the software add the jail (or incarceration) time with probation (or parole) time?	N	E*Justice considers these as separate elements of a sentence. A jail sentence may be followed by probation.
11	Can the seriousness of the inmate's offence be defined and configured through a parameter?	N	
12	Subsequent to the payment of a fine, is the software capable of generating a financial transaction intended for an external accounting system?	Y	

Incarceration support tools			
13	Does the software manage an inmate's personal belongings?	Y	
14	Does the software manage an inmate's funds?	Y	
15	Does the software manage an inmate's purchases while incarcerated?	Y	
16	Does the software manage an inmate's visitations by maintaining a list of authorized individuals whom can visit the inmate, as well as schedule and maintain a history of such visits?	Y	
17	Does the software manage the correctional facility's physical capacity for incarceration as well as a complete log or history of cell occupation?	Y	
18	Does the software record and manage an inmate's appointments (consultations, visits) with various health professionals? If so, please specify the available functionalities?	Y	Data captured for an appointment includes person information, booking information, if applicable, the appointment start/end dates and time, the reason and location for the appointment, the user who scheduled the appointment, the appointment status, and the number of hours completed.

Fonctions liées aux services correctionnels - TRW

Survey criteria		Y / N	Additional comments and/or documentation references
19	Is it possible to record-to-file (in free-form text) a log of events relating to an inmate's daily activities at a correctional facility?	Y	

Managing offender activities			
20	Does the software chronologically record all the actions and measures taken with regards to an inmate ?	N	In Probation Case Notes a user can record a chronological list of activities, but all other activities are available by function. Corrections users can inquire about information related to inmate management: social history, court cases, movement requests, no contact orders or visitors and other inmates, inmate check-out/check-in (work release), exercise, inmate mail, release, sentence parameters, visit log, cell history by inmate or by block, jail roster, jail event (incident), court appearances, inmate billing, agency holds, phone log, inmate trust accounting, inmate commissary limits, trust disbursements, and inmate classifications. Corrections users can also inquire about inmate medical matters: medical prescriptions, special diets, medical screening, medical history, and medical appointments.
21	Does the software manage the inmate's transportation schedule and support all activities relating to his or her transportation?	Y	Depends on what you mean by "all".
22	Does the software assist in managing the agenda, actions and appointments required from an inmate on parole, probation, temporary absence, etc.?	Y	
23	Does the software assist in the overall planning, scheduling, allocating and managing of inmate transportation requirements and transportation resources, with the particular capability of managing within specified parameters such as fleet capacity, criminal gang memberships or affiliations, inmate gender, etc.) ?	N	
24	Does the software link inmate transportation activities with the inmate's personal schedule?	N	
25	Does the software record and manage an inmate's disciplinary incidents while detained or incarcerated and does it link (the impact of) such incidents with sentence calculation?	Y and N	E*Justice records and manages disciplinary incidents, but does not link that to sentence calculations.

Evaluating offenders			
26	Does the software manage and record the Courts' (or judges') requests for pre-sentencing reports (such as automatically record the information contained in the judge's order to produce a report: judge's name, file number, date, date required, etc.)?	Y	
27	Describe the software's functionality with respect to offender activity tracking, when the offender is serving his sentence in the community (while on probation, or on parole) ?		In Probation Case Notes a user can record a chronological list of activities. A probation officer can track payment of fines and restitution, and can manage programs the offender is in, including provider/location and calculating the hours remaining of the total hours required.

Assigning commissioners to parole hearings			
28	Does the software include a tool to schedule (calendar tool) and manage parole hearings while taking into account various parameters such as: the inmate's agenda, the commissioners' agenda and availabilities, the inmate's physical location of incarceration, the inmate's sentence, the parole hearing's geographic location, the resource and physical requirements of the hearing rooms, etc?	Y	The E*Justice Pick-a-Date uses these factors to provide choices of dates within user-defined parameters.

Fonctions générales - The Software Group

Product : Odyssey Case Manager	Vendor: Tyler Technologies, Inc.
Evaluator :	
Contact : Brian K. Miller	Telephone #: 214-547-4071
Date :	

	Survey criteria	Y / N	Additional comments and/or documentation references
General Functionalities			
	Workflow Management		
1	Are the software's business modules (district attorney module, courts module, etc.) independent of your workflow tool?	Y	Courts module is only module proposed, workflow & work queues under development
2	Can your workflow tool interact harmoniously with other third party workflow tools (if yes, specify the provider(s))?	N	
3	Does your workflow tool trigger automated events and action reminders that can be customized to respond to varying parameters or criteria (variable delays, changes in deadlines, differences in court session management process, or alterations in certain defined fields)?	N	
4	In the case that your software does not have a workflow management tool, how is workflow managed within your application?		Workflow is managed by configurable business rules & time standards functionality
5	Does your product manage the dates of change to the status of the various components of the file?	Y	

	Data Management	Y / N	
6	Can your database be accessed with standard access mechanisms like ODBC? If yes, are you prepared to allow access to your database's table definition?	Y	
7	Are all the fields in your software query enabled?	Y	
8	Can your software be integrated into a electronic dashboard tool? If yes, which one?	N	
9	Does your software offer document indexing and full-text search tools?	Y	

Fonctions générales - The Software Group

Survey criteria		Y / N	Additional comments and/or documentation references
Data and Document Management and Exchange			
10	Does your software allow transmission of structured data, electronic forms and files (documents, images, sound files and video files) from one module to another or from your software to an external system?	Y	
11	What are the standards used by your software to support the various forms of electronic files (documents, images, sound files and video files)?	N	Odyssey uses .pdf, .doc, .tiff, etc. There are no limitations to the type of electronic files supported so long as a viewer can be hosted by an Odyssey page.
12	Can we implement your software's various applications on different databases without losing its capacity to integrate or does your software run solely on a unique database?	Y	Odyssey runs on SQL Server and Oracle.
13	Does your product include (or easily integrate to) imaging and document management tools that allow for the attachment of scanned documents to an electronic file? (If an external product is used, please specify)	Y	
14	Does the document management tool allow for the management of multiple versions of the same document?	Y	
15	Does your product allow for the masking (black-out) of some information directly in the text of the document? If yes, what is the mechanism that is used?	Y	Text documents are MS Word .docs. Masking is a manual process. There is no facility for masking text in an electronic .tiff or .pdf image within Odyssey; this may be available through third party applications.

Security Management			
16	Does your product allow for the management of access profiles and user groups in relation to rights, roles and responsibilities?	Y	
17	- If so, can one:		
18	Manage access rights (i.e. browse, update, delete)?	Y	
19	Control access to a specific element of a screen (i.e. menu options, controls)?	Y	
20	Control access to a file or a type of file? (juvenile file, civil file, file of a specific individual)	Y	
21	Control access to particular data? (i.e. a type of document or a personal data, partial contents of the file)	Y	
22	Does your product use a Public Key Infrastructure (PKI) for the purposes of authentication and electronic signature of documents, forms, etc?	N	This functionality is currently being studied for another client. We expect to support several standard PKI options.
23	If so, how can the electronic signature affixed on the documents be preserved? Within the document? Separately in a database? Other method?	N	
24	Does your product generate a detailed access log (Date, time, user, action)?	Y	
25	Is it possible to review the modification history (or modification log) of a given file (i.e. to know what value was changed, by whom, when, etc.)?	Y	

Fonctions générales - The Software Group

Survey criteria		Y / N	Additional comments and/or documentation references
Transaction Management			
26	Does your product allow the management of effectivity dates for parameter values? (e.g.. change of fees according to certain dates)	Y	

Drafting and Editing Assistance Tool			
27	Does your software offer the capability to integrate electronic forms and/or document templates (e.g. complaint, subpoena, warrant, opinion, summon, etc.)?	Y	
28	If so, what are the supported products? (Microsoft Word, Microsoft Excel, Acrobat, JetForm/Accellio/Openext, etc.)		MS Word is the standard means. It is hosted by Odyssey and supports full Word functionality (fonts, colors, graphics, tables, macros, etc.) within the Odyssey framework.

Agenda and Scheduler			
29	Does your product include an agenda or a scheduler function for each of the following resources: police officers, prosecutors or district attorneys, clerks of the courts, judges, courtrooms, specialized materials/equipment?	Y	
30	Can the various agendas or schedulers be interconnected in order to take into consideration the availabilities of all concerned resources simultaneously?	N	This functionality is in design and scheduled for production in early 2003.
31	Does your product possess an agenda function that makes it possible to simultaneously plan and manage the availability of human and physical resources? (police officers, state prosecutors or district attorneys, clerks of the courts, judges, courtrooms, equipment)	Y	
32	Is the agenda based on a commercial product ? If so, which product? (e.g.. Outlook, Lotus, Groupwise, etc.)	Y	Outlook

Miscellaneous			
33	Which transition mechanisms and processes are favored when transferring paper files to electronic files?		
34	Does your product support multiple and/or mass mailings (to several involved parties simultaneously)?	Y	
35	Does your product allow for the addition of data elements to existing database tables and screens?	Y	
36	Does your software use the Metric or Imperial measurement system?		All measurement systems are supported.
37	Do you use a particular methodology when implementing your applications? (if yes, explain)	Y	
38	Do you have alliances or partnerships with any suppliers? (If yes, which ones)	Y	IBM, Microsoft, Oracle, HP
39	What are the characteristics of your client support department? (24/7, multilingual analysts, readiness for travel, in-house or outsourced)		1-800#, 24/7 is available. More typical is 9/5 coverage. Staff is in-house or at client site at your option. Travel is expected. Currently multilingual in Spanish and English. We structure our support staff based on client need, so we would add French speaking capability.
40	What is the current version of each of your modules? What are your plans with respect to developing and releasing future versions of your product?		Odyssey is currently version 1.1. Regular releases will average 1 per year.
41	Can your product(s) technically evolve towards and leverage modern information and communications tools and environments? (e.g. the Web, wireless, PDAs, etc.)	Y	Odyssey is fully web-based with a browser-based UI. Technical evolution to wireless devices, PDAs, etc. while not trivial, is a straightforward process.

Fonctions liées aux tribunaux - The Software Group

Product: Odyssey Case Manager	Vendor: Tyler Technologies, Inc.
Evaluator :	
Contact : Brian K. Miller	Telephone #: 214-547-4071
Date :	

	Survey criteria	Y/N	Additional comments and/or documentation references
Supporting the client			
1	Does the module assist the clerk' office (office of the court) in scheduling and managing citizen's appointment for such events as small claims documentation preparation and civil marriages, etc. ?	Y	
2	If so, does it allow to:		
3	- assign the responsible clerk?	Y	
4	- manage the coordinates of the citizen who presents his request?	Y	
5	- identify the date and the hour of the appointment?	Y	
6	- Identify the type of appointment (ex: small claims, wedding, etc.) ?	Y	
7	- manage the reminders and call-backs?	Y	
8	- present statistical data on the appointments (time of interview, type of interviews, etc.) ?	Y	

	Survey criteria	Y/N	Additional comments and/or documentation references
Registering proceedings			
9	Does the software allow the filling and registration of court proceedings via remote electronic means?	N	Odyssey interfaces with standard e-filing applications via XML. We anticipate each project to involve specific and custom e-filing interface tasks.
10	- If so, how is the registration carried out? What are the validation mechanisms?		
11	- If so, can an automated electronic court record be created according the case and proceeding type?		
12	- If so, can the court ledger (or docket) be automatically created and/or updated with the record of the proceeding?		
13	- If so, can the clerk manage the transactions in the automated court ledger management module or function?		
14	- If so, can an automated financial transaction be created (i.e. can it determine the requisite court fees) and can it generate and mange an electronic payment (ex: by credit card)?		
15	- If so, can an regular and detailed monitoring of all transactions be performed on all of the registrations of proceedings (received, accepted, refused) ?		
16	- If so, can it create and transmit an automated acknowledgement of receipt to the party registering the proceeding?		

	Survey criteria	Y/N	Additional comments and/or documentation references
Managing court records			
17	Does the software manage electronic court records irrespective of case type (criminal, civil, penal, youth) or does it manage only all court records of same nature the same way?	Y	Odyssey is a Unified Case Management application. It manages all case types of any nature using the same core functionality and user interface.
18	Can the software be configured to respond to the different requirements that :		
19	several court districts (level of courts: trial court, superior court, court of appeals) may require?	Y	
20	several jurisdictions (geographic court districts: over 50 courthouses) may require?	Y	
21	several legal topics (e.g.: family law, bankruptcy law, divorce law, criminal law, smalls claims, etc.) may require?	Y	
22	Can the software associate a civil court record and a criminal court record that both implicate or concern the same individual? How does it accomplish this?	Y	
23	Does the software offer archiving functions?	N	This functionality is in development for another client, due for production Q2-03
24	- If so, can the archiving parameters be configured?		Archiving parameters will be locally-configurable.
25	Does the software allow for the partial or total disposal of a court record (e.g.: subsequent to a pardon, etc.)	Y	

	Survey criteria	Y/N	Additional comments and/or documentation references
Configuring the court calendar and the judges' schedule			

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Survey criteria		Y/N	Additional comments and/or documentation references
26	Can the software configure a court calendar according to a set of parameters that concern:		
27	- Court district (level) and court jurisdiction (courthouse), court room type, ?	Y	
28	- Law category (civil, criminal, penal, juvenile/youth)?	Y	
29	- Judge in chambers or on the bench (in session)?	Y	
30	- Level of judge (justice of the peace/clerk or judge) ?	Y	
31	- Legal topic (e.g.: family law, small claims court, divorce law, etc.)?	Y	
32	- Type of hearing (e.g.: practice, merit, sentencing, etc.)	Y	
33	- Business/operational hours?	Y	
34	Does the software ensure strict confidentiality with respect to the court calendar's and the judges' schedule contents?	Y	
35	Does the software provide a function in order for the Chief, Associate or Coordinating judge of each district to configure the agendas of the entire complement of judge's, to coordinate and assign judges to court rooms, and to manage all the parameters and constraints requested by the judges themselves (e.g.: holidays, availability, training, conferences, etc.)	Y	
36	Can the software generate assignment, workload and productivity statistics ?	Y	

Managing rolls for hearing			
37	Can the software conform to the various parameters generated by the judicial calendar and the judges' schedules when generating the roll for hearing? (these parameters should be non-modifiable by the person responsible for generating the court-roll)	Y	
38	How can the software be configured for this function?		
39	Can the software generate the roll for hearing based on a series of parameters such as:		
40	- The magistrates' agenda and the judicial calendar (judge , court, courthouses and districts)?	Y	
41	- Law category (civil, criminal, penal, juvenile/youth)?	Y	
42	- Judge in chambers or on the bench (in session)?	Y	
43	- Level of judge (justice of the peace/clerk or judge) ?	Y	
44	- Legal topic (e.g.: family law, small claims court, divorce law, etc.)?	Y	
45	- Type of hearing (e.g.: practice, merit, sentencing, etc.)	Y	
46	- Business/operational hours?	Y	
47	Does the software allow the clerk to manage the assignment of court personnel (court clerks, court ushers, etc.) while taking into account particular assignment parameters?	Y	

Selecting prospective jurors			
48	Is the software capable of :		Jury functions are not part of Odyssey. We do not anticipate development of a jury management application, but will develop an interface to a commercially available jury package.
49	- managing a database consisting of a large panel of prospective jurors, maintaining individual profiles of these prospective jurors and selected jurors?	N	
50	- (randomly) selecting the persons called for jury duty?	N	
51	- managing the dissemination of jury duty summons and electronic reminders as well as receiving candidates' responses?	N	
52	- managing juror exemptions?	N	
53	- calculating, recording and managing the jurors' taxation indemnities and allowances?	N	

Managing pieces of evidence and managing items seized in criminal cases			
54	Does the software manage the registration, consultation, withdrawal, return, archiving, and/or destruction of exhibits or seized items within the rules, regulations, judges' orders and access parameters?	Y	

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Survey criteria		Y/N	Additional comments and/or documentation references
55	- If so, is it capable of managing more than a single document, exhibit and seized items storage site (within one physical location) as well as more than one single physical storage location?	Y	
56	- If so, does it allow for a configurable and secure management of exhibit and seized items registration, withdrawal and returns?	Y	
57	Can an exhibit or a seized item be associated to more than one court record and irrespective of case type (civil, criminal, penal, etc.)?	Y	

Instructing external resources		Y/N	Additional comments and/or documentation references
58	Does the software allow the clerk to manage and monitor the execution of the various summons, warrants, simultaneous translation, and stenography mandates assigned to external resources (bailiffs, interpreters, stenographers, etc.)	Y	
59	Does the software manage the professional fees billed to the Office of the Court by external resources?	Y	

Drafting & editing judgments, orders, decisions, etc.		Y/N	Additional comments and/or documentation references
60	How is the drafting and editing of judgments managed?		Judgement data is entered through the Odyssey UI and formatted via data merge to MS Word.
61	Does the software provide judgment management and access mechanisms?	Y	
62	Are judgments managed separately from court records?	N	All case data is managed within the Odyssey application. Security is available to redact judgement information.
63	Does the software provide a judgment drafting and editing tool or functionality that allows for the configuration of standard templates or forms?	Y	
64	- If so, which tool or function? (please provide documentation)		MS Word
65	- If so, can the tool or function automatically retrieve data elements from the electronic court record?	Y	
66	- If so, does the tool or function possess content and form validation mechanisms such as required data fields, date formats, obligatory information elements, etc.?	Y	
67	Is the software configured to transmit judgments or notices of judgment electronically?	N	Requires interface to be built. Tyler recommends XML as data marshalling method.
68	Does the software manage the automated distribution of judgments according to a configurable distribution specifications and list of recipients? Can it mask or black-out particular data elements or information contained in the judgments such as the names of some of the parties involved in the court case?	Y	

Processing subsequent to hearings and judgements		Y/N	Additional comments and/or documentation references
69	Does the software manage the various types of court judgment and orders (delays, recalls, distribution, electronic distribution, etc.)? Can the software manage and monitor the activities that are derived from court decisions, such as managing the courts' activities in order to respect court ordered timelines and delays, distributing judgments and court orders, etc.?	Y	
70	- If so, can the software be configured to execute a series of activities based on the nature of the actions dictated within a particular judgment or order, such as:	N	This functionality is part of configurable business rules, and would require configuration onsite.
71	- draft specific orders, warrants, mandates, etc.?	Y	
72	- transmit instructions to the manager of the roll for hearing, such as instructions to remove a court record, postpone the hearing of a court case, etc?		
73	- manage the cases taken under advisement ?	Y	
74	- confirm the taxation of witnesses?		
75	- manage and monitor requests for interpreters, stenographers, expert-opinions, etc.?	Y	
76	Does the software register automatically all court procedures and decisions to the record of hearing?	Y	
77	Is the software configured to monitor and manage subsequent actions and recalls that are derived from the judgment or court order?	Y	