

NORTHGLENN POLICE DEPARTMENT

COUNCIL MEMORANDUM 2010-09

TO: Honorable Mayor Joyce Downing and City Council
THRU: William Simmons, City Manager *WAS*
THRU: Shawn Cordsen, Finance Director *SC*
FROM: Russell L. Van Houten, Chief of Police *RVH*
DATE: July 8, 2010
SUBJECT: CR 95, FileOnQ/EvidenceOnQ Contract

RECOMMENDATION:

Attached to this memorandum is a Resolution which, if approved, would authorize the Mayor to sign a contract between the City and FileOnQ, Inc. for use of EvidenceOnQ (a software application) to manage evidence and property in the police department's custody. The Resolution also seeks Council authorization for the Mayor to sign an authorization for PropertyRoom.com, Inc. to keep net proceeds of sales. Staff recommends approval of the proposed Resolution.

BACKGROUND:

EvidenceOnQ is a software application owned by FileOnQ, Inc. The application is a sophisticated series of tools that allows evidence and property to be logged, tracked, queried, transferred, and inventoried in state of the art processes using Microsoft technology products which include bar coding and wireless inventory audit equipment. This software, if purchased, would cost over twenty-five thousand dollars. Some of the peripherals are supplied with the package. The computer itself and some other hardware necessary to operate this software application has already been purchased and was funded by a grant from the Northglenn Municipal V.A.L.E. Board.

We do not have to purchase this software. The vendor allows free use of their software in exchange for the right to sell, for a profit if possible, any selected surplus items (over which we have total control) through another vendor whose product is PropertyRoom.Com. PropertyRoom.Com is an internet based sales port where anyone can view the selected items in police custody and make a bid to purchase the item/s. A few examples of what one might find on our surplus property list are tires and wheels found along the roadway, tools found in the roadway, unclaimed clothing, shoplifted items whose sales tags were removed so the rightful owner cannot be identified, and etc.

The two vendors have a contractual arrangement which allows sales proceeds to be shared between them.

Only items that we are unable to return to an owner and the City itself has no use for are made available for sale just as would have occurred at a conventional auction. The purchaser pays the bid price and pays for all shipping and handling. The two vendors create and manage all the appropriate documentation.

Historically, we have received minimal proceeds from auctions of surplus items in police custody, usually only pennies on the dollar. Much, if not all, of any profit was eaten up in storage and auction costs.

The City Attorney has reviewed this contract and has found it in conformance with applicable ordinances and laws.

BUDGET IMPLICATIONS:

There is no budget impact. The contract does not call for any payments except in the case of non-conforming conduct or improper use of the software application or equipment.

STAFF REFERENCE:

If Council members have any comments or questions they may contact Chief Van Houten at 303-450-8864 or by e-mail at rvanhouten@northglenn.org.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-95
Series of 2010

Series of 2010

A RESOLUTION APPROVING A LICENSING AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND FILEONQ, INC. FOR THE USE OF SOFTWARE FOR THE MANAGEMENT OF EVIDENCE AND PROPERTY IN THE POLICE DEPARTMENT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Licensing, Maintenance and Support Plan Agreement between the City of Northglenn and FileOnQ, Inc., attached hereto as **Exhibit 1**, for the management of evidence and property in the Police Department is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

Section 2. The City Council hereby approves the authorization to PropertyRoom.com for the allocation of net owner proceeds from the auction and disposition of property and evidence, attached hereto as **Exhibit 2**, and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED at Northglenn, Colorado, this ____ day of _____, 2010.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney



Proposal for Northglenn Police Department

April 13, 2009



**Property and Evidence
Management Software Solution**

**Prepared by Shannon Turner, Evidence Specialist
FileOnQ
shannont@fileonq.com
www.evidenceonq.com**



Our Commitment:

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Webley". The signature is fluid and cursive, with a large loop at the end of the last name.

Kim Webley

FileOnQ, Inc

Business Development



What our Customers Say:

What really counts is what our customers say!

QUALITY OF SERVICE

"All of our interactions with FileOnQ have been exceptionally superior.... a drastic improvement over the poor customer service that we've received from nearly every other software vendor in the past."

Sr. Evidence Tech, Bruce Adams, Littleton Police, CO

FLEXIBILITY

"EvidenceOnQ is more customizable than other systems. From a manager's perspective, EvidenceOnQ is great for auditing, purging, and chain of custody issues. I would highly recommend EvidenceOnQ."

Lt. Derek Webster, Covina Police, CA

COMPLIANCE

"The property module of our RMS system was an obstacle and did not meet the requirements of accreditation. Consequently, we implemented EvidenceOnQ, which became a big reason why we have been able to become CALEA accredited."

Sr. Evidence Tech Bruce Adams, Littleton Police, CO

USABILITY

"EvidenceOnQ is the most user-friendly system we have seen. Their technology is fantastic, but what we like most is that the company really cares about property & evidence management."

Sgt. Tommy Clamp Anderson County Sheriff, SC

EFFICIENCY & ROI

"Before we purchased our EvidenceOnQ system we needed to hire a second Evidence Technician. After implementation of the system, not only can we accomplish the tasks with just one Technician, but our department is in better shape than it has ever been."

Evidence Tech, Susan Holaday, Tukwila Police, WA

WE LOVE EVIDENCEONQ

"Everyone here loves using EvidenceOnQ. It's clean, strong, and it's fast!! Zap, zap, zap, done!" You can tell that my feelings are passionate about this topic. From my experience, it's a rare occasion when someone in law enforcement tells you that they 'love' – let alone 'like' – one of their workplace software systems..."

Sr. Evidence Tech, Bruce Adams, Littleton Police, CO



Total Solution Overview:














Your system will include the software, hardware, and all of the services and expertise necessary to guarantee a satisfactory solution that will meet your needs both now and long into the future.

ANALYSIS

FileOnQ has extensive experience and expertise in providing evidence management solutions for law enforcement agencies. We will work closely with you to determine the most efficient and cost effective solution for your department.

SOFTWARE

The flexibility of the EvidenceOn system allows agencies to implement a system that completely conforms to their unique needs, workflow, and processes. This flexibility is made possible by the ProFiler (patent pending). The ProFiler allows us to design your system profile quickly, without having to write custom code that is both costly and time-consuming. It also enables each agency to make changes to their system profile as needed without incurring additional cost. FileOnQ understands that each agency operates under different policies, procedures, and laws that often change with new personnel and administration. It is absolutely essential that law enforcement agencies have an evidence management system that is flexible, customizable, and cost efficient. EvidenceOnQ users say that the system flexibility is the primary reason they chose to implement the system. The following is an overview of the standard features provided in the EvidenceOnQ system:

-  **FLEXIBLE PROFILE** designed by you and easily changed at any time
-  **BARCODE LABEL DESIGN** designed by you and modified easily
-  **QUERIES** with unlimited search criteria
-  **AUTOMATED TRANSACTIONS** without the need to key in data by hand
-  **INSTANTLY TRANSFER** large batches of items all at once
-  **REVIEW EVIDENCE** on a routine basis for disposition and purging
-  **CUSTOMIZED FORMS** such as property sheets, court orders, letters, crime lab forms, chain of custody, etc.
-  **UNALTERABLE CHAIN OF CUSTODY** generated by the system
-  **IMPORT/EXPORT YOUR EXISTING DATA** with OnQ's easy and powerful import/export module
-  **INVENTORIES COMPLETED** in a fraction of the time
-  **AUCTION MANIFEST** automatically generated in seconds; no need to rebarcode items
-  **REQUEST PROPERTY** for court, follow-up, or authorize disposition from within the system
-  **WORK LIST** allows individuals to save working project lists



TECHNOLOGY:

EvidenceOnQ is built on the Microsoft Operating System platform, utilizing proven methods and technologies. The multi-tier nature allows for single server implementations in smaller environments, reducing cost and administrative effort. It also provides the ability to be distributed onto several servers that share the load to improve performance in larger environments. This architecture provides a solution that can scale to different environments. EvidenceOnQ utilizes MSDE, SQL Server 7.0 or SQL Server 2005 as its back end database. All of the data stored within the EvidenceOnQ application can be backed-up, restored, or extracted using standard SQL tools and routines. This ensures that your data can be backed up for disaster recovery or archival purposes.

PERIPHERALS

Bar codes allow items and boxes to be tracked quickly and accurately. Input error rates for keyboard entries are 1 in 20, while input error rates for bar code scanning are 1 in one-million. The ability to print bar codes on-demand and in batches is essential. EvidenceOnQ can print barcode labels to virtually any printer with a Windows® driver.

TRAINING

Upon completion of your system installation, our professional customer support team will conduct the training for your evidence personnel and system administrators. We will also provide ongoing refresher training sessions via personalized live Web training sessions, free of charge with your annual support. If you require additional on site training, we will do so at a reasonable fee. This ensures you are getting the highest value from your EvidenceOnQ system and trouble free operation of the system both now and long into the future.

COMPLETED PROJECT EVALUATION

After the system installation and training is complete, our customer support team will schedule a meeting to ensure all your needs and requirements have been met to your satisfaction.









MAINTENANCE & SUPPORT

When a support issue arises, you will appreciate the support available directly from FileOnQ via our 800 number, email, and our website. Our Annual Maintenance & Support not only provides you with unlimited amount of product support, but it also includes in-version software upgrades and enhancements during the term of the contract. Your purchase of EvidenceOnQ includes the first year maintenance and support. After the first year, our customers find that renewing their annual maintenance and support provides value that far exceeds the annual renewal fee. No matter what your future needs may be, we will provide you with on-going training, technical support and professional services. Our commitment is for our customers to enjoy long-term satisfaction and improved personal and organizational productivity.














Features & Benefits Overview:

EvidenceOnQ provides the necessary efficiency and functionality for effective property and evidence management. This is accomplished through utilizing the **most efficient technology available:**

-  Bar coding improves the speed and accuracy of evidence management throughout its lifecycle
-  Custom designed barcode labels specifically identify items, locations, boxes, and individuals
-  Evidence is quickly and accurately transferred using attached or portable barcode scanners
-  The chain of custody for each item is maintained electronically and is unalterable. Reports for court are produced with a simple click of a mouse.
-  The retention feature allows evidence managers to set a review or destruction date for each item based on their own department policies and procedures. A retention report easily shows what evidence is available for review, destruction, or release.
-  Both standard and user defined reports are produced within the system. These reports streamline and enhance both internal management and the external auditing process.
-  The eDocs module provides the ability to image and attach electronic documents such as police reports, photos of accident or crime scenes and voice clips.
-  WebView enables users to access the system via a secure website

The benefits of the EvidenceOnQ solution are many, including the following:

-  An average six months return on investment, continued annual savings thereafter, with an average of 30% reduction in operations cost.
-  Streamline daily tasks such as location assignment, location transfer and physical inventory management.
-  An unalterable, system assigned date and time, provides solid chain of custody reports for court.
-  Large projects such as drug burns, gun destructions, and auctions are streamlined with the ability to search, produce reports, and transfer the location or status of hundreds of items at once.
-  Changes made to evidence records are documented and maintained within the system, showing any changes made, the author of those changes, and the old and new values.
-  Queries are easily built and saved using any combination of criteria desired
-  Generates custom reports and forms such as property sheets, letters to owners, and crime lab submission forms that are normally produced by hand.
-  Eliminates duplication of work effort by allowing line offers to enter evidence directly into the database rather than hand writing evidence tags. Evidence personnel can then quickly and easily assign storage locations without having to enter the data into the system over again.
-  Provides detailed work productivity reports
-  Provides process validation that ensures increased quality and reduced risk
-  Provides the functionality criteria that complies with accreditation standards



Features & Functionality:

EvidenceOnQ Application Software License (Included):

EvidenceOnQ 5.1 application software license includes single database/application for databases up to 5,000, 100,000, 1,000,000 or unlimited records. EvidenceOnQ runs on Microsoft SQL Server provided by the customer. FileOnQ can provide MSDE for smaller databases for up to 3 concurrent users. License upgrades for increased records/items may be purchased at any time the need arises.

Desk Top Client (5 Concurrent Licenses Included):

The desktop client is a full-featured Windows application that allows users to access the FileOnQ system from the server. Client seats are sold on a concurrent user basis. FileOnQ will install the desktop client on as many PCs as you have concurrent client seats. You may install the desktop client on as many computers as desired after installation with no additional charge per computer/desktop. However, you may not have more desktops logged on at the same time than the number of concurrent licenses you have purchased. This allows you to have access to the system throughout your entire department and/or organization.

The desktop client is designed to allow users with access to the system based on specific security and permissions determined and set up by the internal administrator. Most agencies establish groups of users. For example, the rights for officers may be to enter in new items and only view and request items. The Property room personnel group would be given the authority to create reports and queries, transfer items, edit data, etc. You have complete control over who has access to the EvidenceOnQ system, and what permissions they have. These permissions can be assigned individually or by group.

Customized Profile (Included):

EvidenceOnQ provides complete flexibility by allowing the customer to dictate the design of the data entry screen, known as the profile. Input fields in the EvidenceOnQ can be added, deleted, or modified to fit the type of data that a department wishes to capture. The profile can be designed so that the data entry order follows the fields from existing pre-printed forms. This makes the entry of the evidence data as simple as possible by following your existing workflow, using your own terminology and codes, and providing fields that are unique to your department's management needs. This customizable profile feature is generally the primary reason law enforcement agencies choose EvidenceOnQ; it is designed by them to meet their own individual needs and comply with their specific policies and procedures. Not only is it flexible when it is designed, but the profile screen is flexible to change as your needs change. The customer can make changes to the profile at any time without permission from FileOnQ or incurring additional cost. No other evidence management system on the market offers this flexibility.

All searches and data entry are performed from just one screen, eliminating the need to work through multiple levels of screens. Searches can be made from any field or combination of fields, combining known information with partial information. For example, you can search for all Smith & Wesson guns recovered by a specific officer in the year 2006 where a juvenile was involved. Or you may search for all recovered electronic items that have 355 somewhere in the serial number. There is virtually no limit to the combination of searches that can be performed. Law enforcement administrators find this feature extremely beneficial when preparing reports, statistics, and crime analysis reports. The screen examples below show some of the common data fields you may choose to include on your home screen. To make data entry even smoother, we provide a control field that turns off or on fields that may be associated with that description. For example, selecting Narcotics activates the fields "Drug Type", "Measurement", and "Quantity"; a selection of Firearm activates the fields "Brand", "Model", "Caliber", and "Serial #". Because you design the screen, detailed or general descriptions of the items can be included.

Profile Examples

Your fields and Profile will be tailored to your specifications

The image displays three overlapping screenshots of the FileOnQ software interface, illustrating different profile examples for evidence management. Each window shows a menu bar (File, Edit, View, Print, Labels, Assignments, Reports, Tools, Data, Help) and a toolbar with various icons.

Top-Left Window: Shows a form with fields for Barcode, Current Location, Home Location, Box Location, and Date Completed. Below this is a tabbed interface with 'EVIDENCE' selected, containing fields for Case Number, Case Code, Submitting Officer, Receiving Officer, Case Officer, Owner Last, Owner First, Owner Address, Owner City, Owner State, Owner ZIP, Owner Phone, Owner DOB, Property Type, Item Type, Drug Type, Quantity, and Additional Description.

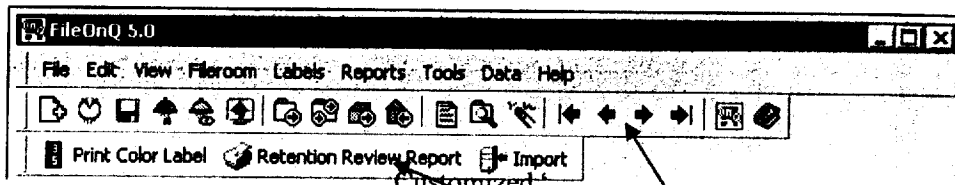
Top-Right Window: Shows a similar form structure with fields for Name, Address, City, State, ZIP, Phone, and DOB. It also includes a 'Details' section with multiple rows of input fields for Name, Address, City, State, ZIP, and Phone.

Bottom Window: Shows a more detailed profile form with fields for CR #, Case, Date Recvd, Time Recvd, Location Recvd, Owner Last, Owner First, Owner DOB, Owner Address, Owner City, Owner State, Owner ZIP, Owner Phone, (Arrestee or Prisoner) Lastname, Address, City, State, ZIP, Date #, Property Code, Total \$, Description, Quantity, Serial #, SM Clear, Drug Type, Make/Brand, Gun Type, Gross Wt (grams), Model, Caliber/Gauge, Net Wt (grams), Color, STY #, Barrel, Conversion Key (Do not use), Name2 (Do not use), Case Detective, Temp Locker, and Name1.



Customized Toolbar (Included):

Users can customize the standard toolbar by adding or removing icons in a "drag and drop" method. Users can also create additional "personal" toolbars containing shortcuts to functions that they perform on a regular basis. These toolbars themselves can be "dragged and dropped" anywhere on the EvidenceOnQ Profile. A "global" toolbar can be pushed out to users so the toolbar is standard. Many agencies choose a simple, standard toolbar for the officers to make evidence entry very straightforward.



Standard Toolbar

Barcode Tracking (Included):

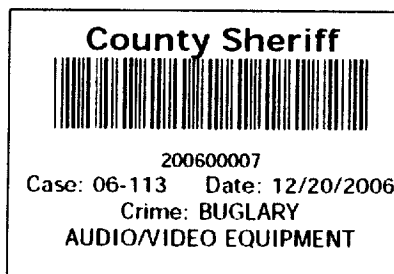
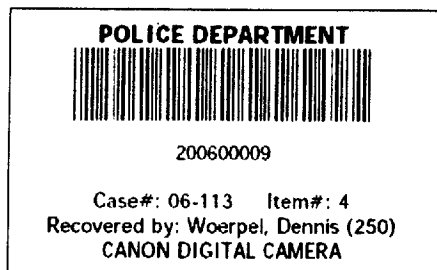
Barcodes provide quick, key-less, and error-free retrieval and transfer of property. EvidenceOnQ manages items, boxes, and locations using barcodes. When the optional Document Collection and eDocs & Imaging Modules are enabled, barcodes also enable EvidenceOnQ to automatically index and store scanned documents.

Because of the intelligence built into the EvidenceOnQ barcode tracking, there is no need to go into a special screen or mode to scan barcodes. When a barcode is scanned, the EvidenceOnQ system recognizes it as an item and automatically responds by retrieving that record from the database. The same is true if a box barcode, a document barcode, or a location barcode is scanned. The EvidenceOnQ system will automatically determine the type of barcode scanned and take the appropriate action.

Barcode, Label Design and Print (Included):

Barcode technology is one of the distinctive features of EvidenceOnQ. It is faster and more accurate than any other form of tracking. Using a barcode will dramatically decrease the time it takes to retrieve a record from the database and to record the transfer of that item to a location or status. EvidenceOnQ takes barcode technology to another level where other systems do not. Individual locations, officers and even status or disposition (such as "pending destruction", "waiting for auction" or "returned to owner") can be assigned their own unique barcode. By assigning a unique barcode to each location, individual, and/or status, fully documented transactions can be performed without having to enter any hand typed data from your keyboard. This allows the user to scan an item and then scan the location where it is to be transferred. Tedious manual, time consuming entry becomes a thing of the past!!! **EvidenceOnQ gives you fast, accurate, completely keyless transactions..**

EvidenceOnQ provides the user complete flexibility to design and print customized bar code labels generated from within the system. Any field or combination of fields from the homescreen profile can be printed on the label, eliminating the need for officers to hand-write information on the evidence bag. The user is also able to easily design and save multiple formats, such as found property labels, general evidence, drug evidence, or gun labels. Custom location labels and location control sheets can also be easily designed and printed.





Searching & Queries (Included):

EvidenceOnQ provides users with the ability to search for items utilizing a number of different querying methods.

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

Query-by-Date: Allows users to perform searches by date ranges for Date Created, Edit Date, Transfer Date, and Check-out Date.

Query-by-Current Location: Allows users to perform searches by locations or boxes. For example, you may want to search for all items currently at the crime lab, all evidence checked out to court, or all items in the safe.

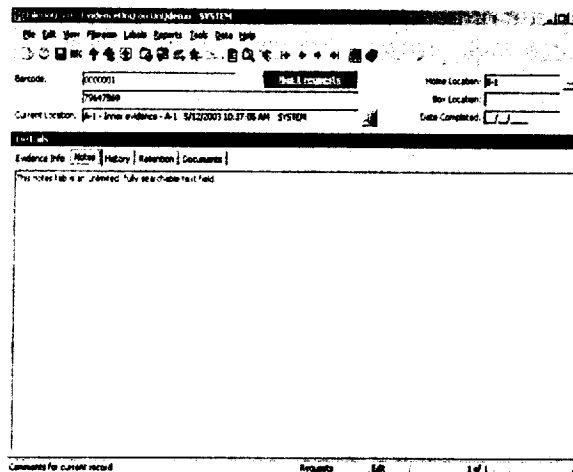
Query-by-Home Location: Allows users to list all items assigned to a given Home Location. A home location may be assigned to evidence if your policy is to always store items back in the location they were taken from, not matter how long they have been checked out.

Query-by-Scan: Allows users to create a list of items by scanning the barcodes on each of those items. This allows the user to take any number of items that have nothing in common and put them into a group. The user can choose any number of actions with that group, such as transferring them all to another location, creating letters to the owners, generating a list for a court order, or printing a report, etc.

Custom Query Manager: EvidenceOnQ provides a simple way to organize and manage queries. Queries can be used and reused by everyone or just by the author of the query. Only accounts with the appropriate security permissions can create, update, or delete queries. Custom queries are virtually unlimited with innumerable criteria. For example, queries can be set up for routine statistics such as the number of items destroyed, returned to owner, or auctioned during a specific period of time. Queries can be developed with very specific criteria, such as how many 9mm guns were brought in by a specific officer in a particular zone where a juvenile was involved.

Notes Tab (Included):

The Notes field is an unlimited, free form text field used for notes or additional information about the item being viewed. The contents of this field are searchable via Query by Example or when included in a query written by the Custom Query Manager.





History Tab (Included):

The History tab displays certain system-generated dates for each record stored in the EvidenceOnQ database. These fields are non-editable and view-only. However, these fields can be queried using the Query by Date or when included in a query written by the Custom Query Manager.

The History Tab also displays the changes (edits) made to any of the fields on the profile screen notes tab, or retention tab for a given item. For example, if a user changed the weight of the narcotics from 52.4 grams to 5.24 grams, it would show the person who made the changes, the date and time, and the old and new values. It also displays the specific IP address of the computer that was used to perform the edit. This feature makes it impossible for anyone to make a change in the system without it being documented. Many agencies have had their evidence compromised due to inefficient systems that do not track changes made to the data.

The screenshot shows the EvidenceOnQ interface with the History tab selected. The record ID is 0000001. The table below shows the edit history:

ActionTimestamp	SystemTimestamp	UserLogin	UserName	Method	Details
05/08/2003 14:07:57	05/08/2003 14:07:57	SYSTEM	SYSTEM	Manual	ar
05/08/2003 14:04:21	05/08/2003 14:04:21	SYSTEM	SYSTEM	Manual	ar
05/08/2003 13:04:03	05/08/2003 13:04:03	SYSTEM	SYSTEM	Manual	ar
05/07/2003 10:42:01	05/07/2003 10:42:01	SYSTEM	SYSTEM	Manual	ar
05/02/2003 11:01:13	05/02/2003 11:01:13	SYSTEM	SYSTEM	Manual	ar
04/29/2003 09:39:23	04/29/2003 09:39:23	SYSTEM	SYSTEM	Manual	ar
04/25/2003 15:27:58	04/25/2003 15:27:58	SYSTEM	SYSTEM	Manual	ar
04/21/2003 10:11:37	04/21/2003 10:11:37	SYSTEM	SYSTEM	Manual	ar
04/17/2003 11:16:04	04/17/2003 11:16:04	SYSTEM	SYSTEM	Manual	ar
04/16/2003 07:49:40	04/16/2003 07:49:40	SYSTEM	SYSTEM	Manual	ar
04/15/2003 15:38:29	04/15/2003 15:38:29	SYSTEM	SYSTEM	Manual	ar
04/15/2003 10:18:44	04/15/2003 10:18:44	SYSTEM	SYSTEM	Manual	ar

Additional details shown in the interface include Barcode: 0000001, Case number: 78647669, and a note: "Double-Click the view icon to display details of specific EDIT transactions".

Unalterable Chain of Custody (Included):

Maintaining a solid chain of custody is one of the most important requirements in evidence management. Old-school evidence management consists of maintaining the chain of custody on paper, then compiling it from numerous resources when required for court. This is a lengthy, time consuming, often inaccurate process. It also leaves it vulnerable to manipulation. EvidenceOnQ makes chain of custody an automatic process. The system generates a customized chain of custody report that includes all the pertinent information about that specific item, including the unalterable chain of custody. This makes trial preparation automated, accurate, and efficient.

Security and Policy Management (Included):

The EvidenceOnQ system requires a valid User ID and password in order to log into the application. The system will "lock" an account after a defined number of failed login attempts.

A system administrator is able to create groups and to grant or deny permission to certain functionality within the system to members of that group. A system administrator is also able to create users and to grant or deny permission to certain functionality within the system to an individual user. Ultimately, a user's permissions is an aggregate of their individual permissions as well as the permissions of their associated groups.

System policies can also be set for things such as Password Expiration, Minimum Password Length, Failed Log-in Attempts Allowed, and Strong Passwords. There is also the ability to set record-level security. This feature provides administrators the ability to limit the transferring and/or view of certain records to certain users. This is done via security group configuration options and by implementing a record filter based on the values of a single *Lookup* field. The *Lookup* field can be set in the EvidenceOnQ Administrator Tool under "Application Administration."



Audit Trail Reporting (Included):

EvidenceOnQ automatically date and time stamps all transactions and stores them in an unalterable audit trail. There are three main functions within the Audit Trail Reporting feature: Transfer Audit Trail, Record History and Audit View.

Transfer Audit Trail - This audit trail view provides a complete record of the movement for each item in the system. It automatically keeps track of the current location of an item, as well as every location the item has resided since it was created. The User Login and User Name of the person who transferred the item are also recorded by the system. The Host Name, Host IP, and the Windows User Login are recorded for each transfer transaction.

Transaction Time	System Time	User Login	User Name	Location Code	Location Name	Box Location Code
05/08/2003 13:21:34	05/08/2003 13:23:22	SYSTEM	SYSTEM	CITY ATTY	City Attorney	
05/08/2003 13:09:32	05/08/2003 13:09:35	SYSTEM	SYSTEM	A-2	Inner evidence - A-2	
05/08/2003 13:08:03	05/08/2003 13:08:08	SYSTEM	SYSTEM	BOX0001	432109765 - Case # , Vol. 1 of 4	A-2
05/08/2003 13:07:24	05/08/2003 13:07:31	SYSTEM	SYSTEM	BOX0001	432109765 - Case # , Vol. 1 of 4	CITY ATTY
05/08/2003 13:06:01	05/08/2003 13:06:03	SYSTEM	SYSTEM	DET BALES	Detective Bales	
05/08/2003 12:36:13	05/08/2003 12:36:13	SYSTEM	SYSTEM	B-1	Inner evidence - B-1	
05/02/2003 10:56:03	05/02/2003 10:56:39	SYSTEM	SYSTEM	CITY ATTY	City Attorney	
05/02/2003 10:28:24	05/02/2003 10:28:30	SYSTEM	SYSTEM	BOX0001	432109765 - Case # , Vol. 1 of 4	CITY ATTY
05/02/2003 10:27:32	05/02/2003 10:27:41	SYSTEM	SYSTEM	BOX0001	432109765 - Case # , Vol. 1 of 4	A-1
05/02/2003 10:26:51	05/02/2003 10:26:59	SYSTEM	SYSTEM	CITY ATTY	City Attorney	
05/02/2003 10:26:02	05/02/2003 10:26:02	SYSTEM	SYSTEM	DET BALES	Detective Bales	
05/02/2003 10:03:39	05/02/2003 10:03:40	SYSTEM	SYSTEM	A-2	Inner evidence - A-2	
04/29/2003 09:40:14	04/29/2003 09:40:45	SYSTEM	SYSTEM	CITY ATTY	City Attorney	
04/28/2003 06:13:53	04/28/2003 06:13:54	SYSTEM	SYSTEM	OFC DART	Ofc Dart	

Record History - The Record History provides a view of all actions taken regarding an item. This view shows all transfers, any digital signatures, all requests made regarding that item, and any changes (edits) made to any of the fields on the profile, notes tab, or retention tab for a given item. This information can be printed into a report.

Action Type	ActionTimestamp	SysTimestamp	User Login	User Name	Location Code	Location Name
Transfer	5/12/2003 10:37:05 AM	5/12/2003 10:37:05 AM	SYSTEM	SYSTEM	A-1	Inner evic
Edit	5/8/2003 2:07:57 PM	5/8/2003 2:07:57 PM	SYSTEM	SYSTEM		
Edit	5/8/2003 2:04:21 PM	5/8/2003 2:04:21 PM	SYSTEM	SYSTEM		
Transfer	5/8/2003 1:37:25 PM	5/8/2003 1:37:25 PM	SYSTEM	SYSTEM	PURGE	Purge Loc
Transfer	5/8/2003 1:11:40 PM	5/8/2003 1:11:41 PM	SYSTEM	SYSTEM	B-3	Inner evic
Transfer	5/8/2003 1:08:03 PM	5/8/2003 1:08:08 PM	SYSTEM	SYSTEM	BOX0001	43210976
Transfer	5/8/2003 1:07:23 PM	5/8/2003 1:07:32 PM	SYSTEM	SYSTEM	BOX0001	43210976
Edit	5/8/2003 1:04:03 PM	5/8/2003 1:04:03 PM	SYSTEM	SYSTEM		
Transfer	5/8/2003 1:03:15 PM	5/8/2003 1:03:16 PM	SYSTEM	SYSTEM	B-1	Inner evic
Transfer	5/8/2003 12:36:10 PM	5/8/2003 12:36:10 PM	SYSTEM	SYSTEM	A-1	Inner evic
Edit	5/7/2003 10:42:01 AM	5/7/2003 10:42:01 AM	SYSTEM	SYSTEM		
Transfer	5/7/2003 10:37:44 AM	5/7/2003 10:40:31 AM	SYSTEM	SYSTEM	CITY ATTY	City Attor
Edit	5/2/2003 11:01:13 AM	5/2/2003 11:01:13 AM	SYSTEM	SYSTEM		
Transfer	5/2/2003 10:30:57 AM	5/2/2003 10:30:58 AM	SYSTEM	SYSTEM	A-2	Inner evic
Transfer	5/2/2003 10:28:24 AM	5/2/2003 10:28:30 AM	SYSTEM	SYSTEM	BOX0001	43210976
Transfer	5/2/2003 10:27:31 AM	5/2/2003 10:27:41 AM	SYSTEM	SYSTEM	BOX0001	43210976
Transfer	5/2/2003 10:26:50 AM	5/2/2003 10:26:59 AM	SYSTEM	SYSTEM	CITY ATTY	City Attor

Reason: Returned Found property

Name: Steve England



Audit View - With the Audit View a user can query the system to find information about any activities that are tracked within the system. Operations such as create, edit, request, transfer, and purge can be shown for folders, locations, boxes, and lookups. Providing parameters, such as, date range, barcode, user login, or keyword, can filter this audit information further. The example below shows all items transferred by Joe Friday between the dates of December 1, 2001 and June 30, 2002.

The screenshot shows the 'Audit View' window with the following configuration:

- Items to show:** All, Folder (checked), Location, Box, Lookup.
- Operation to show:** All, Create, Edit, Transfer (checked), Purge, Request.
- Filter:** By Date (checked), From: 12/01/2001, To: 06/30/2002, Barcode: (empty), User Login: JFRIDAY, Contains: (empty).

The table below shows the results of the search:

Action Type	Item Type	Barcode/Code	Action Timestamp	System Timestamp	User Login	Name	Location C...
Transfer	Folder		6/12/2002 10:41:10 AM	6/12/2002 10:41:10 AM	JFRIDAY	Joe Friday	FILEROOM
Transfer	Folder		12/6/2001 2:07:25 PM	12/6/2001 2:07:25 PM	JFRIDAY	Joe Friday	TEMP-HOLI
Transfer	Folder		12/6/2001 2:06:56 PM	12/6/2001 2:06:56 PM	JFRIDAY	Joe Friday	TEMP-HOLI
Transfer	Folder		12/6/2001 2:05:14 PM	12/6/2001 2:05:14 PM	JFRIDAY	Joe Friday	TEMP-HOLI
Transfer	Folder		12/6/2001 2:04:18 PM	12/6/2001 2:04:18 PM	JFRIDAY	Joe Friday	TEMP-HOLI

6 audit records found...

Request Module (Included):

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

The request is then immediately displayed on the Request Monitor. This provides the property room personnel the ability to view, sort and print "pick lists" to fulfill incoming requests. The Request Monitor can be configured to automatically refresh at set intervals and filter requests by certain criteria. The Request Monitor can be left running in a separate window while working in EvidenceOnQ or other applications.

The screenshot shows the 'Request Monitor' window with a list of requests and a form for submitting a request. The list of requests includes columns for Item ID, Item Name, Requester, Request Date, and Request Status. The form below the list includes fields for Item Name, Requester, Current Location, and Request Date, along with buttons for 'Submit', 'Cancel', and 'Print'.

PENDING REQUESTS

Requestor Code	Requestor	User Name	Folder Barcode	Current Location	Reason	Date	Required Date	Image Copy	Case Number
CITY ATTY	City Attorney	SYSTEM	2002000003	Detective Beles	because	6/19/2002	6/21/2002	<input type="checkbox"/>	433748732
CITY ATTY	City Attorney	SYSTEM	2002000003	Detective Beles	because	6/19/2002	6/21/2002	<input type="checkbox"/>	433748732
CITY ATTY	City Attorney	SYSTEM	2002000003	Detective Beles	because	6/6/2002	6/9/2002	<input type="checkbox"/>	433748732
CITY ATTY	City Attorney	SYSTEM	2002000003	Detective Beles	because	6/6/2002	6/9/2002	<input type="checkbox"/>	433748732
CITY ATTY	City Attorney	SYSTEM	2002000007	Detective Beles	because	7/12/2002	7/18/2002	<input type="checkbox"/>	378487
DET BALES	Detective Beles	SYSTEM	1357908	City Attorney	because	9/7/2001	9/11/2001	<input checked="" type="checkbox"/>	890123456
DET BALES	Detective Beles	SYSTEM	1357908	City Attorney	because	1/17/2002	1/25/2002	<input type="checkbox"/>	890123456
DET CORRIGAN	Detective Corrigan	SYSTEM	1234557	432109765 - Case # , Vol	because	9/6/2001	9/7/2001	<input type="checkbox"/>	321098765
OFC DART	Oic Dart	SYSTEM	1234557	432109765 - Case # , Vol	because	9/4/2001	9/23/2001	<input type="checkbox"/>	321098765
OFC DART	Oic Dart	SYSTEM	2002000007	Detective Beles	because	1/30/2002	2/4/2002	<input type="checkbox"/>	378487
SOT LINCOLN	Sot Lincoln	SYSTEM	1357908	City Attorney	because	9/4/2001	9/26/2001	<input type="checkbox"/>	890123456

Page 1 of 1 Zoom 100% Print Cancel

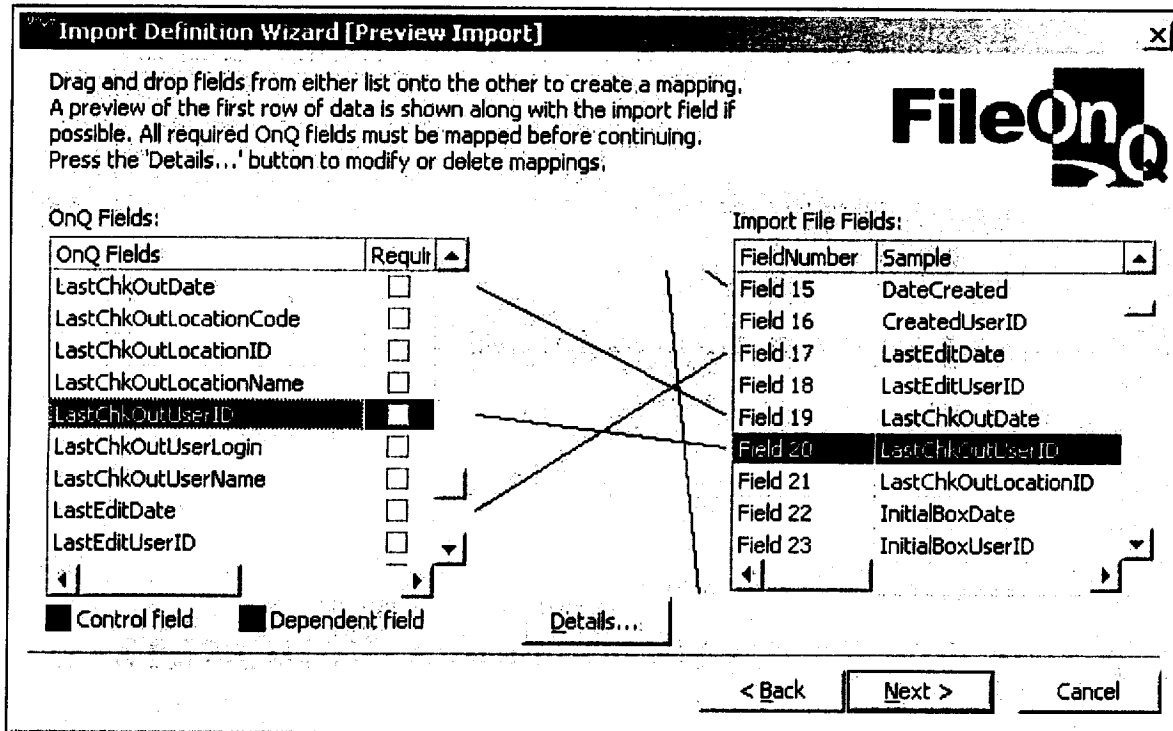
Work List Management (Included):

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

This collection is associated with a user's login and is preserved even if the user logs off. The Worklist window floats on top of the EvidenceOnQ application or may be minimized when working with other functions of the system.



Data Import & Export, Mapping & Validation (Included):



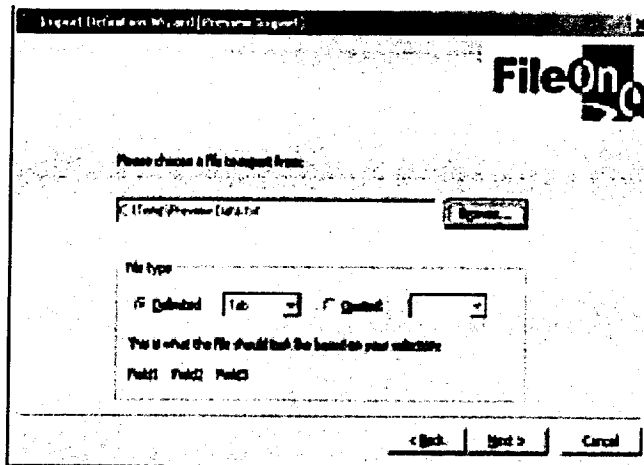
The FileOnQ import utility allows records to be imported from one or more different outside data sources. This greatly reduces the amount of manual entry required. EvidenceOnQ comes standard with a fully configurable import utility that can match field for field from any ASCII delimited data file, which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

Imports can be for the purpose of a one-time conversion, such as converting the data from an existing database or spreadsheet. Imports can also be for an on-going daily process for adding new or updating existing records within EvidenceOnQ from another third-party application. The import utility also provides field data type validation, duplicated record validation, and data validation. To ensure data integrity, the import utility enforces the same data entry rules established by an application's unique Profile. Import routines can also be run manually or as a scheduled background event.

If a customer chooses to setup an importing process between FileOnQ and another third-party application, they would be responsible for providing an ASCII delimited file(s) containing the fields they wish to import into EvidenceOnQ. We will then setup a mapping between EvidenceOnQ output file(s) utilizing the Import Definitions Wizard.

All imports that are run, whether manual or unattended, produce a log file. Any records that fail the import validation process (criteria set up for clean data) will be listed in the log. All import logs are stored with a date and time stamp and can be viewed through the Import Log View.

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



Standard Reports (Included):

Query Report - The query report produces a printed report as a result of any query. The query report is a standard format including columns of data. The information printed is variable, depending on what the user needs. For example, if the query was for guns, the user may choose make, model, caliber, SN, and case number. If the query was for narcotics, the user may choose drug type, weight, case number, officer, and suspect. The Query report is especially helpful when combined with **custom queries** that have been built and saved. With the unlimited search capabilities of custom queries, combined with the variable data on the query report, the EvidenceOnQ system can produce any information the user needs.

Inventory Report - The Inventory Report provides the user with a list of what is currently assigned to a specific location or multiple locations. The report contains the specific information requested by the individual running the report. For example, the user may only want the case number, the item number, and the description of the item to be displayed on the report.

Audit Report - The audit report provides a list of all items in a current location or combination of locations, and includes the audit trail (the creation, edit, request, or transfer of the item) for each item in that location. The audit trail can be requested for a specific period of time, for example in the last week or the last year.

Items Out Report - The Items Out Report provides a report on items that are checked out of their assigned home location. For example, the assigned home location is Bin 10, but the current location is "out to court". This item would appear on the Items Out Report.

Request List Report - The Request List Report lists the items with pending requests and the required action associated with each request. For example, an officer may request 12 items for court next week. These items would appear on the Request Report showing the specific request, the requestor, and the date and time needed, the reason, and the current location of the item(s). The Request List Report can be sorted based on any number of criteria desired.

User Report - The User Report shows a list of all authorized users in EvidenceOnQ and their associated permissions.

Retention Code Report - The Retention Code Report lists all of the classification codes and corresponding retention requirements that have been entered into the EvidenceOnQ system.



Retention Review Report - The Retention Review Report lists all the items that have a retention code assigned to them. The user selects a specific date range when running the report, requesting all items that are eligible for review and possible disposition.

Custom Tailored Forms (Included):

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

1. **QUERY:** All items collected by Officer Jones on a specific case number.
REPORT: A property sheet outlining each item, the date and time collected, the location found, the owner, and item number.
2. **QUERY:** Specific items from a case that are needed for court.
REPORT: A chain of custody report for each item showing all the pertinent information about the item and every location it has been from the time it was submitted to the property room.
3. **QUERY:** All items that are pending auction.
REPORT: The Property Room.com manifest, complete with item description and barcode including the agency's unique identification number. This eliminates having to rebarcode items prior to auction.
4. **QUERY:** All items that are eligible to send a letter to the owner.
REPORT: An owner notification letter that will automatically fill in the owner's name, address, and a list of the items available for release.

Prior to your EvidenceOnQ system being installed, the customer can request minor modifications to these reports, such as additional header information, an agency logo, or adjustments to the orientation of the report (portrait vs. landscape). Extensive modifications or entirely new reports can be created for an additional charge.

Property Report - lists the property associated with a case, the corresponding unique barcode, and pertinent information for each item. This report is often attached to the case report. Many investigators choose to print a copy for their own working file or to show items collected in the same case by other officers.



Property Report

Case Number: 97-1

Submitting Officer: **Woerpel, Dennis (250)**

BarCode	Item #	Item Type	Description
 200600021	1	PURSE/WALLET/ BACKPACK	BROWN LEATHER WALLET AND CONTENTS
 200600022	2	CLOTHING	1-BROWN/YELLOW PLAID SHIRT
 200600023	3	CLOTHING	1-PR BLUE JEANS
 200600024	4	CLOTHING	1-PR NIKE TENNIS SHOES
 200600025	5	CLOTHING	1-PR BLUE THONG UNDERWEAR
 200600026	6	SEXUAL ASSAULT KIT	SA KIT FROM SUSPECT

Notification Letter - is generated to the known owner listing the property available to be released/. The text of this letter is supplied by the agency when it is initially designed. When the owner brings the letter to claim the property, scanning the barcode printed in the letter ensures the correct item will be returned. The system automatically date and time stamps the release to the owner in addition to the electronic signature.

DAVID ERICKSON
215 CHURCH ST
OSHKOSH, WI 54903

April 03, 2007

Reference

Case Number: 06-113

Property Status: Evidence

The property listed below is now available for release by the Police Department.

Item Description

AUDIO/VIDEO EQUIPMENT
FUJI DIGITAL CAMCORDER



200600007

AUDIO/VIDEO MEDIA
BOX OF DVDS



200600008

If you wish to claim this property, please call to make an appointment with the Property Officer. Property will not be released without an appointment. You must have this letter with you when you arrive to claim your property.

If the property is not claimed within 90 days of the date of this letter, it will be disposed of according to law.

Sincerely,

Property Officer



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

CHAIN OF CUSTODY		
CASE # 97-1	EVENT DATE/TIME: 12/20/2006 0314	EVENT ADDRESS: 4876 N 42ND ST
CASE TYPE: SEXUAL ASSAULT	CASE OFFICER: Woerpel, Dennis (250)	
ITEM #: 5 CLOTHING <small>20000025</small>		
RECOVERY LOCATION: RECOVERED BY Woerpel, Dennis (250)		
<i>Date/Time</i>	<i>Logged in User</i>	<i>Item moved to this Location</i>
12/29/2006 10:40:42AM	Dennis Woerpel	Intake
1/2/2007 9:22:43AM	Dennis Woerpel	Temp Locker 01
1/2/2007 9:27:47AM	Dennis Woerpel	SHELF 1
1/12/2007 2:57:30PM	Dennis Woerpel	CRIME LAB
1/15/2007 8:43:22AM	Dennis Woerpel	Intake
1/18/2007 10:32:33AM	Dennis Woerpel	RECEIVING LOCKER 1
1/30/2007 9:49:51AM	Dennis Woerpel	Destroyed
Case Closed - PER INV OFFICER		
		<i>Dennis Woerpel</i> DENNIS WOERPEL
End Chain of Custody for Item #: 5 related to Case # 97-1		
Printed from EvidenceOnQ 04/03/2007		Page 2 of 3

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

PropertyRoom.com Manifest - For agencies using Property Room.com for their auctions, the system will automatically generate the required auction manifest. The manifest includes the unique agency identifier in the barcode on the manifest and on the label. This eliminates the need to rebarcode items prior to auction.

Property Auction Manifest					
Name or Department Pickup Address		Odessa Police Department 205 N. Grant Odessa TX 79761		06/12/2007	PROPERTY ROOM.COM Page 1 of 1
Line #	Qty	Description	Serial #	Your Reference Numbers	PR Barcode (SKU)
1	1	Bicycle/Triicycle Cannondale 27-speed	obliterated	112208	
2	1	Bicycle/Triicycle Schwinn Mountain bike 18 speed Blue seat missing	1234 98787654321	112201	
3	1	Camera/Related Equipment Canon AE 1	AE1-00095217	112202	
4	1	Furniture/Furnishings Imperial Brown Leather Recliners		112203	
5	1	Motorcycle/Moped Honda VTX Red & chrome with black leather saddlebags	600 00837227 VL	112206	
6	1	Motorcycle/Moped Suzuki Marauder	900004873797423	112207	
Manifest Detail Verified <input type="checkbox"/> At Pickup Received From: _____ <input type="checkbox"/> At Processing Center Driver Acceptance: _____ <small>(As required by the applicable statute)</small> ID Check Required <input type="checkbox"/> ID Checked <input type="checkbox"/>					
Printed from EvidenceOnQ®					

Additional Customized Forms (Available from FileOnQ Professional Services):



EvidenceOnQ **Customized Forms** authoring capability allows for the production of unlimited custom reports that can be saved and run at any time. This function allows the integration, central storage, and distributed execution of reports authored with the Crystal Reports XI report generator. These reports can be customized and written by either the customer or by FileOnQ Professional Services at a reasonable charge. The reports can be integrated into the application's database, named in the reports menu and then produced from any authorized desktop workstation, with the click of a mouse. This feature allows the system to produce a form or report that you normally generate by hand such as crime lab submission forms, the ATF gun trace, in-house lab exams, and other specialized forms. This is another definitive time saving feature of EvidenceOnQ.

Box/Container Content Management Tracking Module (Included):

The Container Content Tracking Module utilizes barcodes to track the movement of items stored in a box or container. The system will track items as they are taken in and out of containers. It will also track the containers themselves as they move back and forth between locations. When a container is transferred, all items in that container are automatically recorded as transferred with the container. Box/Container tracking provides a cost effective way for departments to track and retrieve individual items stored in boxes or containers no matter where they are located. This allows you to know exactly which items are in which container and where the container is stored. This eliminates the need to search through a series of containers in order to find an item.

Retention & Classification Module (Included):

One of the biggest challenges in evidence management is to establish when an item is available for destruction, return to owner, auction, etc. Purging items from the evidence room is a lengthy, laborious process. In most cases, evidence is held much longer than required because there is no system in place for routinely reviewing and purging evidence. Setting a review or disposal date on each piece of evidence allows you to run regular reports that identify items that no longer need to be retained. Retention codes can be configured for different lengths of time. For instance, lost and found items, misdemeanor cases, and felonies all need to be retained for different periods of time. When you select the appropriate retention type, EvidenceOnQ will automatically calculate the correct review date, whether it is 3 months or 10 years. The review date can be modified throughout the process if certain cases are delayed in court or are pending appeal.



FileOnQ 5.0 - EvidenceOnQ on OnQdemo - SYSTEM

File Edit View Floorplan Labels Reports Tools Data Help

Barcode: 0000001 Home Location: B-1
79647569 Box Location:
Current Location: A-1 - Inner evidence - A-1 5/12/2003 10:37:05 AM SYSTEM Date Completed:

Details

Evidence Info | Notes | History | Retention | Documents

Retention Code: FP1000 Category: Found Property - Owner Known

Period:
Years: 0
Months: 3
Days: 0

Description:
Found Property where owner is known.

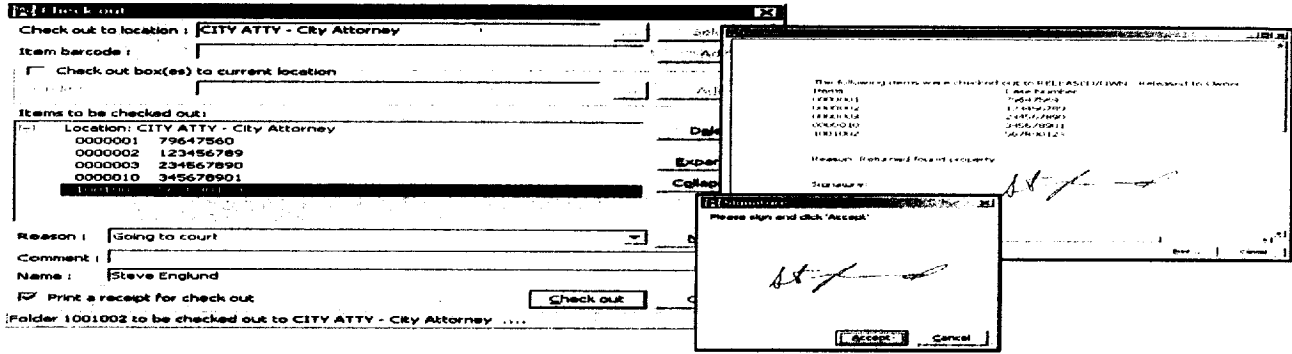
Critical Dates:
Calculation: 09/15/2000
Review: 12/15/2000
Destruction:

Hold
Hold Comment:

Current record retention information Requests Edit 1 of 1

Signature Capture Module (Included):

The EvidenceOnQ Signature Capture Module provides the ability to obtain digital signatures when transferring evidence. This allows a department to eliminate the need to hand-write receipts or maintain signatures on paper for chain of custody. When using the signature capture module, only one signature is required regardless of how many items are being released. The system captures the digital signature and stores it as part of the unalterable chain of custody. A customized checkout receipt may be printed out at the end of each transaction if required. A Topaz Signature Gem LCD 4x3 signature pad is used with EvidenceOnQ Signature Capture.







Document Collection & Validation Module (Option available for future purchase)

Document Collection is a powerful tool for law enforcement agencies, providing the ability to validate and track the type, time, date and receipt of physical documents. Document collection allows an agency to track forms and paperwork that is required for a particular case. Lab analysis reports, claim letters to property owners, receipts from courts or other agencies, can all be tracked from within the Document Collection module. Customers' report that Document Collection & Validation, combined with the eDocs module below, becomes a productivity tool that can pay for your entire system in less than a year.

eDocs & Imaging Module (Option available for future purchase):

With the eDocs and Imaging Module, any electronic document that is associated with the evidence can be attached and viewed from with the EvidenceOnQ system. This includes scanned images, digital pictures, Word documents, PDF files... virtually any electronic document can be stored and viewed from within the above Document Collection module. Even digital audio or video clips can be managed within the eDocs module. eDocs provides the ability to:

-  Link and view audio and/or video clips (i.e. 911 calls or witness statements)
-  Attach digital photos of crime scenes
-  Scan crime lab report
-  Scan a driver's license prior to releasing property

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

FileOnQ 5.0 Desktop 3146 - SYSTEM

File Edit View F10room Labels Reports Tools Data Help

Barcode: 000001032
Mary Kelly

Current Location: 0000001 - Closed Loans: January 2000 2/18/2005 11:51:31 AM SYSTEM

Date Completed: / /

Details

Loan Details | Comments | History | Revisions | Documents

Document Barcode	Document Type	Date Received	eDoc Linked	DocType
0000000005195	Dealer Contract (1,1)	07/19/2002	09/24/2004	Microsoft Word Document
0000000005195	Original Application (1,1)	07/19/2002	04/06/2005	TIF Image
0000000005194	Certificate of Title	07/19/2002		
00000000055714	Early Disclosure	02/14/2005	02/14/2005	Adobe Acrobat Document

Document Details eDocs

Name: Original App - Mary Kelly

Description:

Version: 1

Date of Version: 2005/04/06 - 11:48:56

Documents associated with the current record | Edit | 1 of 1

In addition to adding electronic documents or scanning paper documents through the eDocs Tab, users can also perform the following actions on documents:







- Link** -- Links an electronic or scanned image that is in the eDocs repository but not associated (or linked) to a specific document within a folder.
- Unlink** -- Unlinks an electronic or scanned document that is currently associated (or linked) to a specific document within a folder. The resulting unlinked document will continue to reside in the eDocs repository where it is available to be linked to another document or deleted from the eDocs repository.
- Get Latest** -- This will make a copy of the most current (or latest) version of a document into a user's designated local check out folder.
- View** -- Allows a user to view an electronic document or scanned image without being able to modify or edit it in any way. The system allows for multiple users to view a document at the same time.
- Show History** -- Shows the complete history of a document. The details of each of these audited actions includes; Date and time, User Login, User Name, Operation, Document Name, Version & Comment.



Maintenance and Support:

Maintenance and Support is provided with your system for 12 months from system installation and provides **free in-version upgrades, telephone and online support and training**. When a support need arises, whether just a matter of training or desire for deployment of additional functionality you will appreciate our direct line via our 800 number as well as our live On-Line Web Support Meeting Center. Whether your future needs are upgrades, maintenance, or online training, our on-going support is part of our team commitment to your satisfaction.

Support:

-  Free Customer telephone support
-  Free Customer e-mail support
-  Free use of live on line meetings for troubleshooting and refresher training
-  After hours emergency support
-  On-site support available at a discounted hourly rate plus travel expenses
-  Limited emergency hardware loaners

Product Maintenance:

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

Customers, with annual maintenance and support contracts, are routinely provided with deep discounts for new products being introduced! Of course, customers must pay for new modules, additional seats and new product versions. However, customers report receiving huge value and return on investment from FileOnQ maintenance and Support.

Support Contact Information:

-  **Email:** Support@fileonq.com
-  **Phone:** 1-800-603-6802 select 4 from the menu

At FileOnQ we are committed to do everything necessary to ensure you our customer is completely satisfied with our product and support.

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



Northglenn Police Department

The following are the proposed software, hardware and professional services that will be provided to meet your Department's implementation requirements.

QTY.	Software Licenses and Seats Description:
1	EvidenceOnQ 5.1 Application Software License: Single Database/Application for up to 100,000 Records/Items , UtilizingSQL Server Database (provided by customer)
5	Concurrent Desktop Client Seat Licenses Included
1	Retention Module
1	Container/Box Content Management Tracking Module
1	Signature Capture Module
	Equipment:
1	Symbol LS2208 attached scanner
1	Symbol LS4278 Blue tooth Laser Wireless Scanner (operates up to 50 - 150 feet from PC)
2	Zebra TLP 2844 Barcode Label Printer
8	Rolls of Zebra Thermal Transfer Labels, 1,100 - 4"X 2" Labels per Roll
6	Rolls of Zebra 4.3" Thermal Transfer Printer Ribbons
2	Topaz T-LBK755 Signature Pad with 4X3 LCD
1	Videx laser lite portable scanner with docking station
	Professional Services:
1	EvidenceOnQ Tailored Application Configuration
2	Days On Site Installation & Training, travel and per diem: Installation Includes EvidenceOnQ Application Server, 5 Desktops, and hardware.
6	Custom Tailored Reports: Property Report, Disposition Notification, Notification Letter, Chain of Custody, Checkout Receipt & PropertyRoom.com Manifest (included for those using PropertyRoom.com)
1	Initial Data Import Assistance (Data Conversion and Clean Up Not Included)
1	Annual Maintenance and Support



Funding through PropertyRoom.com proceeds

This offer effectively delivers and fully implements the total EvidenceOnQ Solution and **requires NO money from your departments' budget.**

You will receive from FileOnQ the EvidenceOnQ Property and Evidence Management Solution as outlined on the previous pages including:

- ❖ Software
- ❖ Equipment
- ❖ Installation
- ❖ Training
- ❖ Ongoing Support

The following is an overview of the Premium Licensing, Maintenance and Support Plan:

Upon your authorization and directive required by this premium licensing, maintenance and support plan, PropertyRoom.com will retain all the Net Owners proceeds of auctioned items, for the auction and disposition of personal property, and will remit such proceeds to FileOnQ. Said proceeds will be payment for the implementation and continued use of the EvidenceOnQ system, all maintenance and support, upgrades, and continued training. As part of this agreement, the Northglenn Police Department will use PropertyRoom.com as it's sole auction source for the purging and auction of items made available for auction and/or sale.

Our guarantee:

We at FileOnQ are so confident and committed to delight our customers with their EvidenceOnQ Solution that if you decide the system is not doing the job you intended it to do, for any reason, you can delete the software from your server and any desk tops, return any installable software, documentation and equipment, provided by FileOnQ, and simply request that PropertyRoom.com no longer direct any auction proceeds to FileOnQ.

Premium Licensing, Maintenance and Support Plan Agreement & Acceptance

This agreement is between the **Northglenn Police Department** (herein after referred to as "Customer"), and FileOnQ, Inc, (herein after referred to as "FileOnQ"). FileOnQ agrees to deliver, install, train and support the EvidenceOnQ Property and Evidence Management System detailed in the referenced proposal dated March 15, 2010. Customer hereby verifies that it has authorized and directed PropertyRoom.com, Inc, (see attached directive) to retain and submit to FileOnQ the total "net owner proceeds" (including access to data on property released to Auction) from the Property Disposition Services Agreement with **Northglenn Police Department**, for Property that is solely obtained from the Property and Evidence Unit of the **Northglenn Police Department**, for a period of fifty-four months (54) at 100% beginning June 1, 2010 and ending **December 1, 2014**.

After the fifty-four month period, the Customer authorizes and directs PropertyRoom.com, Inc to retain and submit to FileOnQ thirty-five (35) percent of the total net owner auction proceeds for the duration and/or extension of any agreement between the Customer and PropertyRoom.com, Inc, for the auction and disposition of personal property from the Property and Evidence Unit of the Customer.

The Customer verifies that it will use PropertyRoom.com, as the sole auction source for the purging and auction of items made available for auction and/or sale from the Property and Evidence Unit of the Customer.

If the Customer determines, at their sole discretion, that the EvidenceOnQ System is no longer wanted or that the Customer no longer wants to direct the net proceeds from the auction and disposition of personal property to FileOnQ, the Customer can, with 30 days written notice, cancel any and all future proceeds, from the auction of property, directed to FileOnQ. In the event that the Customer exercises this option, the Customer will delete the EvidenceOnQ software from all servers and any desktops and return any equipment, installable software and documentation, provided by FileOnQ, to FileOnQ; OR

If an agreement between the Customer and PropertyRoom.com, for the auction and disposition of personal property, is discontinued, the customer has the right to retain EvidenceOnQ and the services provided by FileOnQ for a \$1,862.00 monthly fee for the remainder of the initial 54-month term. At the end of the initial 54-month term, the monthly fee will drop to \$600.00 per month for ongoing use, maintenance and support. If the Customer does not pay the required monthly fee then the Customer will delete the EvidenceOnQ software from all servers and any desktops and return any equipment, installable software and documentation provided by FileOnQ to FileOnQ. Upon customer's election and compliance with the terms of this termination option the customer will not have any further financial obligation to FileOnQ nor will FileOnQ have any further obligation of any kind to the Customer.

The Customer and FileOnQ accept the terms and conditions of this agreement outlined herein.

Customer Name

Authorized Signature

Print Name

Date

FileOnQ, Inc.



Kim M. Webley, President

6/2/2010
Date



From: Customer Name and address

To: Property Room.com Inc.
26421 Crown Valley Parkway
Suite 200
Mission Viejo, CA 92691

Re: Allocation of Property and Evidence of the Northglenn Police Department Net Owner Proceeds from Property Disposition Services Agreement Between PropertyRoom.com, Inc. and Northglenn Police Department (Owner).

In consideration of the Owner's election to accept installation, implementation, use and support of the EvidenceOnQ Property and Evidence Management software System provided by FileOnQ, Inc, herein after referred to as FileOnQ, Owner authorizes and directs PropertyRoom.com, Inc. to retain and submit to FileOnQ Owners total net owner proceeds from the auction and disposition of personal property, solely obtained from the Property and Evidence Unit of the Northglenn Police Department, beginning June 1, 2009 for a period of thirty-six (36) months. After the thirty-six (36) months, 25% net proceeds will be submitted to FileOnQ, Inc. for the ongoing use, maintenance, support, training, and upgrades of the EvidenceOnQ system.

Customer Name

Authorized Signature

Printed Name and Title

CC: FileOnQ, Inc.
Attn: Business Development
832 Industry Drive
Tukwila, WA 98027