
PROPOSAL FOR

Greenfield Police Department (IN)

*You have an important job to do. We want to help
you do it with excellence.*

PREPARED BY

Kristee Ulerick
Evidence Specialist & Consultant

859-823-9958

kristeeu@fileonq.com

<https://fileonq.com>

EvidenceOnQ

Evidence Management Solution by FileOnQ

Hello Detective Summers

We appreciate the opportunity to provide your agency with this proposal for the EvidenceOnQ evidence management solution.

FileOnQ, Inc. has implemented the EvidenceOnQ system at over 350 agencies in the U.S. and Canada. Not only do we offer a unique solution, we provide a team of professionals who have a background in law enforcement. They bring unique, extensive expertise to your agency that goes far beyond just training. With experience in evidence management, crime scene investigation, and administration, our specialists assist your agency in developing policies and procedures, meeting accreditation standards, property room moves and design, and other projects that may need consulting expertise.

Agencies see an immediate return on investment when they implement EvidenceOnQ. It reduces hand-written documentation, eliminates repetitive work effort, minimizes paper, and automates the chain of custody.

OFFICERS spend less time filling out bags and tags and more time available for calls.

EVIDENCE STAFF will no longer spend hours doing data entry and repetitive computer entry. Transactions are fast and automated using barcode technology.

SUPERVISORS have reports at a glance showing productivity, inventory, and statistics.

ADMINISTRATION feel confident their evidence management meets best practices and accreditation standards.

PROFESSIONAL STANDARDS units can perform random audits, knowing the chain of custody and audit trail are automated and unalterable.

Our goal is to meet your agency's unique evidence management needs and stay within your budget. We welcome the opportunity to implement the EvidenceOnQ at your agency.

Sincerely, **Kristee Ulerick**

EVIDENCEONQ

Features & Functionality

EvidenceOnQ Application Software License

EvidenceOnQ is built on a Microsoft Operating System platform that utilizes proven methods and technologies. The multi-tier nature allows for implementation in both small and large environments, whether on a single server or distributed onto several servers to improve performance. EvidenceOnQ runs on Microsoft SQL Server 2016 and higher, provided by the customer. The data stored in EvidenceOnQ can be backed-up, restored, or extracted using standard SQL tools and routines, ensuring your data is backed up for disaster recovery or archival purposes.

Administrative Desk Top Client

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

- Add new items
- Print labels and reports.
- Transfer evidence to other locations individually and in groups
- Obtain a signature when transferring or releasing evidence
- Manage the lookup values, locations, users, and reports
- Assign permissions in user groups, including record security and field security
- Design barcode labels for items and locations
- Build and save custom queries
- Perform batch update edits to groups of records
- Create, perform, and store inventory projects

Customized Profile Screen

One of the most unique and appealing features of EvidenceOnQ is the patented Profiler tool. It provides an "off-the-shelf" software system that gives each agency the flexibility to determine the layout of their screen, known as the profile. The configuration of the profile will conform to the unique policies and procedures of each agency. Not only does it provide flexibility when the system is initially installed, the profile screen can be changed any time a need arises. FileOnQ provides the patented Profiler tool to the agency, who can make needed changes to the screen. **This can be done at any time without permission from FileOnQ or incurring additional cost.**

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

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

EvidenceOnQ provides the convenience of one screen for all transactions. This includes data entry, searches, scanning, checking items out, and transferring items in groups. The screen **example** below shows some of the common data fields you may choose to include on your profile screen. **Your profile will be configured to meet your needs.**

Example of profile screen

FileOnQ 8.0.1118 - Evidence 8.0 - SYSTEM

File Edit View Fileroom Labels eDocuments Reports Tools Data Help

Clear New Save Barcode Transfer All Transfer Transfer with signature Scan a Group Browse Query by Text

Custom Queries Named List Excel Batch Update... Query by Current Location... Named List Property Report Ris Letter Chain of Custody

Barcode: _____

Current Location: _____

Details

Evidence Info | Notes | History | Retention | Documents

Case # _____ Item # _____ Collected By _____ Search Warrant ☐

Date of Offense ____/____/____ Crime Code _____ Collected Date ____/____/____ Time ____:____

Offense Category _____ Collected Address _____

Case Officer _____ Collected Location _____

☐ Owner Unknown or N/A ☐ Suspect Unknown

Owner Last _____ Suspect 1 Last _____ Suspect 2 Last _____ Victim Last _____

Owner First _____ Suspect 1 First _____ Suspect 2 First _____ Victim First _____

Address _____ Suspect 1 MI _____ DOB ____/____/____ Suspect 2 MI _____ DOB ____/____/____ Victim MI _____ DOB ____/____/____

City, State, ZIP _____ Additional Suspects _____ Additional Victims _____

Owner Email _____

Owner Phone (###)###-#### DOB ____/____/____

Property Type _____ Gun Type _____

Item Type _____ Make _____

WA SAK # _____ Model _____

Susp Drug Type _____ SN/VIN _____

Quantity _____ Weight _____ Caliber _____

Measure _____ Verified Unloaded _____

Color _____ Recovered Stolen _____

Clothing Type _____ Agency Info _____

Additional Desc _____ Submitted Location _____ BIOHAZARD ☐

Verified By _____

\$100 _____ \$1 coin _____ Lab Number _____

\$50 _____ .50 _____ Date Tested ____/____/____

\$20 _____ .25 _____ Auction Barcode _____

\$10 _____ .10 _____ Dispo Authorized _____

\$5 _____ .05 _____ Hold Date ____/____/____

\$2 _____ .01 _____ Letter Sent ____/____/____

\$1 _____ Money Total _____

If agencies choose to use this feature, the EvidenceOnQ system will automatically assign the next sequential item number in the case. This eliminates the potential for duplicate item numbers in a case. The FileOnQ ProFiler allows agencies to enable this feature.

Case Number	18-123456	Item #	3
Offense Type	H - HOMICIDE		
Date of Offense	07/27/2018		

Control Fields

The partial screenshots below show the control field selections that enable (or disable) the dependent fields. The examples show a selection of currency, narcotics, and guns with applicable fields enabled. Fields that do not apply to the selected description are disabled, making entry easier and more accurate. Agencies may choose which enabled fields are optional and which are mandatory. For example, when entering a gun, the make and serial number are required, but the model is not.

The image displays three partial screenshots of the EvidenceOnQ software interface, each showing a different item type selected in the 'Item Type' dropdown menu. The 'Property Type' is consistently set to 'Evidence'.

- Drugs:** The 'Drug Type' dropdown is set to 'MARIJUANA'. Fields for 'Quantity' (0.00), 'Weight' (0.5), 'Measure' (Grams), and 'Additional Desc' (Purple crown royal bag with green leafy substance) are visible.
- Firearms:** The 'Gun Type' dropdown is set to 'Semi-automatic'. Fields for 'Brand' (GLOCK), 'Model' (17), 'Serial' (32151298), 'Caliber' (9 MM), and 'Additional Desc' (Gun with broken grip) are visible.
- Money:** The 'Currency Type' dropdown is set to 'CURRENCY - U.S.'. Fields for 'Quantity' (100), 'Measure' (50), 'Color' (10), and 'Additional Desc' (Cash found with address book) are visible.

Each screenshot also shows a 'Recovered Status' dropdown set to 'NO' and a 'Money Total' field.

Barcode Tracking

One of the most powerful features of the EvidenceOnQ system is the use of barcode technology. It is faster and more accurate than any other form of tracking. Using a barcode will dramatically decrease the time it takes to retrieve a record from the database and document the transfer of that item to another location or status.

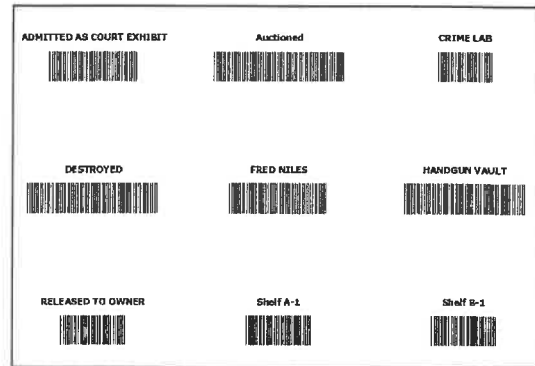
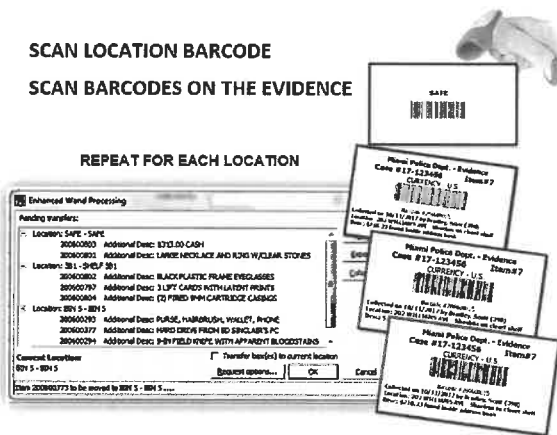
EvidenceOnQ provides the user with complete flexibility to design and print customized bar code labels. Any of the fields on the customized profile screen can be printed on the label. This printed information eliminates the need for officers to hand-write information on the evidence bag. Customized location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

A sample barcode label for SAN DIEGO POLICE DEPT. - Evidence. The label contains the following information:

- CASE#12-001234**
- Item #7**
- CURRENCY \$3,356.00**
- Collected on 6/25/2012 by Avery, Craig (422)**
- Suspect: Wilson, John A. DOB: 5/12/1968**
- Desc: Cash found with address book**
- Barcode #: 200600015**

EvidenceOnQ also creates barcodes for locations, including people, places, a status, or a disposition. Transactions can be performed without having to enter any hand type data from your keyboard. This allows the user to scan an item and then scan the location where it is to be transferred. It gives you fast, accurate, completely keyless transactions.

Locations may also be assigned categories to filter and sort items. For example, by creating a location category such as FINAL, you can see all locations that represent evidence that are permanent releases such as *Destroyed*, *Returned to Owner*, *Auctioned*, etc. Any group of locations can be placed in a category to make searching and sorting much faster.



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

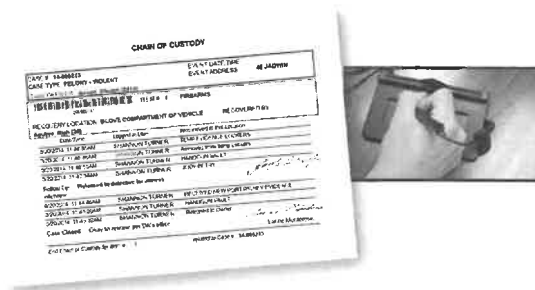
Customized Toolbar

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



Signature Capture

The signature capture module allows signatures to be captured when transferring evidence. This eliminates the need to maintain signatures on paper. The system captures the digital signature and stores it in the unalterable chain of custody for each item that was scanned. A customized checkout receipt may be printed out at the end of each transaction if required.



Notes Tab

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

Barcode: 200601191

Gun with broken grip

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

Location Category: Home Location:

Box Location: Date Completed:

Details

Evidence Info Notes History Retention Documents

NotesLog

Add Entry Refresh ☒ Split tab vertically

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

Chain of Custody

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

CHAIN OF CUSTODY

CASE #: 14-006213 EVENT DATE/TIME: 40 JADWIN
CASE TYPE: FELONY - VIOLENT EVENT ADDRESS: 40 JADWIN
CASE OFFICER: Amerson, Arianne (8414) ITEM #: 1 FIREARMS

RECOVERY LOCATION: GLOVE COMPARTMENT OF VEHICLE RECOVERED BY: *[Signature]*
Apparatus: ECH 100

Date/Time	Logged in User	Item moved to this Location
3/20/2014 11:38:32 AM	SHANNON TURNER	TEMP EVIDENCE LOCKERS
3/20/2014 11:40:48 AM	SHANNON TURNER	Removed from Temp Lockers
3/20/2014 11:40:55 AM	SHANNON TURNER	HANDGUN VAULT
3/20/2014 11:42:34 AM	SHANNON TURNER	JODY BETHA

Follow Up - Released to detective for witness interview

3/20/2014 11:41:48 AM	SHANNON TURNER	RECEIVED NEW PORT RICHEY EVIDENCE
3/20/2014 11:45:00 AM	SHANNON TURNER	HANDGUN VAULT
7/20/2014 11:45:33 AM	SHANNON TURNER	Released to Officer <i>[Signature]</i>

Case Closed - Okay to release per DA's office *[Signature]* Lance Montrose

End Chain of Custody for Item #: 1 related to Case #: 14-006213

Audit Trail

The audit trail for each record begins when the item is created. EvidenceOnQ automatically documents the date, time, and user in the unalterable audit trail for each record. It continues by documenting the same for each transfer, edit, or request made to that record. In addition to the function performed, it also contains the old and new values, user login and name, and the name of the computer, IP address, and Windows user login.

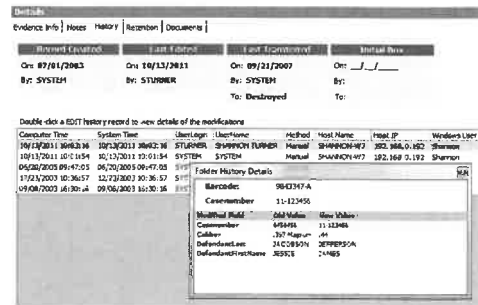
Record History

Print Report..

Action Type	ActionTimestamp	SysTimestamp	User Login	User Name	Location Code	Location Name	Host Name	Host IP	Windows User
Request	8/16/2018 4:51:24 PM	8/16/2018 4:51:24 PM	SYSTEM	SYSTEM	09	LATENT PRIN	::1	::1	WebServer
Transfer	8/16/2018 4:45:25 PM	8/16/2018 4:45:26 PM	STURNER	SHANNON TURNER	RPDFV	FIREARMS VA	SHANNON-DELL	192.168.1.134	Shannon
Edit	8/16/2018 4:45:18 PM	8/16/2018 4:45:18 PM	STURNER	SHANNON TURNER			SHANNON-DELL	192.168.1.134	Shannon
Transfer	8/16/2018 4:45:08 PM	8/16/2018 4:45:09 PM	STURNER	SHANNON TURNER	Rem Temp Lock	REMOVED FR	SHANNON-DELL	192.168.1.134	Shannon
Create	8/16/2018 4:45:21 PM	8/16/2018 4:45:21 PM	STURNER	SHANNON TURNER	Temp Lockers	Temporary	SHANNON-DELL	192.168.1.134	Shannon

History

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

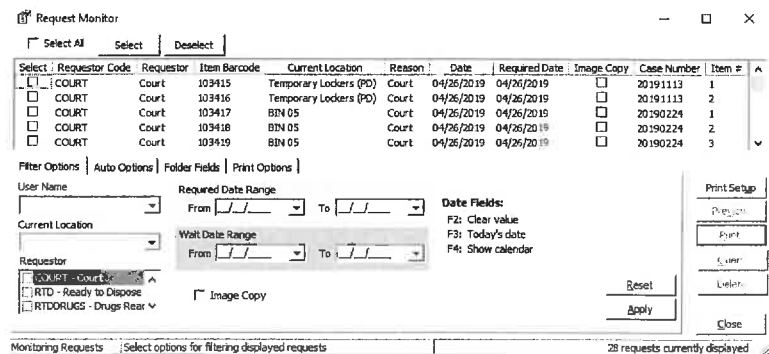


Work List Management

The Worklist feature allows users to create and save a group of items with a common task. For example, evidence to be pulled for destruction, evidence waiting to go to the lab, items pending officer review, or narcotics to be put into a court order, etc. This allows a user to work on a large project as time permits and continue to add to the ongoing work list. The list can be 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.

Request Module

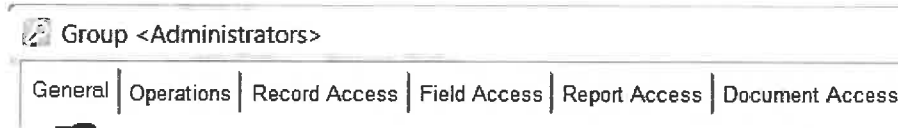
The Request Module gives officers the ability to submit a request to the evidence personnel for a variety of reasons. For example, a request may be submitted to pick up evidence for court, check out for viewing, or to authorize the release. Many agencies use this feature for their officers to authorize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



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

Security and Policy Management

The EvidenceOnQ system requires a User ID and password to log in. (Large agencies may choose to purchase our optional integration with Active Directory.) A system administrator can create groups and grant or deny permission to group members. System policies can also be set for password expiration (or non-expiration), minimum password length, failed log-in attempts, strong passwords, and session control logout for inactivity.



Additional options for user groups include:

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

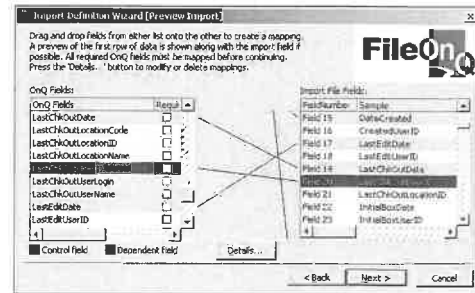
Retention Module

One of the biggest challenges in evidence management is determining when an item is available for destruction, return to owner, auction, etc. Purging items from the evidence room is a lengthy, laborious process. The retention module enables agencies to set a review or disposal date on evidence in accordance with their policies or statutes. EvidenceOnQ will auto-assign the review date based on the type of crime. The review date can be modified throughout the process if certain cases are delayed in court or are pending appeal.

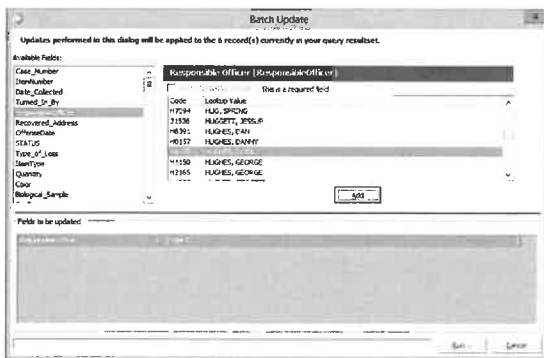
Code	Date	Category	Years	Months	Days	Description
Non Violent	Creation	Felony	1	6	0	Felony crimes
Found	Creation	Found Property	0	0	90	Found Property
Misd.	Creation	Misdemeanor	1	0	00	Misdemeanor Offenses
Safekeeping	Creation	Safekeeping	0	0	30	Property for Safekeeping
Sex Offense	Creation	Sexual Offenses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

Data Import, Export, Mapping and Validation

The import utility allows records to be imported from other data sources. EvidenceOnQ comes standard with a fully configurable import utility that can match field for field from any ASCII delimited data file, which is then imported into the EvidenceOnQ system. This can be done as an automated, scheduled import or an import on demand. The export utility allows users to create, save, and run any number of export routines. All imports that are run, whether manual or unattended, produce a log file. Any records that fail the import validation process will be listed in the log. All import logs are stored with a date and time stamp and can be viewed through the Import Log View. Any data can be exported from the EvidenceOnQ database.



Batch Update

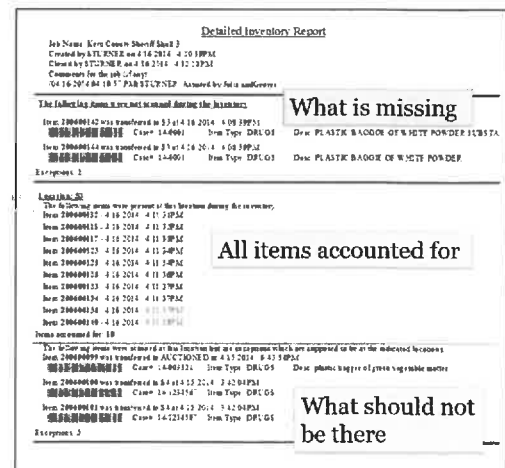


EvidenceOnQ allows for data to be changed or updated in a group. For example, if evidence is logged under the wrong case number, the items can be queried into a group, and the case number changed all at once. Any field or combination of fields on the profile screen can be changed using the Batch Update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

Inventory Module

The inventory feature enables projects to be created and paused, leaving the project open until it is finished. The detailed inventory report shows specific details about the report: the items missing, all items accounted for, and items that do not belong in that location. Comments may be added to the inventory, allowing users to document any corrections or clarifications needed. All comments are date and time stamped to preserve the integrity of the inventory,

EvidenceOnQ maintains a history of the inventories completed. An inventory history is also be maintained for each item, documenting how many times it was inventoried and the status of the item at the time of the inventory.



Searches and Queries

Query-by-Example: Users can conveniently search directly from the customized profile screen. Any field or combination of fields can be searched using known information, unknown information, or partial information. For example, a search can be made for all Smith & Wesson guns recovered by a specific officer in 2028 where the suspect was a juvenile. There is virtually no limit to the combination of fields and number of searches that can be performed.

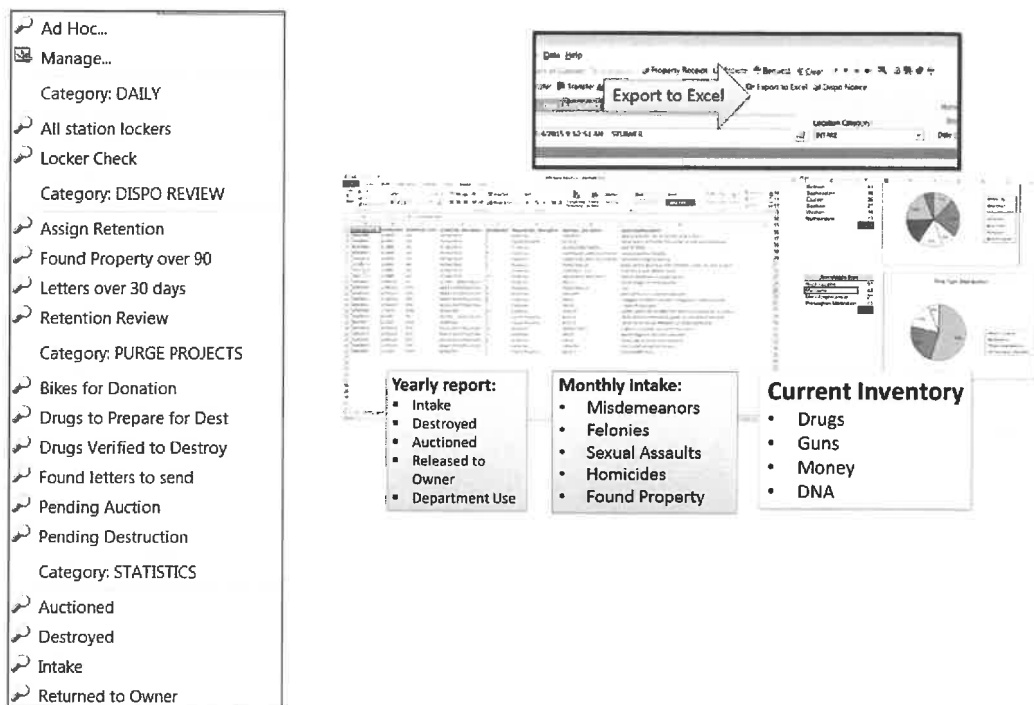
Query-by-Current Location: Searches can be run by current location or a combination of locations.

Query by date: This includes all date fields on the profile screen in addition to date created, last edit date, and last transfer date.

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

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

Custom Query Manager: Queries can be conveniently created, organized, updated, and run. Custom queries are virtually unlimited with variable criteria and can be categorized for organization. For example, queries can be set up for statistics, such as the number of items received, destroyed, or returned to owner. When the results of a query are displayed, the user has many options such as viewing the data in browse, producing it in a custom report (form), transferring the records to another location, or exporting the data to Excel



Custom Reports

Custom reports/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. FileOnQ uses Crystal Reports to develop these forms, however the end user is not required to have any Crystal license or expertise because the reports are run from within the application. The following examples show the query that can be performed and the custom report that is generated with the information. We will work with your agency to design your custom reports to meet your needs.

Property Report

The property report generated from EvidenceOnQ will list 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.

Item #	Item Description	Item Type	Quantity
1	A black jacket	clothing	1
2	A black jacket	clothing	1
3	A black jacket	clothing	1
4	A black jacket	clothing	1

BarCode	Item #	Item Type	Description
200600036	6	BEDDING	Blanket that victim was wrapped in on the couch
200600037	7	CURRENCY	Blue water jug containing coins
200600038	8	TRACE EVIDENCE	Clump of hair

Checkout Receipt

When items are transferred using signature capture, the system prompts the user to generate a transfer receipt. If the user chooses not to print a receipt, the signature can still be printed at any time in the future in the chain of custody report.


Disposition Request

The disposition request form itemizes property in a case that has come up for review. The officer can complete the form by hand or, to become paperless, use the Request Module to authorize the disposition of the property. For agencies that implement the Notification Module, this form is eliminated, with the entire process being automated.

Item Description
Evidence
Altoids container with rock substance

Owner Notification Letter

EvidenceOnQ will generate your owner notification letters. The system will conveniently sort which items are associated with the appropriate legal owner listed. Letters will be generated for each owner, even when multiple cases are being processed.

 **San Diego Police Department**
1401 Broadway
San Diego, CA 92101-5720

March 31, 2017
Case # 14-080213

ELEA ROGERS
2700 CHASE CT
EDGEWATER, CO 80214

The property listed below is now available for release:

Item Description	Barcode
ALCOHOLIC MEDIA	11111111111111111111
BOX OF DVD MOVIES	11111111111111111111
CAMERA RELATED EQUIPMENT	11111111111111111111
CANON A570	11111111111111111111
CANON DIGITAL CAMERA IN BLACK CARRY CASE	11111111111111111111
CAMERA RELATED EQUIPMENT	11111111111111111111
NIKON COOLPIX L1200	11111111111111111111
BLUE NIKON COOLPIX L1200 DIGITAL CAMERA	11111111111111111111

If you wish to claim this property, please refer to the above case number and make an appointment with the property room by calling (619) 594-2244. Property will not be released without an appointment. Your word here is our word and your identification with you when you arrive to claim your property.

If the property listed is a firearm and you have a criminal record, you may not be eligible to possess a firearm. If you have a criminal record, call the SDPPD to see if you can be released before you come to pick up your property.

Discovery
Property Technician

CHAIN OF CUSTODY

CASE #: 14-080213
CASE TYPE: FELONY - VIOLENT
CASE OFFICER: Ainslie, Afton (0414)

EVENT DATE/TIME: 40 JADWIN
EVENT ADDRESS: 40 JADWIN

ITEM #: 1 FIREARMS
20090041

RECOVERY LOCATION: GLOVE COMPARTMENT OF VEHICLE
RECOVERED BY: Aguirre, Rach (36)

Date/Time	Logged as User	Item moved to this Location
3/20/2014 11:38:35AM	SHANNON TURNER	TEMP EVIDENCE LOCKERS
3/20/2014 11:40:46AM	SHANNON TURNER	Removed from Temp Lockers
3/20/2014 11:40:55AM	SHANNON TURNER	HANDGUN VAULT
3/20/2014 11:42:54AM	SHANNON TURNER	JODY BETRY

Follow Up - Released to detective for witness interview

Date/Time	Logged as User	Item moved to this Location
3/20/2014 11:44:46AM	SHANNON TURNER	RECEIVED NEW PORT RICHEY EVIDENCE
3/20/2014 11:45:00AM	SHANNON TURNER	HANDGUN VAULT
3/20/2014 11:45:32AM	SHANNON TURNER	Released to Owner

Case Closed - Okay to release per DA's office

End Chain of Custody for Item #: 1 related to Case #: 14-080213
Lance Montano

Chain of Custody

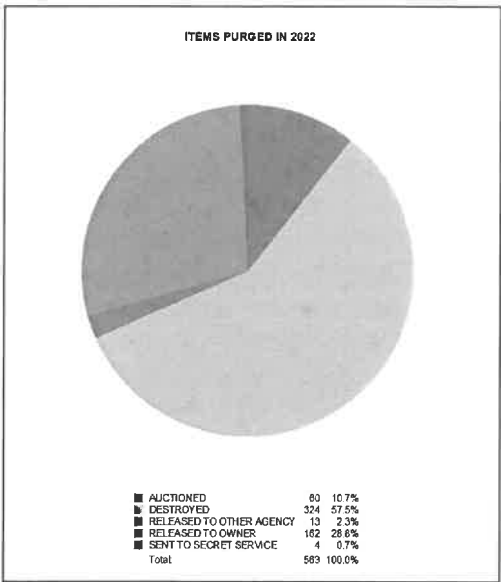
EvidenceOnQ will produce the chain of custody for one or multiple items. Each item shows a complete, unalterable history of for the item. Included in the chain of custody are all dates, times, users, and any associated signatures for each transaction.

Random Percentage Audit Report

Best practices for evidence management include documented and periodic inspections and audits of the property-evidence inventory. The "Random Audit Report" takes a random, percentage based sample of evidence records from a specified category such as guns, drugs, or money. A report is created from which the auditor can use to verify the items. The report has a place for the auditor to initial that each item was found at its correct location, and a place for annotations about the items. These notations can also be documented in the notes log section of the records.

SAN JOAQUIN COUNTY SHERIFF
Evidence Audit Compliance Report - FIREARM

Bar Code	Tag #	Date Collected	Item Type and Description	Verdict
Location: BUREAU - BUREAU 10 20140821	20140821	02-07-2014	FIRE ARM Collected By: Bureau 10 Item Type: Semi-Automatic, Model 17 Serial: 32151284, Description: GUN WITH BROWNING	<input type="checkbox"/>
Location: BUREAU - BUREAU 10 20140821	20140821	02-07-2014	FIRE ARM Collected By: Bureau 10 Item Type: Semi-Automatic, Description: Gun Found during the search	<input type="checkbox"/>
Location: HANDGUN - HANDGUN VAULT 20140821	20140821	02-07-2014	FIRE ARM Collected By: Bureau 10 Item Type: Semi-Automatic, Description: Gun Found during the search	<input type="checkbox"/>
Location: HANDGUN - HANDGUN VAULT 20140821	20140821	02-07-2014	FIRE ARM Collected By: Bureau 10 Item Type: Semi-Automatic, Model 17, Serial: 32151284, Description: GUN WITH BROWNING	<input type="checkbox"/>
Location: HANDGUN - HANDGUN VAULT 20140821	20140821	02-07-2014	FIRE ARM Collected By: Bureau 10 Item Type: Semi-Automatic, Description: Gun Found during the search	<input type="checkbox"/>



Pie Chart by Location

This custom report provides the results of a query in a pie chart, sorted by the current location of the items. In the example shown to the right, the user first ran a custom query for all items purged in the year 2022. With those query results, the user selected the Pie Chart report and entered a title. The report then sorted the results by the current location in a pie chart.

EvidenceOnQ Webview

Webview is built for end-users to enter evidence quickly and easily in a dashboard type atmosphere. It is easily accessible from any location with a connection to your agency's intranet. This is especially convenient for patrol, detectives, and crime scene investigators. Data can be entered in one location and then print the barcode labels at a later time and location. Users can also generate forms and reports such as an evidence report or chain of custody. These forms and reports may be printed or saved as a Word or PDF document. Permissions to access forms and reports may be limited per user group.

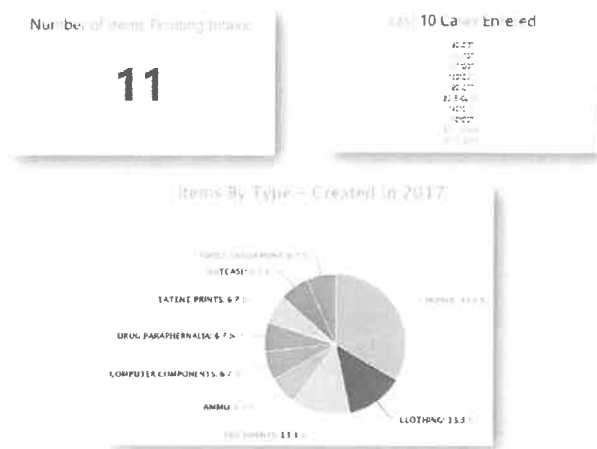


Users can submit requests associated with evidence, such as items needed for court, case follow-up, or authorizing the release to owner. When users log in to Webview, their pending requests are listed. They may cancel the request if it is still in the pending list. When the request is fulfilled, it is eliminated from the pending requests.



The dashboard in Webview displays widgets appropriate to each user group. Officers will see a list of the last 10 cases they entered, while the evidence staff will see the number of items in intake and the type of evidence being stored. The system includes these three widgets. *If additional widgets would benefit your agency, please let us know and we will include them in your proposal.*

Widgets can be displayed as a bar graph, pie chart, gauge, timeline, quantity counter, or text. For evidence staff that work primarily in the desktop client, this dashboard can be viewed from a utility on their computer without having to log in to Webview. NOTE: *The Webview module is required to view widgets.*



eDocs

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

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

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

The screenshot displays the eDocs system interface. On the left, there is a sidebar with a 'Drop Files Here' button. The main area shows a list of documents with columns for Document ID, Document Type, Date Received, and eDoc Link Date. A detailed view of a 'Lab Report' is shown on the right, including a 'Document Details' tab and a 'Document Tracking' tab. The 'Lab Report' details include a document barcode, date received, eDoc link date, note, and document keywords.

Document ID	Document Type	Date Received	eDoc Link Date	Document Format
000000000000159	Lab Report	05/21/2009	05/21/2009	Microsoft Excel Worksheet
000000000000160	Lab Report	10/23/2013	10/23/2013	Adobe Acrobat Document
000000000000216	Court Order	07/24/2015	07/24/2015	Microsoft Word Document
000000000000039	Court Order	06/01/2010	06/03/2010	Microsoft Word Document
000000000000214	Bank Statement	07/01/2015	07/01/2015	Microsoft Excel Worksheet

Document Details | eDocs | Document Tracking

Document Type: Lab Report

Document Barcode: 00000000000020

Date Received: 05/21/2009 <- Today **eDoc Link Date:** 05/21/2009

Note: DNA hit on suspect Johnson

Document Keywords: DNA hit

FILEONQ SUBSCRIPTION INVESTMENT OVERVIEW

FileOnQ Property and Evidence Solution	
<ul style="list-style-type: none">• EvidenceOnQ - Property & Evidence Management Solution as outlined in Features and Functionality section. Requires SQL provided by customer.• WebView module. Requires IIS server provided by customer.• Unlimited concurrent user licenses• eDocs and electronic imaging module	\$5,940/year
Total Per Year	\$5,940

Year One Cost	
EvidenceOnQ Implementation to include:	\$5,500
<ul style="list-style-type: none">• Design customized profile screen, Includes population of user groups and permissions, lookup tables, locations, barcode design, etc.• Remote software installation and configuration on customer server.• Data mapping and importing of existing data in BEAST. Customer will provide extracted data in a tab delimited text file. Customer will do data cleanup as needed.• Design of eight (8) custom reports to include Property Report, Chain of Custody, Check-out receipt, Named list, Owner letter, Pie Chart, Random Audit Report, Dispo Authorization.• Training provided through web meetings.	
One-time Implementation Fee Total	\$5,500

Peripheral Hardware	Qty
Symbol Li 4278 Wireless Bluetooth Barcode Scanner	1
Topaz Signature Pad (USB)	1
Zebra ZD420 TT Thermal Transfer Barcode Label Network Printer	2
Case of 4x2 polypro thermal transfer labels - 4 rolls per case = 4,400 labels *	2
Case of 4.33" wax/resin ribbon cartridges - 6 per case *	2
Peripheral Hardware is calculated into Monthly Subscription Fee .	

Your hardware is incorporated into this subscription plan and warrantied for life. If a device breaks or becomes obsolete, FileOnQ will replace it at no charge to your agency.

** Labels and ribbons are consumables and may be purchased through FileOnQ as needed.*

Your proposed investment as outlined above is:

One Year Cost: \$5,500.00 (50% due at order and remaining 50% due in 6 months)

**Monthly subscription: \$495.00 will begin 12 months after order.
Subscription can be paid monthly or annually at \$5,940.**

This proposal is valid until November 30, 2025.

SUBSCRIPTION SUPPORT



FileOnQ is committed to doing everything necessary to ensure you are completely satisfied with our product and our support. Unlimited maintenance, support, and training are provided with the purchase of your EvidenceOnQ Solution. This includes:

- All future updates
- Unlimited telephone and online support
- Unlimited training via telephone and web-conference
- Peripheral hardware life-time replacement
- Assistance with developing new policies and procedures
- Access to the FileOnQ customer portal website with training videos and tools

Contacting our support team is convenient using our 800 number, support team email, and live On-Line Web Support Meeting Center.

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

Customers overwhelmingly agree the subscription support offers many benefits. They never have to budget for future upgrades because they are included in the subscription. The lifetime replacement of hardware extends beyond just the one year manufacturer warranty. If a device breaks or becomes obsolete, FileOnQ will replace it. Customers agree that the unlimited training and support provided by our FileOnQ law enforcement experts is invaluable. It helps improve their system use and departmental productivity to the extent that their investment pays for itself several times over.



"I want you to know how much I appreciate everyone at FileOnQ. Ron and Scott are really amazing and have done everything they seemingly can to solve our problems when they arise (which isn't often). And their quick responses to my requests are really unparalleled. Being in IT as long as I have it's not often you see that on a consistent basis.

When I have had to call your support desk (and it's not that often) - Bridget has always fixed my issues and, again, with exceptional response times! To have a product that is rock solid is something to hang your hat on but to have the support personnel that backs it all up is something to be really proud of. Thank you very much."

Local Systems Administrator II, Kansas City Police Department

SUBSCRIPTION TERMS AND CONDITIONS

1. AGREEMENT: Customer agrees to abide by the payment schedule detailed in the above "Terms and Payment". Supplier agrees to provide product use, deployment, software upgrades, support, and training, as detailed in this proposal.

2. TERM AND PAYMENT: Customer will pay 50% of year one costs within 30 days of order. Remaining 50% will be invoiced 6 months from date of order. Subscription payments will begin one year from date of order and may be paid annually or monthly.

EXAMPLE: One Year Cost - \$5,500

Date of purchase: September 1, 2025 - \$2,750 due

6 months from date of purchase: March 1, 2026 - \$2,750 due

12 months from date of purchase: September 1, 2026 - begin subscription payments

3. TERMINATION: Customer may terminate this Subscription Agreement in writing within 60 days prior to the annual subscription renewal and payment date. Within 60-days of this cancellation notification, the customer will discontinue use of the FileOnQ software and remove the software from all computers and storage devices. All equipment provided by FileOnQ must be returned to FileOnQ. Customers' data remains the property and responsibility of the customer.

4. OWNERSHIP: This subscription is for the use of the FileOnQ platform solutions, storage, and services detailed in this proposal. FileOnQ maintains all ownership rights of the Software and Equipment.

5. ASSIGNMENT: Customer has no right to sell, transfer, or assign this agreement; sublease the Software and Equipment, or use it as a service bureau for any third party.

6. IMPLEMENTATION: FileOnQ will assign a project manager to oversee the implementation of your solution. In order to complete the installation in a timely manner the customer must also designate a project manager to act as a point person to ensure timely responses by all involved customer stakeholders.

7. ENTIRE AGREEMENT: This agreement contains the entire arrangement between FileOnQ and Customer with respect to payment and ownership of the Software and Equipment and no modifications of this Agreement shall be effective unless in writing and signed by the parties.

8. AGREEMENT ACCEPTANCE: This Agreement shall commence upon signed acceptance below and/or receipt of purchase order.

9. SUBSCRIPTION TERM: The subscription cost is guaranteed for 24 months from the date of contract and will increase by 3% annually thereafter.



System Requirements

FileOnQ Server

Hardware

- Dual-Core Processor (Quad-Core recommended)
- 8 GB RAM (16 GB recommended)
- 2 GB disk space
- SVGA display (1024x768) or higher

Operating System

- Windows Server: 2003*, 2008 Family*, 2012*, 2016, 2019, 2022

SQL Server

- SQL Server: 2005*, 2008R2*, 2012, 2014, 2016, 2017, 2019, 2022 Express or Standard

Network

- Windows Networking using TCP/IP, UNC
- Name resolution (DNS)
- Shared UNC path for shared settings

If Adding WebView or MobileOnQ

- Internet Information Services (IIS) 7 or higher
- .NET Framework 4.5 or higher
- Windows networking using TCP/IP

If Adding eDocs

- Additional required disk space is dependent on the number and type of files stored

Other

- PDF viewing software (such as Adobe Reader)

Desktop

Hardware

- Pentium 4 or higher
- 1 GB RAM (4 GB recommended)
- 400 MB disk space
- SVGA display (1024x768) or higher

Software

- Microsoft Windows: 7, 8.0*, 8.10, and 11
- .NET Framework 4.5
- Internet Explorer 8.0 or higher
- PDF viewing software (such as Adobe Reader)

EvidenceOnQ and Quartermaster are on-premises solutions.

* Versions marked with an asterisk are compatible, but no longer supported by Microsoft.


Rev 6/26/2024

NEXT STEPS

1. Please review all sections of this proposal.
2. Please MARK all the feedback boxes below that apply and INITIAL the box at the bottom-left of this page. (This will send me a notification and I'll contact you to discuss the next steps.)
3. If you'd like to speak to me by phone, please don't hesitate to call me directly at 859-823-9958.

I have reviewed your proposal and:
(Please check all that apply.)

- ☐ Everything looks great! We are interested in moving forward with this proposal.
- ☐ Everything looks good, but I have pricing questions/concerns.
- ☐ We are still evaluating other solutions.
- ☐ Everything looks good, however, we're considering this for next year's budget.
- ☐ I have questions about DigitalOnQ.
- ☐ Everything looks great, but I'm not the final decision maker.

 INITIAL
Jerami Summers

Detective Jerami Summers
Greenfield Police Department

PREPARED BY
Kristee Ulerick

Kristeeu@FileOnQ.com
859-823-9958
<https://fileonq.com>