

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



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oits.info@ks.gov

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

October 3, 2022

Richard Beattie, Director
Procurement and Contracts

Dear Mr. Beattie:

The detailed project plan for the Highway Patrol In-Car Camera 2022 Upgrade project is enclosed. Jamie Holley is the primary contact for the project and can be reached at (785) 291-3647. This letter constitutes approval of the project pursuant to K.S.A. 75-7209.

In-Car Camera 2022 Upgrade is an infrastructure project and thus does not fit traditional project monitoring parameters. The project is required to provide quarterly project reporting transmittal pages for the duration of the project. However, we are exempting the project from all other quarterly report requirements contained in ITEC Policy 2500.

This project has a total project cost of \$3,376,247. The quarterly KITO fee for the project will be \$1,012 and will be billed from the start of Execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

Herman T Jones

B3AF8A5CB5364AB...

Herman T. Jones, Superintendent
Highway Patrol

DocuSigned by:

DeAngela Burns-Wallace

1DAB26281F9B47E...

DeAngela Burns-Wallace
Executive Branch CITO

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
Aaron Klaassen, JCIT
JCIT Membership
Linda Norris, OPC
Kelly Johnson, OPC
Brian Reiter, OITS
Jamie Holley, KHP
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

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Herman T. Jones, Superintendent

Laura Kelly, Governor

August 26, 2022

DeAngela Burns-Wallace
Chief Information Technology Officer
1000 SW Jackson, Suite 500
Topeka, KS 66612-1300

Dear Ms. Burns-Wallace,

Subject: Approval of Detailed Plan for 2022 In-Car-Camera

The Kansas Highway Patrol (KHP) is seeking final approval to proceed with the 2022 In-Car-Camera Upgrade detailed planning phase to replace our outdated in-car dash cameras. The detailed project plan is attached.

This project will enhance the in-car dash cameras currently installed in our patrol cars. This enhancement will give trooper's the ability to transfer videos taken on new the in-car dash cameras via a cellular LTE connection rather than having to burn a DVD.

Digital video evidence is a crucial piece of evidence in law enforcement today. Whether used to corroborate a statement in a criminal trial or as an investigative tool, training instrument, or even as a public service forum, digital evidence is in high demand. Having the ability to transmit the videos electronically via an approved KHP cellular LTE network will serve as a great benefit to our troopers and general headquarters staff.

You will find attached to this request the following documentation for consideration.

Thank you for your consideration.

Sincerely,

HERMAN T. JONES, Colonel
Superintendent

CC: Jason DeVore, Lieutenant Colonel,
Andrew Dean, Major,
Jamie Holley, Chief Information Officer

State Entity: Kansas Highway Patrol	Included (Y/N) If no, Yes
Project Name: In Car Camera Upgrade 2022	
Greater than \$250,000/ less than \$1,000,000 (Y/N):N	
Greater than \$1,000,000 (Y/N): Y	
IT Project Plan Documents	
For forms and/or more detailed information on completion of plan, see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A. https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Yes
IT Project Request Explanation--DA518	Yes
IT Cost Benefit Statement--DA519	Yes
Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level	
Task Name (tasks should be descriptive)	Yes
Duration (total duration/elapsed calendar time)	Yes
Work (total person/hours of effort for all resources for the task)	Yes
Start	Yes
Finish	Yes
Dependencies (Predecessors)	Yes
Resource Names (assigned to the task)	Yes
Milestone	Yes
Work Product Identification (Form ITEC PM02-6)	Yes
Architectural Statement (ITEC Policy 4010 and 9500)	
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	Yes
If different, attach CITA waiver	N/A
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	
Statement of compliance	Yes
If different, attach CITO waiver	N/A
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA)	
https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition	
https://www.hhs.gov/hipaa/index.html	
1. What information is included	N/A
2. Why is it collected	N/A
3. How will it be used	N/A
4. Exclusion opportunities	N/A
5. 1974 Act implementation	N/A
6. Other privacy requirements	N/A
7. Total privacy cost estimate	N/A
Security Statement (ITEC Policies 7230, 9500, 7300)	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	Yes
If different, explain	Yes
Accessibility Statement (ITEC Policy 1210)	
Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat.	Yes
If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception. If accessibility standards do not apply, please provide explanation.	
Attach approval letter from State Director of IT Accessibility.	Yes
Electronic Record Retention Statement	
https://www.kshs.org/p/electronic-records/11334	
(K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	
1. Identify replaced paper records	Yes
2. Identify new business functions	Yes
3. Reasons for business functions	Yes
4. Records requirements for business function	Yes
5. Documents in another system?	Yes
6. Public access requirements	Yes
7. Access control requirements	Yes
8. Identify all records with retention period of ten or more years	Yes
9. Estimate three year cost of addressing records identified in No. 8	Yes
Attach approval letter from State Archivist.	Yes
Risk Identification Summary (Form ITEC PM02-11a)	Yes
Risk Assessment Model (RAM) Summary - Detailed Plans	Yes
Fiscal Note, if appropriate	N/A
Electronic copy submitted two - four weeks prior to contract award and/or project execution	Yes

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518

1. Project Title:		2. Project Priority		3. Estimated Dates																
In-Car-Camera 2022 Upgrade		1		Planning Start:	1/3/2022															
Agency:				Execution Start:	10/3/2022															
Kansas Highway Patrol				Close-Out End:	8/9/2023															
4. Project Description and Justification:				Date Submitted:	9/30/2022															
The Kansas Highway Patrol (KHP) is seeking to upgrade existing in-car dash camera system to in-car digital video/audio transferable via a LTE / 5G cellular connection. The upgraded system will be capable of integrating a body worn camera (BWC) with full integration into the system. The KHP's intent is to manage long-term storage of video on premise. Each patrol vehicle will have the capability of uploading the day's traffic and BWC videos via a secure mobile network to a locally hosted storage environment. During the upload process the system will write the evidentiary information (video file(s) with audio). All installed systems will utilize touch screen functionality. Fingertip operation is preferred (i.e., no stylus required). The KHP proposes to install approximately 440 units in multiple vehicle configurations. The existing in-car camera WatchGuard DV-1 system has grown obsolete. Those video systems have reached the end of the product life cycle and now require replacement. Currently the system records video to one or two physical DVD(s) daily per Trooper. The retention, searching, and reproduction of these videos is a very time-consuming process. Equipment is rapidly beginning to fail due to age, while the manufacturer's warranty will be expiring soon. This equipment is no longer viable and more feature rich and technologically improved solutions are available for approximately the same price. The existing platform does not have the expandability to include body worn cameras if desired. This is the third iteration of video upgrades over the years within the KHP as technology continues to improve. Public demand for more transparency and accountability demands that Law Enforcement Agencies utilize high-quality, dependable recording equipment in day-to-day operations. The KHP intends to replace 440 units in vehicles across the state. Another 26 units will be purchased in case of equipment failure and maintained as part of the fleet's ongoing inventory. The Kansas Turnpike Authority recently purchased digital video camera upgrades as well. As a result, the KHP plans to continue using the WatchGuard system in order to standardize the fleet. Doing so will improve efficiencies by allowing troopers to move from KHP to KTA without undergoing retraining on the video system. Likewise, since KHP IT staff maintain computer systems for KTA troopers, technical support efforts are reduced. That is, a single configuration can be maintained for both agencies and related software will be uniform across all users. Installation efforts will be minimized since the system is compatible with existing wiring and mounting hardware.																				
Is this an Infrastructure Project? (Y/N)					Y															
Will Business Process Modeling be completed during the IT project and business design? (Y/N)					Y															
Will national and/or industry data standards be used? (Y/N)					Y															
If yes, please specify.		in-car digital video/audio transferable via a LTE / 5G cellular connection. The system shall synchronize and record all video and audio data directly into the evidentiary record along with status indicators including, but not limited to: Date, Time, User ID, Microphone status (on/off), Siren status (on/off), Emergency light status (on/off), Brake status (on/off)																		
List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.																				
KHP works with courts and with county and federal prosecutors on an on-going basis. The agency has utilized in-car digital video cameras with DVD media since 2009. The agency regularly meets with law enforcement product vendors at annual and semi-annual gatherings to review new technology offerings. CIO has attended International Association of Chiefs of Police Technology Conference																				
5. Estimated Project Cost																				
Category	Cost	KITO Rate Structure			Project Quarterly KITO Fee															
Internal Cost (Salaries)	\$18,464	<table border="1"> <tr> <th colspan="2">Project Value Range</th> <th>Quarterly Rate</th> </tr> <tr> <td>\$250,000</td> <td>\$1,000,000</td> <td>0.004</td> </tr> <tr> <td>\$1,000,001</td> <td>\$5,000,000</td> <td>0.003</td> </tr> <tr> <td>\$5,000,001</td> <td>\$10,000,000</td> <td>0.002</td> </tr> <tr> <td>\$10,000,001</td> <td>Greater</td> <td>0.0004</td> </tr> </table>			Project Value Range		Quarterly Rate	\$250,000	\$1,000,000	0.004	\$1,000,001	\$5,000,000	0.003	\$5,000,001	\$10,000,000	0.002	\$10,000,001	Greater	0.0004	\$1,012
Project Value Range					Quarterly Rate															
\$250,000	\$1,000,000				0.004															
\$1,000,001	\$5,000,000				0.003															
\$5,000,001	\$10,000,000				0.002															
\$10,000,001	Greater	0.0004																		
Contractual Services	\$0																			
Commodities	\$3,354,747																			
Capital Outlay	\$0																			
Sub-Total Project Costs	\$3,373,211																			
Total KITO Rate Fee	\$3,036	Infrastructure Projects			0.0003															
Total Project Costs	\$3,376,247																			
6. Project Subprojects (include name, start and end dates, and cost of each Subproject):																				
Subproject Name	Start Date	End Date	Internal Cost	External Cost	Total Cost															
Planning	1/3/2022	9/30/2022	\$0	\$3,036	\$3,036															
Execution																				
Server Installation - EL5 WatchGuard Topeka	10/3/2022	10/21/2022	\$0	\$357,172	\$357,172															
Storage Installation Topeka	10/3/2022	10/18/2022	\$0	\$375,935	\$375,935															
Storage Installation Salina	10/3/2022	11/1/2022	\$0	\$223,617	\$223,617															
Vehicle Installation	10/24/2022	5/23/2023	\$15,000	\$2,398,023	\$2,413,023															
Enter Subproject 5 Name					\$0															
Execution Sub-Total	10/3/2022	5/23/2023	\$15,000	\$3,354,747	\$3,369,747															
Close-Out	5/24/2023	8/9/2023	\$3,464	\$0	\$3,464															
Grand Internal, External, and Total Costs			\$18,464	\$3,357,783	\$3,376,247															
7. Amount by Source of Financing:																				
State Fiscal Years	1. 2034	2. 2213	3. 2306	4. 2413	5. 2217	6.) 3333	7.) 2514	Total												
SFY 2021								\$0												
SFY 2022	\$1,144,674	\$45,300	\$72,480	\$1,235,553	\$19,026	\$36,240	\$76,104	\$2,629,377												
SFY 2023	\$746,870							\$746,870												
SFY 2024								\$0												
SFY 2025								\$0												
SFY 2026								\$0												
Total Project Costs	\$1,891,544	\$45,300	\$72,480	\$1,235,553	\$19,026	\$36,240	\$76,104	\$3,376,247												
Description of funds listed above																				
1) 2034 - KHP Operations Fund, 2) 2213 - Vehicle Identification Fee Fund, 3) 2306 - KHP Training Academy Fund, 4) 2413 - State Forfeiture Fund, 5) 2217 - MAP - State, 6) 3333 - MAP - Federal, 7) 2514 - Kansas Turnpike Assoc																				

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION – DA 519

1. Project Title		2. Estimated Dates		Projected Months from			
In-Car-Camera 2022 Upgrade		Planning Start:	1/3/2022	Execution to Close-Out			
		Execution Start:	10/3/2022	11			
		Close-Out End:	8/9/2023				
3. Agency		4. Project Director/Project Manager					
Kansas Highway Patrol		Jamie Holley, CIO					
5. Qualitative and Quantitative Savings Explanation							
WatchGuard will maintain 24 units in inventory at Ka-Comm service centers across the state for immediate replacement at no cost to the KHP. Replacing the current system now will help the KHP minimize labor and equipment costs as old units begin to fail at the end of the product lifecycle. Average labor rates for video camera repairs is approximately \$60. With an average of 128 repairs per year, maintaining a service agreement partnership between WatchGuard and Ka-Comm will save the KHP nearly \$8000 a year in labor costs alone. KHP will also save on the cost of vehicle mileage to repairs at an average of 150 miles per vehicles for cost saving of \$11,000. KHP would no longer be required to purchase new systems as old units have been replaced. At \$5300 per unit, replacing even ten systems per year would cost the state more than \$50,000 annually. Other intangible cost savings benefits is the payout of \$250,000 life insurance for a life saved by implementing this system. While purchasing new equipment is expensive, by replacing systems now, the KHP expects to break even within the 33 months							
6. Qualitative and Quantitative Savings Estimate							
Description of Savings		SFY 2021	SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026
Cost Avoidance (Soft Dollars)							
Inventory maintained at Ka-Comm facilities				\$58,000	\$58,000	\$58,000	\$58,000
Subtotal		\$232,000	\$0	\$0	\$58,000	\$58,000	\$58,000
Cash Savings (Hard Dollars)							
Average millage in cost savings for repairs/replacements				\$11,000	\$11,000	\$11,000	\$11,000
Subtotal		\$44,000	\$0	\$0	\$11,000	\$11,000	\$11,000
Other (Include Intangible Benefits)							
Officer and Public Safety (1 life saved)				\$250,000	\$250,000	\$250,000	\$250,000
Subtotal		\$1,000,000	\$0	\$0	\$250,000	\$250,000	\$250,000
Quantitative Savings		\$1,276,000	\$0	\$0	\$319,000	\$319,000	\$319,000
7. Summary*		SFY 2021	SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026
Project Costs	Total	\$3,376,247	\$0	\$2,629,377	\$746,870	\$0	\$0
Net Cost Benefit	Total	-\$2,100,247	\$0	-\$2,629,377	-\$427,870	\$319,000	\$319,000
Cost Benefit per Month		\$116,000					
Calendar Months to Break Even		29					
8. Ongoing Cost		SFY 2021	SFY 2022	SFY 2023	SFY 2024	SFY 2025	SFY 2026
Operational Cost for three ensuing SFYs					\$421,650	\$421,650	\$421,650

* Project Costs = Total Cost of Project over all Fiscal Years from all Funding Sources

Net Cost Benefit = Total Qualitative & Quantitative Savings minus Total Project Costs

Cost Benefit per Month = Total Qualitative & Quantitative Savings divided by Length of Project in months

Calendar Months to Break Even = Total Project Costs divided by Cost Benefit per Month

Revised 2/21

Project Management Plan: Work Product Identification***Project: KHP In-Car Camera 2022 Upgrade******Date: 9/30/2022***

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
Planning Complete	9/30/2022		Jamie Holley, CIO
Migrate Remaining Cloud Users	10/21/2022		Omar Macias, ISM and WatchGuard
EL5 Installation Complete	10/21/2022		Omar Macias, ISM and WatchGuard
Topeka Storage Installation Complete	10/19/2022		Tom Mia, Network Chief
Salina Storage Installation - Salina	11/1/2022		Tom Mia, Network Chief
Vehicle Installation Complete	5/23/2023		CPT Brian Basore, Fleet
Installation Complete	5/23/2023		Jamie Holley, CIO
Training Complete	10/20/2022		Jamie Holley, CIO
End of Execution	5/23/2023		Jamie Holley, CIO
Prepare Quarterly KITO report OCT-DEC	1/13/2023		Jamie Holley, CIO
Prepare Quarterly KITO report JAN-MAR	4/7/2023		Jamie Holley, CIO
User Acceptance Complete	6/1/2023		Jamie Holley, CIO
Lessons Learned Complete	6/29/2023		Jamie Holley, CIO
Archive Project Records Complete	6/12/2023		Jamie Holley, CIO
Submit PIER to CITO	8/9/2023		Jamie Holley, CIO
Complete Closeout	8/9/2023		Jamie Holley, CIO

ID	Task Name	Duration	Work	Start	Finish	Predecessor	Resource Names	Milestone
1	KHP In-Car-Camera 2022 Upgrade Project	409 days	5,946 hrs	Mon 1/3/22	Wed 8/9/23			No
2	Planning	195 days	1,324 hrs	Mon 1/3/22	Fri 9/30/22			No
3	High Level Plan	122 days	736 hrs	Mon 1/3/22	Tue 6/21/22			No
4	Gather Requirements	11 days	88 hrs	Mon 1/3/22	Mon 1/17/22		CIO	No
5	Prepare High Level Plan	10 days	80 hrs	Tue 1/18/22	Mon 1/31/22	4	CIO	No
6	Gather Agency Approval(s)	4 days	32 hrs	Tue 2/1/22	Mon 3/21/22	5	CIO	No
7	State Archivist Meeting - Video Retention Schedule/Record Retention Memo	1 day	8 hrs	Tue 3/22/22	Tue 3/22/22	6	CIO	No
8	Submit High Level Plan to CITO	0 days	0 hrs	Mon 3/21/22	Mon 3/21/22	6		No
9	<i>High Level Project Plan Approved</i>	17 days	136 hrs	Tue 3/22/22	Wed 4/13/22	8	KITO CITO	No
10	Purchasing	44 days	352 hrs	Thu 4/14/22	Tue 6/14/22	9	CIO	No
11	Submit purchase order	5 days	40 hrs	Wed 6/15/22	Tue 6/21/22	10	CIO & ISM	No
12	<i>Contract Award</i>	0 days	0 hrs	Tue 6/21/22	Tue 6/21/22	11	CIO	No
13	Detailed Project Plan	73 days	588 hrs	Wed 6/22/22	Fri 9/30/22			No
14	Prepare Detailed Plan	48 days	384 hrs	Wed 6/22/22	Fri 8/26/22	11	CIO	No
15	Submit Detailed Plan to KITO	3 days	24 hrs	Mon 8/29/22	Wed 8/31/22	14	CIO	No
16	Rollout 1 and 2 Equipment Received	1 day	2 hrs	Mon 9/26/22	Mon 9/26/22			No
17	Shipment of Sierra Modem and antennas	1 day	2 hrs	Thu 9/22/22	Thu 9/22/22			No
18	Corrections to Detailed Plan	9 days	72 hrs	Thu 9/1/22	Tue 9/13/22	15	CIO	No
19	Detail Plan Submitted to CITO	10 days	80 hrs	Wed 9/14/22	Tue 9/27/22	18	CIO	No
20	<i>Detailed Project Plan Approved</i>	3 days	24 hrs	Wed 9/28/22	Fri 9/30/22	19	KITO CITO	No
21	Planning Complete	0 days	0 hrs	Fri 9/30/22	Fri 9/30/22	20		Yes
22	Project Execution	161 days	4,030 hrs	Mon 10/3/22	Tue 5/23/23			No
23	Receive Equipment	125 days	14 hrs	Mon 10/17/22	Mon 4/17/23			No
24	Rollout 3 and 4 Equipment Received	1 day	2 hrs	Mon 10/17/22	Mon 10/17/22			No
25	Rollout 5 and 6 Equipment Received	1 day	2 hrs	Mon 11/14/22	Mon 11/14/22			No
26	Rollout 7 and 8 Equipment Received	1 day	2 hrs	Mon 12/19/22	Mon 12/19/22			No
27	Rollout 9 and 10 Equipment Received	1 day	2 hrs	Mon 1/16/23	Mon 1/16/23			No
28	Rollout 11 and 12 Equipment Received	1 day	2 hrs	Mon 2/13/23	Mon 2/13/23			No
29	Rollout 13 and 14 Equipment Received	1 day	2 hrs	Mon 3/13/23	Mon 3/13/23			No
30	Rollout 15 Equipment Received	1 day	2 hrs	Mon 4/17/23	Mon 4/17/23			No
31	Receive Equipment Complete	0 days	0 hrs	Mon 4/17/23	Mon 4/17/23			Yes
32	Installation	161 days	3,864 hrs	Mon 10/3/22	Tue 5/23/23			No

ID	Task Name	Duration	Work	Start	Finish	Predecessor	Resource Names	Milestone
33	Server Installation - WatchGuard Topeka	15 days	80 hrs	Mon 10/3/22	Fri 10/21/22	20		No
34	Installation of Evidence Library 5 (EL5)	5 days	40 hrs	Mon 10/3/22	Fri 10/7/22	20	NETWORK/	No
35	Configuration and Testing	2 days	16 hrs	Mon 10/10/22	Tue 10/11/22	34	NETWORK/	No
36	Move to Production - Installation Complete	1 day	8 hrs	Wed 10/12/22	Wed 10/12/22	35	NETWORK/ TEAM 8	No
37	Test Migration with Cloud User	1 day	8 hrs	Thu 10/13/22	Thu 10/13/22	36	NETWORK/	No
38	Migrate remaining Cloud Users	6 days	8 hrs	Fri 10/14/22	Fri 10/21/22	37	NETWORK/	Yes
39	EL5 Installion Complete	0 days	0 hrs	Fri 10/21/22	Fri 10/21/22	38		Yes
40	Storage Installation - Topeka	12 days	96 hrs	Mon 10/3/22	Tue 10/18/22	21		No
41	Installation of Isilon/PowerScale	5 days	40 hrs	Mon 10/3/22	Fri 10/7/22	21	NETWORK/	No
42	Deployment/Configuration and Testing	5 days	40 hrs	Mon 10/10/22	Fri 10/14/22	41	NETWORK/	No
43	Move to Production	2 days	16 hrs	Mon 10/17/22	Tue 10/18/22	42	NETWORK/ TEAM 8	No
44	Topeka Storage Installation Complete	1 day	8 hrs	Wed 10/19/22	Wed 10/19/22	43		Yes
45	Storage Replication Installation - Salina	22 days	176 hrs	Mon 10/3/22	Tue 11/1/22	20		No
46	Install Electric connection for Server Cabinet	10 days	80 hrs	Mon 10/3/22	Fri 10/14/22	20	VENDOR	No
47	Installation of Isilon/PowerScale	5 days	40 hrs	Mon 10/17/22	Fri 10/21/22	46	NETWORK/	No
48	Configuration and Testing	5 days	40 hrs	Mon 10/24/22	Fri 10/28/22	47	NETWORK/	No
49	Move to Production	2 days	16 hrs	Mon 10/31/22	Tue 11/1/22	48	NETWORK/	No
50	Salina Storage Installation Complete	0 days	0 hrs	Tue 11/1/22	Tue 11/1/22	49		Yes
51	Vehicle Installation	146 days	3,504 hrs	Mon 10/24/22	Tue 5/23/23			No
52	Rollout 1	10 days	240 hrs	Mon 10/24/22	Fri 11/4/22	38		No
53	Rollout 1 Equipment Installation 30 Veh	10 days	80 hrs	Mon 10/24/22	Fri 11/4/22	38	3 KHP Fleet	No
54	Create WatchGuard User Account	10 days	80 hrs	Mon 10/24/22	Fri 11/4/22	38	IT Departm	No
55	Program Modems	10 days	80 hrs	Mon 10/24/22	Fri 11/4/22	38	IT Departm	No
56	Rollout 2	10 days	240 hrs	Mon 11/7/22	Mon 11/21/22	52		No
57	Rollout 2 Equipment Installation 30 Veh	10 days	80 hrs	Mon 11/7/22	Mon 11/21/22	53	3 KHP Fleet	No
58	Create WatchGuard User Account	10 days	80 hrs	Mon 11/7/22	Mon 11/21/22	53	IT Departm	No
59	Program Modems	10 days	80 hrs	Mon 11/7/22	Mon 11/21/22	53	IT Departm	No
60	Rollout 3	10 days	240 hrs	Tue 11/22/22	Tue 12/6/22	56		No
61	Rollout 3 Equipment Installation 30 Veh	10 days	80 hrs	Tue 11/22/22	Tue 12/6/22	56	3 KHP Fleet	No
62	Create WatchGuard User Accounts	10 days	80 hrs	Tue 11/22/22	Tue 12/6/22	56	IT Departm	No
63	Program Modems	10 days	80 hrs	Tue 11/22/22	Tue 12/6/22	56	IT Departm	No

ID	Task Name	Duration	Work	Start	Finish	Predecessor	Resource Names	Milestone
64	Rollout 4	10 days	240 hrs	Wed 12/7/22	Tue 12/20/22	60		No
65	Rollout 4 Equipment Installation 30 Veh	10 days	80 hrs	Wed 12/7/22	Tue 12/20/22	60	3 KHP Fleet	No
66	Create WatchGuard User Account	10 days	80 hrs	Wed 12/7/22	Tue 12/20/22	60	IT Departm	No
67	Program Modems	10 days	80 hrs	Wed 12/7/22	Tue 12/20/22	60	IT Departm	No
68	Rollout 5	10 days	240 hrs	Wed 12/21/22	Thu 1/5/23	64		No
69	Rollout 5 Equipment Installation 30 Veh	10 days	80 hrs	Wed 12/21/22	Thu 1/5/23	64	3 KHP Fleet	No
70	Create WatchGuard User Account	10 days	80 hrs	Wed 12/21/22	Thu 1/5/23	64	IT Departm	No
71	Program Modems	10 days	80 hrs	Wed 12/21/22	Thu 1/5/23	64	IT Departm	No
72	Rollout 6	10 days	240 hrs	Fri 1/6/23	Fri 1/20/23	68		No
73	Rollout 6 Equipment Installation 30 Veh	10 days	80 hrs	Fri 1/6/23	Fri 1/20/23	68	3 KHP Fleet	No
74	Create WatchGuard User Account	10 days	80 hrs	Fri 1/6/23	Fri 1/20/23	68	IT Departm	No
75	Program Modems	10 days	80 hrs	Fri 1/6/23	Fri 1/20/23	68	IT Departm	No
76	Rollout 7	10 days	240 hrs	Mon 1/23/23	Fri 2/3/23	72		No
77	Rollout 7 Equipment Installation 15 Veh	10 days	80 hrs	Mon 1/23/23	Fri 2/3/23	72	3 KHP Fleet	No
78	Create WatchGuard User Account	10 days	80 hrs	Mon 1/23/23	Fri 2/3/23	72	IT Departm	No
79	Program Modems	10 days	80 hrs	Mon 1/23/23	Fri 2/3/23	72	IT Departm	No
80	Rollout 8	10 days	240 hrs	Mon 2/6/23	Fri 2/17/23	77		No
81	Rollout 8 Equipment Installation 30 Veh	10 days	80 hrs	Mon 2/6/23	Fri 2/17/23	77	3 KHP Fleet	No
82	Create WatchGuard User Account	10 days	80 hrs	Mon 2/6/23	Fri 2/17/23	77	IT Departm	No
83	Program Modems	10 days	80 hrs	Mon 2/6/23	Fri 2/17/23	77	IT Departm	No
84	Rollout 9	10 days	240 hrs	Tue 2/21/23	Mon 3/6/23	81		No
85	Rollout 8 Equipment Installation 30 Veh	10 days	80 hrs	Tue 2/21/23	Mon 3/6/23	81	3 KHP Fleet	No
86	Create WatchGuard User Account	10 days	80 hrs	Tue 2/21/23	Mon 3/6/23	81	IT Departm	No
87	Program Modems	10 days	80 hrs	Tue 2/21/23	Mon 3/6/23	81	IT Departm	No
88	Rollout 10	10 days	240 hrs	Tue 3/7/23	Mon 3/20/23	84		No
89	Rollout 8 Equipment Installation 30 Veh	10 days	80 hrs	Tue 3/7/23	Mon 3/20/23	84	3 KHP Fleet	No
90	Create WatchGuard User Account	10 days	80 hrs	Tue 3/7/23	Mon 3/20/23	84	IT Departm	No
91	Program Modems	10 days	80 hrs	Tue 3/7/23	Mon 3/20/23	84	IT Departm	No
92	Rollout 11	10 days	240 hrs	Tue 3/21/23	Mon 4/3/23	88		No
93	Rollout 8 Equipment Installation 30 Veh	10 days	80 hrs	Tue 3/21/23	Mon 4/3/23	88	3 KHP Fleet	No
94	Create WatchGuard User Account	10 days	80 hrs	Tue 3/21/23	Mon 4/3/23	88	IT Departm	No
95	Program Modems	10 days	80 hrs	Tue 3/21/23	Mon 4/3/23	88	IT Departm	No

ID	Task Name	Duration	Work	Start	Finish	Predecessor	Resource Names	Milestone
96	Rollout 12	10 days	240 hrs	Tue 4/4/23	Mon 4/17/23	92		No
97	Rollout 8 Equipment Installation 30 Veh	10 days	80 hrs	Tue 4/4/23	Mon 4/17/23	92	3 KHP Fleet	No
98	Create WatchGuard User Account	10 days	80 hrs	Tue 4/4/23	Mon 4/17/23	92	IT Departm	No
99	Program Modems	10 days	80 hrs	Tue 4/4/23	Mon 4/17/23	92	IT Departm	No
100	Rollout 13	10 days	240 hrs	Tue 4/18/23	Mon 5/1/23	96		No
101	Rollout 8 Equipment Installation 30 Veh	10 days	80 hrs	Tue 4/18/23	Mon 5/1/23	96	3 KHP Fleet	No
102	Create WatchGuard User Account	10 days	80 hrs	Tue 4/18/23	Mon 5/1/23	96	IT Departm	No
103	Program Modems	10 days	80 hrs	Tue 4/18/23	Mon 5/1/23	96	IT Departm	No
104	Rollout 14	10 days	240 hrs	Tue 5/2/23	Mon 5/15/23	103		No
105	Rollout 8 Equipment Installation 30 Veh	10 days	80 hrs	Tue 5/2/23	Mon 5/15/23	103	3 KHP Fleet	No
106	Create WatchGuard User Account	10 days	80 hrs	Tue 5/2/23	Mon 5/15/23	103	IT Departm	No
107	Program Modems	10 days	80 hrs	Tue 5/2/23	Mon 5/15/23	103	IT Departm	No
108	Rollout 15	6 days	144 hrs	Tue 5/16/23	Tue 5/23/23	104		No
109	Rollout 8 Equipment Installation 18 Veh	6 days	48 hrs	Tue 5/16/23	Tue 5/23/23	104	3 KHP Fleet	No
110	Create WatchGuard User Account	6 days	48 hrs	Tue 5/16/23	Tue 5/23/23	104	IT Departm	No
111	Program Modems	6 days	48 hrs	Tue 5/16/23	Tue 5/23/23	104	IT Departm	No
112	<i>Vehicle Installation Complete</i>	0 days	0 hrs	Tue 5/23/23	Tue 5/23/23	77,81		Yes
113	Installation Complete	0 days	0 hrs	Tue 5/23/23	Tue 5/23/23	112		Yes
114	Training	4 days	72 hrs	Mon 10/17/22	Thu 10/20/22			No
115	Operator Train the Trainer Topeka	1 day	24 hrs	Mon 10/17/22	Mon 10/17/22		CIO,VENDC	No
116	Operator Train the Trainer Salina	1 day	24 hrs	Tue 10/18/22	Tue 10/18/22	115	CIO,TROOP	No
117	IT training	1 day	24 hrs	Wed 10/19/22	Wed 10/19/22	116	CIO,TROOP	No
118	<i>Training Complete</i>	1 day	0 hrs	Thu 10/20/22	Thu 10/20/22	117		Yes
119	Project Reports	63 days	80 hrs	Mon 1/9/23	Fri 4/7/23			No
120	Prepare Quarterly KITO report OCT-NOV-DEC	5 days	40 hrs	Mon 1/9/23	Fri 1/13/23		CIO	Yes
121	Prepare Quarterly KITO report JAN-FEB-MAR	5 days	40 hrs	Mon 4/3/23	Fri 4/7/23		CIO	Yes
122	Execution End	0 days	0 hrs	Tue 5/23/23	Tue 5/23/23	113		Yes
123	Close Out Phase	53 days	592 hrs	Wed 5/24/23	Wed 8/9/23			No
124	Obtain User Sign-Off	6 days	48 hrs	Wed 5/24/23	Thu 6/1/23			No
125	Schedule Sign-Off Meeting	1 day	8 hrs	Wed 5/24/23	Wed 5/24/23	113	CIO	No
126	User Acceptance	5 days	40 hrs	Thu 5/25/23	Thu 6/1/23	125	CIO	No
127	User Acceptance Complete	0 days	0 hrs	Thu 6/1/23	Thu 6/1/23	126	CIO	Yes

ID	Task Name	Duration	Work	Start	Finish	Predecessor	Resource Names	Milestones
128	Project Lessons Learned Session	25 days	240 hrs	Wed 5/24/23	Thu 6/29/23	113		No
129	Plan and Prepare for lessons learned	5 days	40 hrs	Wed 5/24/23	Wed 5/31/23	113	CIO	No
130	Lesson Learned Sessions Conducted	10 days	80 hrs	Wed 5/24/23	Wed 6/7/23	113	CIO	No
131	Document Lessons Learned	5 days	40 hrs	Thu 6/8/23	Wed 6/14/23	130	CIO	No
132	Review and comment by participants	10 days	80 hrs	Thu 6/15/23	Thu 6/29/23	131	CIO	No
133	Lessons Learned Complete	0 days	0 hrs	Thu 6/29/23	Thu 6/29/23	132		Yes
134	Archive Project Records	7 days	56 hrs	Fri 6/2/23	Mon 6/12/23	126		No
135	Identify Project records to be archived	5 days	40 hrs	Fri 6/2/23	Thu 6/8/23	126	CIO	No
136	Identify method and procedures for archiving	1 day	8 hrs	Fri 6/9/23	Fri 6/9/23	135	CIO	No
137	Organize and archive project records	1 day	8 hrs	Mon 6/12/23	Mon 6/12/23	136	CIO	No
138	Archive Project Records Complete	0 days	0 hrs	Mon 6/12/23	Mon 6/12/23	137	CIO	Yes
139	Disburse Project Resources	3 days	24 hrs	Fri 6/2/23	Tue 6/6/23	126		No
140	Finalize Project Plan	1 day	8 hrs	Fri 6/2/23	Fri 6/2/23	126	CIO	No
141	Notification of Staff disbursement	1 day	8 hrs	Mon 6/5/23	Mon 6/5/23	140	CIO	No
142	Disburse Project Resources Complete	1 day	8 hrs	Tue 6/6/23	Tue 6/6/23	141	CIO	No
143	Develop the Post Implementation Evaluation Report (PIER)	28 days	224 hrs	Fri 6/30/23	Wed 8/9/23	113		No
144	Draft PIER	10 days	80 hrs	Fri 6/30/23	Fri 7/14/23	132	CIO	No
145	Review and comment by Project Team	6 days	48 hrs	Mon 7/17/23	Mon 7/24/23	144	CIO	No
146	Revise PIER	2 days	16 hrs	Tue 7/25/23	Wed 7/26/23	145	CIO	No
147	Submit the PIER to the CITO	10 days	80 hrs	Thu 7/27/23	Wed 8/9/23	146	CIO	Yes
148	<i>Complete Closeout - Celebrate Project Success</i>	0 days	0 hrs	Wed 8/9/23	Wed 8/9/23	147	CIO	Yes



State Archives Division
6425 SW 6th Avenue
Topeka KS 66615-1099

785-272-8681, ext. 272
megan.burton@ks.gov
kshs.org

Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

September 16, 2022

Superintendent Herman Jones
Kansas Highway Patrol
122 SW 7th
Topeka, KS 66603

Dear Colonel Jones:

As part of the approval process for information technology projects over \$250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion, if prudent and feasible, into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement (ERRS) and approval letter from the State Archivist must accompany high level and detailed project plans submitted to the Executive Branch Chief Information Technology Officer.

In compliance with this process, Jamie Holley, CIO, recently sent to me for review an ERRS for the Kansas Highway Patrol's In-Car Camera Upgrade detail-level project plan. From my review of the project plan materials, I have determined that the project could affect long-term records. Project staff has included records management tasks on the Work Breakdown Structure.

The Electronic Records Retention Statement for the Highway Patrol's In-Car Camera Upgrade detail-level project plan is approved. A copy of this letter should be included when submitting the project plan to the Executive Branch CITO for approval.

Sincerely,

Megan Burton
State Archivist

cc: Jamie Holley, CIO, KHP
Cole Robison, Director of IT Accessibility, OITS

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

September 6, 2022

Herman Jones, Superintendent
Highway Patrol
122 SW 7th St.
Topeka, KS 66603

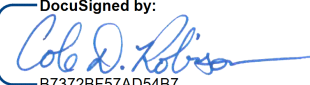
Dear Col. Jones:

As part of the approval process for information technology projects over \$250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Omar Macias an Accessibility Statement for the In-Car Camera 2022 Upgrade project for review in compliance with this process.

This statement indicates that the system will function to perform key elements in public safety, such that it meets the general exception of Section 7.3.2 of ITEC Policy 1210. As such, no further exception is required pertaining to ITEC Policy 1210. It should be noted that this exception does not relieve the Highway Patrol of any obligations or requirements mandated by any other applicable regulation, law, or statute, including, but not limited to, the Americans with Disabilities Act and the Kansas Act Against Discrimination.

The Accessibility Statement for the In-Car Camera 2022 Upgrade detailed project plan is approved. A copy of this letter should be included with the submittal of the In-Car Camera 2022 Upgrade detailed project plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Jamie Holley, Highway Patrol
Omar Macias, Highway Patrol
Sara Spinks, Director, Kansas Information Technology Office

ARCHITECTURE STATEMENT

Kansas Highway Patrol

In-Car-Camera Upgrade 2022

The In-Car-Camera upgrade will comply with Kansas Statewide Architecture as defined in ITEC Policy 4010 and ITEC Policy 9500.

Project Management:	KHP CIO
Risk Management:	KHP CIO
Database:	Linux MS SQL 2014 or greater
Application Interface:	MS IIS 7
Server Operating System:	Cent OS Linux Version 8 or grater
Desktop Operating System:	Windows 10
Application Server Platform:	Dell
Desktop Platform:	Dell Latitude Rugged / Dell Desktop
Enterprise Operating System:	Microsoft
Enterprise Platform:	Dell Isilon/PowerScale
Local Area Network Topology:	Ethernet
Wide Area Network Topology:	Verizon / Firstnet Wireless Mobile Broadband KANWIN KHP network VPN
Pocket Computing:	IOS

122 S.W. 7th Street
Topeka, KS 66603



phone: 785-296-6800
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www.KansasHighwayPatrol.org

Herman T. Jones, Superintendent

Laura Kelly, Governor

September 26, 2022

RE: Security Statement for In-Car Camera Upgrade Project

The purpose of this project is to address the outdated WatchGuard DV-1 In-Car Camera System. The current DV-1 system has grown obsolete and has reached the end of the project Life cycle and now requires replacement. This will be accomplished by replacing the existing system with the new WatchGuard 4RE system consisting of cameras, touch display, hard drive and smart switch. This new system will also consist of a new evidence library and video storage to be installed in the Eisenhower State Office Building.

Security Statement (ITEC Policy 7230, 9500, 7300)

The Kansas Highway Patrol (KHP) complies with all ITEC Security policies (<https://ebit.ks.gov/itec/resources/policies>). The In-Car Camera project is an infrastructure project involving the installation of switches, servers, network storage and vehicle camera systems supported by KHP. The Kansas Information Security Office (KISO) will be consulted throughout the project to ensure compliance with the policies.

122 S.W. 7th Street
Topeka, KS 66603



phone: 785-296-6800
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www.KansasHighwayPatrol.org

Herman T. Jones, Superintendent

Laura Kelly, Governor

February 4, 2022

To whom it may concern,

Subject: Software Accessibility Statement

The Kansas Highway Patrol is requesting exemption from the accessibility requirements for the In-Car-Camera 2022 Upgrade project. This system will function to perform key elements in public safety, including dispatching of Highway Patrol Troopers and Capitol Police, CJIS records retention, and inter-vehicle messaging. The system also will monitor vehicle positions of public safety officers and function as the primary repository of evidentiary records.

We feel this system should qualify for an exception as a public safety system, under clause 7.3.2 of ITEC Policy 1210.

Thank you.



Jamie Holley
Chief Information Officer
Kansas Highway Patrol

122 S.W. 7th Street
Topeka, KS 66603



phone: 785-296-6800
fax: 785-296-5956
www.KansasHighwayPatrol.org

Herman T. Jones, Superintendent

Laura Kelly, Governor

Date March 17, 2022

Dear State Archivist,

Subject: Electronic Records Retention Statement to obtain approval letter from the State Archivist.

Project Name: In Car Camera 2022 Upgrade Project.

Purpose: This project will replace our outdated and soon to be, out of warranty in-car dash cameras. This project will also enhance the trooper's ability to transfer videos taken on the in-car dash cameras via a cellular LTE connection rather than having to burn a DVD.

1. Identify replaced paper records. No paper records will be replaced for this upgrade.
2. Identify new business functions. No new business functions will be created for this project.
3. Reasons for business functions. No new business functions.
4. Records requirements for business function. No records requirements for business functions have been identified.
5. Documents in another system. No new documents will be generated for other systems.
6. Public access requirements. KSA 45-254 in the KORA designates all audio and video recordings made and retained by law enforcement using a body worn camera system or a dash camera are considered criminal investigation records and exempt from KORA's disclosure requirements under KSA 45-221(a)(10). KSA 45-254 provides a limited right of access to a citizen to view a recording. Those who by statute can view a video include:
 - a. A person who is a subject of the recording;
 - b. any parent or legal guardian of a person under 18 years of age who is a subject of the recording;
 - c. an heir at law, when a decedent is a subject of the recording; and
 - d. an attorney for a person described in this subsection.
7. Access control requirements. Access control will be in accordance with FBI Criminal Justice Information Security Policy.
8. Identify all records with retention period of ten or more years. Evidentiary videos will be maintain for longer than 10 years until it is determine to be no longer useful in accordance with KAR Number 53-2-105 Series ID 0052-280, Titled Photographic and Video Materials. Non-evidentiary videos will be deleted after 2 years.

9. Estimate three-year cost of addressing records identified in number 8. There will be no cost for records.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jamie Holley', with a stylized flourish at the end.

Jamie Holley
Chief Information Officer
Kansas Highway Patrol

Risk Identification Summary (Top Five Risks)

A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.

Last Risk Assessment Date: 8/18/2022

Prepared by: CIO

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Schedule / Budget	3	3	Unforeseen or unknown interfaces are discovered during the testing phase, expanding the scope of the software interfaces	During the planning and early implementation phases, numerous planning sessions between vendors are scheduled. These sessions allow for planning and discussion between vendors interfaces, as well as the sharing of specific system information and dependencies.
Resource	3	3	Possible agency staff turnover.	Project notes and plans will be shared with multiple team members.
Schedule	3	5	Project is not completed on schedule.	Schedules will be closely monitored, and adjustments made where needed to apply additional resource time to ensure the project stays on schedule.
Schedule	2	3	Equipment will not be delivered on schedule.	KHP will be in close, constant contact once a vendor is selected and awarded the project to ensure equipment is shipped in a timely manner to meet project deadlines and goals.
Budget	3	3	Possible agency budget reductions could result in negative changes to the budget and possibly the schedule.	Plan to purchase on premise storage instead of cloud storage significantly reduced reoccurring cost of project

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Kansas Highway Patrol

Project Name: In-Car Camera 2022 Upgrade Project

1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

2. Summary

<u>Score</u>	<u>Risk Level</u>	<u>Risk Area</u>
2.2	MEDIUM	Strategic Risk
1.2	LOW	Financial Risk
2.3	MEDIUM	Project Management Risk
1.1	LOW	Technology Risk
3.3	HIGH	Change Management / Operational Risk

Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.

3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.



Jamie Holley, CIO

Project Director