

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



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Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

June 26, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

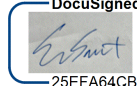
The recast project plan for the Highway Patrol Criminal Justice Information System (CJIS) Software Upgrade II project is enclosed. Tom Mai is the primary contact for the project and can be reached at (785) 338-0988.

This letter constitutes approval of the recast project plan pursuant to K.S.A. 75-7209.

The next step for the agency will be to baseline this approved project Work Breakdown Structure (WBS) without alteration prior to execution. The baseline is a valuable tool to use as the project progresses. The baseline is used to track project progress and compare this progress to the approved plan. Project measures for reporting purposes will be determined using the recast plan.

This project has a total project cost of \$787,583. The quarterly KITO fee for the project will be \$2,700, and will be billed until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

25EFA64CB38345B
COL Erik Smith, Superintendent
Jason DeVore, Acting Superintendent
Highway Patrol

DocuSigned by:

670B8750658F441...
Jeff Maxon, Interim CITO
Executive Branch

cc: Kelly O'Brien, Judicial CITO
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
James Fisher, KLRD
JCIT Membership
Kelly Johnson, OPC
Brian Reiter, OITS
Tom Mai, KHP
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

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



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www.KansasHighwayPatrol.org

Herman T. Jones, Superintendent

Laura Kelly, Governor

April 4, 2023

Interim Chief Jeff Maxon
Office of Information Technology Services
2800 SW Topeka Blvd
Topeka, KS 66611

Dear Mr. Maxon:

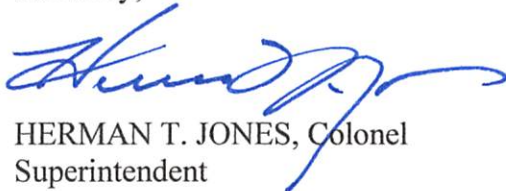
SUBJECT: Criminal Justice Software Upgrade Project

The Kansas Highway Patrol (KHP) is seeking approval to proceed with a recast for the Criminal Justice Information System (CJIS) Software Upgrade project. The project, which originally was executed on 4/26/2021, has taken us well past our original project completion date of 12/7/2021. There are many factors as to why the project has taken so long. The timing of the beginning of the project coincided with the heart of the Covid pandemic which put the project behind schedule from the very beginning. The project has also been realized to be much more involved than was initially planned. The Kansas Highway Patrol has many custom applications currently in use. As such, the software vendor (SmartCop) has had a substantial amount of custom code to write to accommodate our needs.

While we are considerably behind the originally scheduled completion date, we feel that our team is working well with the vendor to move this project along. The work breakout schedule has been updated to reflect a more realistic timeline for completion.

Thank you for your consideration.

Sincerely,



HERMAN T. JONES, Colonel
Superintendent

TM:ekp

CC: Lieutenant Colonel Jason De Vore
Major Andrew Dean
Sherry Macke, CFO

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518																					
1. Project Title:					2. Project Priority		3. Estimated Dates														
Criminal Justice Information System (CJIS) Software Upgrade II					2		Planning Start:		3/18/2020												
Agency:							Execution Start:		4/19/2021												
Kansas Highway Patrol							Close-Out End:		12/12/2024												
4. Project Description and Justification:					Date Submitted:		3/31/2023														
The KHP maintains a diverse set of tools that provide access to electronic records, dispatch, electronic citation, and records/form management. These tools lack integration and do not take advantage of the advances in current computing architecture. Trooper safety will be improved through the integration of automated vehicle location, as well as rapid access to the history of prior interaction(s) with individuals. The desire is to work hand-in-hand with the Kansas Department of Wildlife, Parks and Tourism (KDWP&T) to create a single, unified platform, thus reducing the infrastructure and upfront cost for both agencies.																					
Is this an Infrastructure Project? (Y/N)									N												
Will Business Process Modeling be completed during the IT project and business design? (Y/N)									N												
Will national and/or industry data standards be used? (Y/N)									Y												
If yes, please specify.		This software has been used in numerous law enforcement agencies, including the Florida Highway Safety (3,100 users), Georgia Dept of Public Safety (1,400), and others. As such, the vendor has experience integrating and sharing data between law enforcement																			
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.																					
This project has been presented and authorized by the sworn members of the command staff. All departments understand the benefits of the integrated platform and agree that this platform would be advantageous for the agency. The technical aspects of this project have been presented and discussed within the IT department, who support this direction. This software package has been demonstrated to Kansas Highway Patrol leadership, department heads and numerous, who have all provided input on the process. Wildlife and Parks has attended demonstrations and engaged with the KHP regarding collaboration on this platform. Deployment will be performed by designated regions, allowing for feedback and user input. The methods are conventional, including face-to-face meetings, demonstrations, and e-mail suggestions.																					
5. Estimated Project Cost																					
Category		Cost		KITO Rate Structure				Project Quarterly KITO Fee													
Internal Cost (Salaries)		\$0		<table><tr><td colspan="2">Project Value Range</td><td>Quarterly Rate</td></tr><tr><td>\$250,000</td><td>\$10,000,000</td><td>0.00350</td></tr><tr><td>\$10,000,001</td><td>Greater</td><td>0.00050</td></tr><tr><td colspan="2">Infrastructure Projects</td><td>0.00035</td></tr></table>				Project Value Range		Quarterly Rate	\$250,000	\$10,000,000	0.00350	\$10,000,001	Greater	0.00050	Infrastructure Projects		0.00035	\$2,700	
Project Value Range		Quarterly Rate																			
\$250,000	\$10,000,000	0.00350																			
\$10,000,001	Greater	0.00050																			
Infrastructure Projects		0.00035																			
Contractual Services		\$370,340																			
Commodities		\$0																			
Capital Outlay		\$401,043																			
Sub-Total Project Costs		\$771,383																			
Total KITO Rate Fee		\$16,200																			
Total Project Costs		\$787,583																			
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		3/18/2020		4/16/2021		\$0		\$0		\$0											
Execution																					
Criminal Justice Information System (CJIS) software upgrade		4/19/2021		3/31/2023		\$0		\$787,583		\$787,583											
Enter Subproject 2 Name if Applicable										\$0											
Enter Subproject 3 Name if Applicable										\$0											
Recast																					
Criminal Justice Information System (CJIS) software upgrade - Recast Work		4/3/2023		12/12/2024						\$0											
Enter Subproject 5 Name if Applicable										\$0											
Enter Subproject 6 Name if Applicable										\$0											
Execution Sub-Total		4/3/2023		12/12/2024		\$0		\$787,583		\$787,583											
Close-Out																					
		12/2/2024		12/12/2024		\$0		\$0		\$0											
Grand Internal, External, and Total Costs						\$0		\$787,583		\$787,583											
7. Amount by Source of Financing:																					
State Fiscal Years	Highway Fund	2.	3.	4.	5.	6.	7.	Total													
SFY 2023	\$787,583	\$0						\$787,583													
SFY 2024	\$0	\$0						\$0													
SFY 2025	\$0	\$0						\$0													
SFY 2026	\$0	\$0						\$0													
SFY 2027	\$0	\$0						\$0													
SFY 2028	\$0	\$0						\$0													
Total Project Costs	\$787,583	\$0	\$0	\$0	\$0	\$0	\$0	\$787,583													
Description of funds listed above																					

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519							
1. Project Title		2. Estimated Dates			Projected Months from Execution to Close-Out		
		Planning Start:	3/18/2020				
		Execution Start:	4/19/2021		44		
Close-Out End:	12/12/2024						
3. Agency		4. Project Director/Project Manager					
Kansas Highway Patrol		Tom Mai, Interim CIO KHP					
5. Qualitative and Quantitative Savings Explanation							
Due to the age of the current computer aided dispatch (CAD) and the records management system (RMS), we have been unable to keep the system live during large incidents where numerous units are on-scene at the same time or when there are two or more large incidents across the state. This down time causes numerous delays and redundant efforts by both dispatch and field troopers. Vast amounts of time are expended by dispatcher, troopers, IT personnel and records during these outages. While the actual time and money spent by the agency to work on these outages and manage the down time is not easily measured quantitatively, it does have significant impact on our qualitative work production and services available to the public. The new system must include new features that are securely made available to all members of the agency in order to have a more automated information system at their disposal. Automation will increase accuracy and greatly expediate tasks such as Kansas Open Records Act (KORA) requests, accident data and statistics for enforcements. The amount of time spent processing reports will be vastly reduced compared to the current system where information is contained in different silos. Failure to update this vital technology will lead to an eventual shut down of the current system, due to age and lack of updates. Modern technology will reduce the inefficiencies experienced with the existing system, such as a manual data searches and trooper hours roadside during system slowdowns. This new technology will allow the KHP to deliver increased public service, while increasing officer safety and expedited dispatch, response, and routing capabilities through automatic vehicle location (AVL). It is incumbent upon the agency to move towards advanced technologies to better serve the public, while creating new efficiencies within the agency.							
6. Qualitative and Quantitative Savings Estimate							
Description of Savings		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Cost Avoidance (Soft Dollars)							
Reduction of server maintenance (1 employee, 40hrs mo)		\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Reduction of server maintenance (1 employee, 40hrs mo)		\$0	\$10,400	\$10,400	\$10,400	\$10,400	\$10,400
Elimination of resubmission of CAD/RMS tickets (1 employee, 15hr mo, \$25.68 hr)		\$0	\$4,617	\$4,617	\$4,617	\$4,617	\$4,617
Lost production when system is unavailable (Duplicate entry for returns)		\$0	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000
Reduction of IT staff time troubleshooting lost data (10 hrs mo * 2 Prog * \$30.00) + supervisor 2 hrs week confernce call (\$25.68)		\$0	\$9,870	\$9,870	\$9,870	\$9,870	\$9,870
Subtotal	\$584,435	\$0	\$116,887	\$116,887	\$116,887	\$116,887	\$116,887
Cash Savings (Hard Dollars)							
Reduction in manual processing of KORA requests / subpoenas (25% of 34,414 man hours @ 21.80/hr (avg))		\$0	\$187,556	\$187,556	\$187,556	\$187,556	\$187,556
Subtotal	\$937,780	\$0	\$187,556	\$187,556	\$187,556	\$187,556	\$187,556
Other (Include Intangible Benefits)							
Public safety increased							
Officer safety increased through Automatic Vehicle Location (AVL) / Self-Dispatch							
Reduction of KORA processing time							
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings	\$1,522,215	\$0	\$304,443	\$304,443	\$304,443	\$304,443	\$304,443
7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs Total	\$787,583	\$787,583	\$0	\$0	\$0	\$0	\$0
Net Cost Benefit Total	\$734,632	-\$787,583	\$304,443	\$304,443	\$304,443	\$304,443	\$304,443
Cost Benefit per Month	\$34,596						
Calendar Months to Break Even	23						
8. Ongoing Cost		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		\$239,000	\$250,950	\$263,498	\$276,672	\$290,506	\$305,031

* 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: Criminal Justice Information System (CJIS) Software Upgrade II

Date: 04/1/2021

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
3: Submission/Approval of KITO Detailed Plan	4/16/2021	4/16/2021	Doug Eamigh
6: Network Assessment	6/14/2021	6/18/2021	Doug Eamigh
89: CAD Go Live	10/20/2021	3/4/2022	Jim Oehm
RECAST			
100: Test Development Interface (KDOT)	6/12/2023		Tom Mai, Jim Oehm
106: Test Development Interface (Judicial Center)	7/17/2023		Tom Mai, Jim Oehm
113: Test Development Interface (KC Scout)	7/31/2023		Tom Mai, Jim Oehm
121: Test Development Interface (KIBRS)	10/20/2023		Tom Mai, Jim Oehm
163: Map Data Conversion	3/1/2024		Tom Mai, Jim Oehm
133: Customer Validation and Sign-off (Data Conversion)	11/1/2024		Tom Mai, Jim Oehm
182: Customer Validation and Sign-off (Traffic)	7/18/24		Tom Mai, Jim Oehm
249: RMS Go Live	11/18/2024		Jim Oehm
251: Project Closure	12/2/2024		Tom Mai
254: Submit PIER report to KITO	12/12/2024		Tom Mai

KHP Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
0	Criminal Justice Information System (CJIS) Software Upgrade II	1169 days	18,352 hrs	Wed 3/18/20	Thu 12/12/24			No
1	Planning Phase	273 days	184 hrs	Wed 3/18/20	Fri 4/16/21			No
2	Contract Signed / Purchase Order Issued	3 days	24 hrs	Wed 6/17/20	Fri 6/19/20		KHP	No
3	Submission / Approval of KITO Detailed Plan	20 days	160 hrs	Mon 3/22/21	Fri 4/16/21		KHP CIO	Yes
4	Execution Phase	492 days	13,328 hrs	Mon 4/19/21	Fri 3/31/23	3FS+5 days		No
5	Preparation Phase	137 days	13,008 hrs	Fri 4/23/21	Fri 11/5/21			No
6	Network / Hardware Preparation	39 days	272 hrs	Mon 4/26/21	Fri 6/18/21			No
7	Servers	22 days	128 hrs	Mon 4/26/21	Tue 5/25/21	3		No
8	Hardware / server setup	10 days	88 hrs	Mon 4/26/21	Fri 5/7/21	3		No
9	SQL Server(s)	10 days	80 hrs	Mon 4/26/21	Fri 5/7/21		KHP IT	No
10	Web Server(s)	1 day	8 hrs	Fri 5/7/21	Mon 5/10/21	9	KHP IT	No
11	Provide remote connectivity to SmartCOP	1 day	8 hrs	Sat 5/8/21	Mon 5/10/21	8	KHP IT	No
12	Provide users needing access	1 day	8 hrs	Mon 5/10/21	Tue 5/11/21	11	SmartCOP	No
13	Test / confirm remote access	2 days	16 hrs	Fri 5/21/21	Mon 5/24/21	12	SmartCOP	No
14	Network Assessment	1 day	8 hrs	Tue 5/25/21	Tue 5/25/21	13	KHP IT	Yes
15	Laptops	18 days	144 hrs	Tue 5/25/21	Fri 6/18/21	13		No
16	Provide Downloader	3 days	24 hrs	Tue 5/25/21	Thu 5/27/21	13	SmartCOP	No
17	Deploy Downloader to user machines via GP or other method	10 days	80 hrs	Fri 5/28/21	Fri 6/11/21	16	KHP IT	No
18	Test Downloader	5 days	40 hrs	Mon 6/14/21	Fri 6/18/21	17	KHP IT	No
19	Software Development Work	137 days	12,736 hrs	Fri 4/23/21	Fri 11/5/21	3		No
20	KDOT Crash Report Interface	22 days	264 hrs	Mon 4/26/21	Tue 5/25/21			No
21	Provide Specifications	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21		KDOT	No
22	Provide connectivity & credentials for test server	2 days	16 hrs	Mon 4/26/21	Tue 4/27/21		KHP IT	No
23	Develop interface	20 days	240 hrs	Wed 4/28/21	Tue 5/25/21	21,22		No
24	Analysis	10 days	160 hrs	Wed 4/28/21	Tue 5/11/21		KHP LE,SmartCOP	No
25	Development	10 days	80 hrs	Wed 5/12/21	Tue 5/25/21	24	SmartCOP	No
26	County Court Citation Export	426 days	10,552 hrs	Mon 4/26/21	Wed 1/4/23			No
27	Provide Specifications	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21		JC	No
28	Provide connectivity & credentials for test server	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21		JC	No
29	Develop interface	424 days	10,536 hrs	Wed 4/28/21	Wed 1/4/23	27,28		No
30	Analysis	441 days	10,536 hrs	Wed 4/28/21	Wed 1/4/23		JC,SmartCOP,KHP LE	No
31	KC Scout Export Interface	22 days	184 hrs	Mon 4/26/21	Tue 5/25/21			No
32	Provide Specifications	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21		KHP	No
33	Provide connectivity & credentials for test server	2 days	16 hrs	Mon 4/26/21	Tue 4/27/21		KHP	No
34	Develop interface	20 days	160 hrs	Wed 4/28/21	Tue 5/25/21	32,33		No
35	Analysis	10 days	80 hrs	Wed 4/28/21	Tue 5/11/21		SmartCOP	No
36	Development	10 days	80 hrs	Wed 5/12/21	Tue 5/25/21	35	SmartCOP	No
37	Emergency Management Export	35 days	472 hrs	Mon 4/26/21	Mon 6/14/21			No
38	Provide Specifications	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21		KHP	No
39	Provide connectivity & credentials for test server	2 days	16 hrs	Mon 4/26/21	Tue 4/27/21		KHP	No
40	Develop interface	30 days	416 hrs	Wed 4/28/21	Wed 6/9/21	38,39		No
41	Analysis	10 days	160 hrs	Wed 4/28/21	Tue 5/11/21		KHP,SmartCOP	No
42	Development	10 days	80 hrs	Wed 5/12/21	Tue 5/25/21	41	SmartCOP	No
43	QA	11 days	176 hrs	Wed 5/26/21	Wed 6/9/21	42	KHP,SmartCOP	No
44	Provide interface connectivity & credentials	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21		KHP	No

KHP Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
45	Test Production Interface	3 days	24 hrs	Thu 6/10/21	Mon 6/14/21	40,44	KHP/SmartCOP	No
46	NIEM Compliant Export	35 days	424 hrs	Mon 4/26/21	Mon 6/14/21			No
47	Provide Specifications	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21		KHP	No
48	Provide connectivity & credentials for test server	2 days	16 hrs	Mon 4/26/21	Tue 4/27/21		KHP	No
49	Develop interface	30 days	336 hrs	Wed 4/28/21	Wed 6/9/21	47,48		No
50	Analysis	10 days	80 hrs	Wed 4/28/21	Tue 5/11/21		SmartCOP	No
51	Development	10 days	80 hrs	Wed 5/12/21	Tue 5/25/21	50	SmartCOP	No
52	QA	11 days	176 hrs	Wed 5/26/21	Wed 6/9/21	51	KHP,SmartCOP	No
53	Provide interface connectivity & credentials	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21		KHP	No
54	Test Production Interface	3 days	48 hrs	Thu 6/10/21	Mon 6/14/21	49,53	KHP,SmartCOP	No
55	CAR FAX Traffic Crash Export	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21			No
56	Provide Specifications	1 day	8 hrs	Mon 4/26/21	Mon 4/26/21		KHP	No
57	Mapping	380 days	240 hrs	Fri 4/23/21	Tue 10/25/22			No
58	Provide GIS analyst contact information for mapping files	11 days	88 hrs	Fri 9/30/22	Fri 10/14/22		KHP	No
59	Provide mapping requirements / files needed	1 day	8 hrs	Fri 10/14/22	Fri 10/14/22		KHP	No
60	Provide map files for mapping package	18 days	144 hrs	Fri 9/30/22	Tue 10/25/22		KHP	No
61	Configuration Phase	462 days	600 hrs	Fri 5/28/21	Thu 3/30/23			No
62	Software Installation	8 days	72 hrs	Fri 5/28/21	Wed 6/9/21	7		No
63	Deliver databases and install SmartCOP applications	5 days	40 hrs	Fri 5/28/21	Thu 6/3/21	7	SmartCOP	No
64	Deliver any custom software development required from BPR	4 days	32 hrs	Fri 6/4/21	Wed 6/9/21	63	SmartCOP	Yes
65	Software Configuration	419 days	528 hrs	Fri 7/30/21	Thu 3/30/23			No
66	Provide necessary items for configuration	20 days	160 hrs	Mon 4/26/21	Fri 5/21/21			No
67	Provide list of users needing access for SmartCOP	10 days	80 hrs	Mon 4/26/21	Fri 5/7/21	63	KHP	No
68	Provide ORI / Mnemonics for CIC	10 days	80 hrs	Mon 5/10/21	Fri 5/21/21	67	KHP	No
69	Configure SmartCOP Software	70 days	368 hrs	Fri 7/30/21	Fri 11/5/21			No
70	System Administrator Training	1 day	8 hrs	Fri 8/13/21	Fri 8/13/21	66	SmartCOP	No
71	CAD	30 days	280 hrs	Fri 8/27/21	Fri 10/8/21	70		No
72	Configure CAD system based on BPR	30 days	200 hrs	Fri 8/27/21	Fri 10/8/21			No
73	Complaint Types	10 days	80 hrs	Fri 8/27/21	Thu 9/9/21		SmartCOP	No
74	Disposition Codes	10 days	80 hrs	Fri 9/10/21	Thu 9/23/21	73	SmartCOP	No
75	Workstations	5 days	40 hrs	Fri 9/24/21	Thu 9/30/21	74	KHP IT	No
76	Validate CAD configuration	5 days	80 hrs	Fri 10/1/21	Thu 10/7/21	72	KHP,SmartCOP	No
77	MCT	21 days	80 hrs	Fri 10/8/21	Fri 11/5/21			No
78	Agency software review	5 days	40 hrs	Fri 10/22/21	Thu 10/28/21		KHP IT	No
79	Reconfiguration (if needed)	3 days	24 hrs	Mon 11/1/21	Wed 11/3/21	78	SmartCOP	No
80	Agency sign-off on configuration	2 days	16 hrs	Thu 11/4/21	Fri 11/5/21	79	KHP IT	Yes
81	Implementation Phase 1	20 days	320 hrs	Mon 2/7/22	Fri 3/4/22			No
82	Communication Centers - CAD	20 days	320 hrs	Mon 2/7/22	Fri 3/4/22		SmartCOP	No
83	Troop M - User Training	5 days	80 hrs	Mon 2/7/22	Fri 2/11/22			No
84	Session #1	1 day	16 hrs	Mon 2/7/22	Mon 2/7/22		KHP,SmartCOP	No
85	Session #2	1 day	16 hrs	Tue 2/8/22	Tue 2/8/22	84	KHP,SmartCOP	No
86	Session #3	1 day	16 hrs	Wed 2/9/22	Wed 2/9/22	85	KHP,SmartCOP	No
87	Session #4	1 day	16 hrs	Thu 2/10/22	Thu 2/10/22	86	KHP,SmartCOP	No
88	Session #5	1 day	16 hrs	Fri 2/11/22	Fri 2/11/22	87	KHP,SmartCOP	No
89	CAD Go Live	5 days	80 hrs	Mon 2/28/22	Fri 3/4/22			No

KHP Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
90	Go Live	5 days	80 hrs	Mon 2/28/22	Fri 3/4/22	83	KHP,SmartCOP	Yes
91	Recast Execution Phase	404 days	4,760 hrs	Mon 4/3/23	Thu 12/12/24			No
92	RMS / Field Based Reporting	170 days	288 hrs	Mon 3/6/23	Wed 11/1/23	64		No
93	Configure RMS, Field Based Reporting, etc.	147 days	80 hrs	Mon 3/6/23	Fri 9/29/23	63		No
94	Configure RMS	5 days	40 hrs	Mon 9/11/23	Fri 9/22/23		SmartCOP	No
95	Configure FBR	5 days	40 hrs	Mon 9/25/23	Fri 9/29/23	94	SmartCOP	No
96	Set up exports & interfaces	3 days	24 hrs	Mon 10/2/23	Wed 10/4/23	93	SmartCOP	No
97	Set up Mobile Forms	10 days	80 hrs	Wed 10/4/23	Tue 10/17/23	93	SmartCOP	No
98	Set up user agency groups, accounts, etc.	10 days	80 hrs	Tue 10/17/23	Mon 10/30/23	67	SmartCOP	No
99	Set up violation quick picks	3 days	24 hrs	Mon 10/30/23	Wed 11/1/23		SmartCOP	No
100	KDOT Crash Report Interface	50 days	720 hrs	Mon 4/3/23	Mon 6/12/23			Yes
101	Development	10 days	160 hrs	Mon 4/3/23	Fri 4/14/23		SmartCOP,KHP	No
102	Test Production Interface	10 days	80 hrs	Mon 4/17/23	Fri 4/28/23		KHP	No
103	Records Integration	10 days	160 hrs	Mon 5/1/23	Fri 5/12/23		SmartCOP,KHP	No
104	Data Comparison	10 days	160 hrs	Mon 5/15/23	Fri 5/26/23		SmartCOP,KHP	No
105	Implementation	10 days	160 hrs	Tue 5/30/23	Mon 6/12/23		SmartCOP,KHP	No
106	County Court Citation Export	34 days	192 hrs	Tue 5/30/23	Mon 7/17/23			Yes
107	Development - Sedgwick County	5 days	40 hrs	Tue 5/30/23	Mon 6/5/23		SmartCOP	No
108	Test Production Interface - Sedgwick County	5 days	40 hrs	Mon 6/12/23	Fri 6/16/23		KHP	No
109	Implement Interface - Sedgwick County	1 day	16 hrs	Mon 6/26/23	Mon 6/26/23		SmartCOP,KHP	No
110	Development - Johnson County	5 days	40 hrs	Tue 5/30/23	Mon 6/5/23		SmartCOP	No
111	Test Production Interface - Johnson County	4 days	40 hrs	Mon 7/3/23	Fri 7/7/23		KHP	No
112	Implement Interface - Johnson County	1 day	16 hrs	Mon 7/17/23	Mon 7/17/23		SmartCOP,KHP	No
113	KC Scout Export Interface	11 days	176 hrs	Mon 7/17/23	Mon 7/31/23			Yes
114	Test Production Interface	10 days	160 hrs	Mon 7/17/23	Fri 7/28/23		SmartCOP,KHP	No
115	Implementation	1 day	16 hrs	Mon 7/31/23	Mon 7/31/23		SmartCOP,KHP	No
116	CAR FAX Traffic Crash Export	21 days	208 hrs	Mon 7/31/23	Mon 8/28/23			No
117	Analysis	5 days	80 hrs	Mon 7/31/23	Fri 8/4/23		SmartCOP,KHP	No
118	Develop interface	10 days	80 hrs	Mon 8/7/23	Fri 8/18/23		SmartCOP	No
119	Interface Testing	4 days	32 hrs	Mon 8/21/23	Thu 8/24/23		KHP	No
120	Implement Interface	1 day	16 hrs	Mon 8/28/23	Mon 8/28/23		SmartCOP,KHP	No
121	KIBRS Report Submission to KBI	39 days	408 hrs	Mon 8/28/23	Fri 10/20/23	46		Yes
122	Provide Specifications	1 day	8 hrs	Mon 8/28/23	Mon 8/28/23		KHP	No
123	Provide connectivity & credentials for test server	2 days	16 hrs	Mon 8/28/23	Tue 8/29/23		KHP	No
124	Develop interface	37 days	384 hrs	Wed 8/30/23	Fri 10/20/23	122,123		No
125	Data Analysis	10 days	80 hrs	Wed 8/30/23	Tue 9/12/23		SmartCOP	No
126	Data Mapping	5 days	40 hrs	Wed 9/13/23	Tue 9/19/23		SmartCOP	No
127	Data Validation	5 days	80 hrs	Wed 9/20/23	Tue 9/26/23		SmartCOP,KHP	No
128	Report Creation	5 days	40 hrs	Wed 9/27/23	Tue 10/3/23		SmartCOP	No
129	Report Validation	3 days	48 hrs	Wed 10/4/23	Fri 10/6/23		SmartCOP,KHP	No
130	Interface Development	5 days	40 hrs	Mon 10/9/23	Fri 10/13/23		SmartCOP	No
131	Interface Testing	5 days	40 hrs	Mon 10/16/23	Fri 10/20/23		KHP	No
132	Implementation	1 day	16 hrs	Fri 10/20/23	Fri 10/20/23		SmartCOP,KHP	No
133	Data Conversion	236 days	2,608 hrs	Mon 10/23/23	Fri 11/1/24	3		Yes
134	KLER	56 days	800 hrs	Mon 10/23/23	Tue 1/23/24			No

KHP Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
135	Provide data dump of all data to be converted.	5 days	40 hrs	Mon 10/23/23	Fri 10/27/23		KHP	No
136	Provide source database type and version. (i.e. SQL, Oracle, DB2, etc)	1 day	8 hrs	Mon 10/23/23	Mon 10/23/23		KHP	No
137	Provide access to source application for converted data.	1 day	8 hrs	Mon 10/23/23	Mon 10/23/23		KHP	No
138	Provide, at minimum, 10 hard copy printouts of reports for each type of report being converted.	2 days	16 hrs	Mon 10/23/23	Tue 10/24/23		KHP	No
139	Map data conversion from source application to SmartCOP application.	21 days	160 hrs	Wed 10/25/23	Fri 11/24/23			No
140	Incident Report	5 days	40 hrs	Wed 10/25/23	Tue 10/31/23		SmartCOP	No
141	Arrest Report	5 days	40 hrs	Wed 11/1/23	Tue 11/7/23	140	SmartCOP	No
142	Additional Reports	5 days	80 hrs	Wed 11/8/23	Tue 11/14/23	141	KHP,SmartCOP	No
143	Review conversion mapping document with agency.	4 days	32 hrs	Wed 11/15/23	Mon 11/20/23		SmartCOP	No
144	Approve conversion mapping document.	2 days	16 hrs	Tue 11/21/23	Wed 11/22/23	143	KHP	No
145	Complete First Cut	15 days	240 hrs	Mon 11/27/23	Fri 12/15/23	144		No
146	Incident Report	5 days	80 hrs	Mon 11/27/23	Fri 12/1/23		KHP,SmartCOP	No
147	Arrest Report	5 days	80 hrs	Mon 12/4/23	Fri 12/8/23	146	KHP,SmartCOP	No
148	Additional Reports	5 days	80 hrs	Mon 12/11/23	Fri 12/15/23	147	KHP,SmartCOP	No
149	Customer Validation / Acceptance from department "Champions"	5 days	120 hrs	Mon 12/18/23	Fri 12/22/23	145		No
150	Incident Report	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		KHP	No
151	Arrest Report	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		KHP	No
152	Additional Reports	5 days	40 hrs	Mon 12/18/23	Fri 12/22/23		KHP	No
153	Rework (if necessary)	13 days	120 hrs	Wed 12/27/23	Tue 1/23/24	149		No
154	Incident Report	5 days	40 hrs	Wed 12/27/23	Tue 1/2/24		SmartCOP	No
155	Arrest Report	5 days	40 hrs	Wed 1/3/24	Tue 1/9/24	154	SmartCOP	No
156	Additional Reports	5 days	40 hrs	Wed 1/10/24	Tue 1/16/24	155	SmartCOP	No
157	Customer Validation and Sign-off	5 days	40 hrs	Wed 1/17/24	Tue 1/23/24		KHP	No
158	Global CAD	777 days	520 hrs	Mon 8/30/21	Fri 11/1/24			No
159	Provide data dump of all data to be converted.	5 days	40 hrs	Wed 1/24/24	Tue 1/30/24		KHP	No
160	Provide source database type and version. (i.e. SQL, Oracle, DB2, etc)	1 day	8 hrs	Wed 1/31/24	Wed 1/31/24	159	KHP	No
161	Provide access to source application for converted data.	1 day	8 hrs	Thu 2/1/24	Thu 2/1/24	160	KHP	No
162	Provide, at minimum, 10 hard copy printouts of reports for each type of report being converted.	2 days	16 hrs	Thu 2/1/24	Fri 2/2/24		KHP	No
163	Map data conversion from source application to SmartCOP application.	10 days	72 hrs	Mon 2/5/24	Fri 3/1/24			Yes
164	Historical Records	3 days	24 hrs	Mon 2/12/24	Wed 2/14/24		SmartCOP	No
165	Person Records	3 days	24 hrs	Thu 2/15/24	Mon 2/19/24	164	SmartCOP	No
166	Place Records	3 days	24 hrs	Tue 2/20/24	Thu 2/22/24	165	SmartCOP	No
167	Review conversion mapping document with agency.	5 days	40 hrs	Fri 2/23/24	Thu 2/29/24		SmartCOP	No
168	Approve conversion mapping document.	1 day	8 hrs	Fri 3/1/24	Fri 3/1/24	167	KHP	No
169	Complete First Cut	15 days	120 hrs	Fri 3/1/24	Thu 3/21/24	168		No
170	Historical Records	5 days	40 hrs	Fri 3/1/24	Thu 3/7/24		SmartCOP	No
171	Person Records	5 days	40 hrs	Fri 3/8/24	Thu 3/14/24	170	SmartCOP	No
172	Place Records	5 days	40 hrs	Fri 3/15/24	Thu 3/21/24	171	SmartCOP	No
173	Customer Validation / Acceptance from department "Champions"	9 days	72 hrs	Fri 3/22/24	Wed 4/3/24	169		No
174	Historical Records	3 days	24 hrs	Fri 3/22/24	Tue 3/26/24		KHP	No
175	Person Records	3 days	24 hrs	Wed 3/27/24	Fri 3/29/24	174	KHP	No

KHP Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
176	Place Records	3 days	24 hrs	Mon 4/1/24	Wed 4/3/24	175	KHP	No
177	Rework (if necessary)	17 days	120 hrs	Thu 4/4/24	Fri 4/26/24	173		No
178	Historical Records	5 days	40 hrs	Thu 4/4/24	Wed 4/10/24		SmartCOP	No
179	Person Records	5 days	40 hrs	Thu 4/11/24	Wed 4/17/24	178	SmartCOP	No
180	Place Records	5 days	40 hrs	Thu 4/18/24	Wed 4/24/24	179	SmartCOP	No
181	Customer Validation and Sign-off	2 days	16 hrs	Thu 4/25/24	Fri 4/26/24		KHP	Yes
182	Traffic Package	57 days	576 hrs	Mon 4/29/24	Thu 7/18/24			Yes
183	Provide data dump of all data to be converted.	5 days	40 hrs	Mon 4/29/24	Fri 5/3/24		KHP	No
184	Provide source database type and version. (i.e. SQL, Oracle, DB2, etc)	1 day	8 hrs	Mon 4/29/24	Mon 4/29/24		KHP	No
185	Provide access to source application for converted data.	1 day	8 hrs	Mon 4/29/24	Mon 4/29/24		KHP	No
186	Provide, at minimum, 10 hard copy printouts of reports for each type of report being converted.	2 days	16 hrs	Mon 4/29/24	Tue 4/30/24		KHP	No
187	Map data conversion from source application to SmartCOP application.	20 days	120 hrs	Wed 5/1/24	Wed 5/29/24			No
188	Traffic Citations	5 days	40 hrs	Wed 5/1/24	Tue 5/7/24		SmartCOP	No
189	Traffic Warnings	5 days	40 hrs	Wed 5/8/24	Tue 5/14/24	188	SmartCOP	No
190	Traffic Crashes	5 days	40 hrs	Wed 5/15/24	Tue 5/21/24	189	SmartCOP	No
191	Review conversion mapping document with agency.	3 days	24 hrs	Wed 5/22/24	Fri 5/24/24		SmartCOP	No
192	Approve conversion mapping document.	3 days	24 hrs	Mon 5/27/24	Wed 5/29/24	191	KHP	No
193	Complete First Cut	15 days	120 hrs	Thu 5/30/24	Wed 6/19/24	192		No
194	Traffic Citations	5 days	40 hrs	Thu 5/30/24	Wed 6/5/24		SmartCOP	No
195	Traffic Warnings	5 days	40 hrs	Thu 6/6/24	Wed 6/12/24	194	SmartCOP	No
196	Traffic Crashes	5 days	40 hrs	Thu 6/13/24	Wed 6/19/24	195	SmartCOP	No
197	Customer Validation / Acceptance from department "Champions"	3 days	72 hrs	Thu 6/20/24	Mon 6/24/24	193		No
198	Traffic Citations	3 days	24 hrs	Thu 6/20/24	Mon 6/24/24		KHP	No
199	Traffic Warnings	3 days	24 hrs	Thu 6/20/24	Mon 6/24/24		KHP	No
200	Traffic Crashes	3 days	24 hrs	Thu 6/20/24	Mon 6/24/24		KHP	No
201	Rework (if necessary)	17 days	120 hrs	Tue 6/25/24	Thu 7/18/24	197		No
202	Traffic Citations	5 days	40 hrs	Tue 6/25/24	Mon 7/1/24		SmartCOP	No
203	Traffic Warnings	5 days	40 hrs	Tue 7/2/24	Mon 7/8/24	202	SmartCOP	No
204	Traffic Crashes	5 days	40 hrs	Tue 7/9/24	Mon 7/15/24	203	SmartCOP	No
205	Customer Validation and Sign-off	3 days	24 hrs	Tue 7/16/24	Thu 7/18/24		KHP	Yes
206	Master Index	63 days	616 hrs	Fri 7/19/24	Wed 10/16/24			No
207	Provide data dump of all data to be converted.	5 days	40 hrs	Fri 7/19/24	Thu 7/25/24		KHP	No
208	Provide source database type and version. (i.e. SQL, Oracle, DB2, etc)	1 day	8 hrs	Fri 7/19/24	Fri 7/19/24		KHP	No
209	Provide access to source application for converted data.	1 day	8 hrs	Fri 7/19/24	Fri 7/19/24		KHP	No
210	Provide, at minimum, 10 hard copy printouts of reports for each type of report being converted.	2 days	16 hrs	Fri 7/19/24	Mon 7/22/24		KHP	No
211	Issue Change Order specifying exact modules from agency's system containing data to that will be converted into corresponding modules in SmartCOP software.	3 days	24 hrs	Fri 7/26/24	Tue 7/30/24	207,208,209,21	SmartCOP	No
212	Approve Change Order.	5 days	40 hrs	Wed 7/31/24	Tue 8/6/24	211	KHP	No
213	Map data conversion from source application to SmartCOP application.	9 days	72 hrs	Wed 8/7/24	Mon 8/19/24	212		No
214	Person Data	3 days	24 hrs	Wed 8/7/24	Fri 8/9/24		SmartCOP	No
215	Vehicle Data	3 days	24 hrs	Mon 8/12/24	Wed 8/14/24	214	SmartCOP	No

KHP Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
216	Business Data	3 days	24 hrs	Thu 8/15/24	Mon 8/19/24	215	SmartCOP	No
217	Review conversion mapping document with agency.	3 days	48 hrs	Tue 8/20/24	Thu 8/22/24	213	SmartCOP,KHP	No
218	Approve conversion mapping document.	3 days	24 hrs	Fri 8/23/24	Tue 8/27/24	217	KHP	No
219	Complete First Cut	14 days	120 hrs	Wed 8/28/24	Tue 9/17/24	218		No
220	Person Data	5 days	40 hrs	Wed 8/28/24	Tue 9/3/24		SmartCOP	No
221	Vehicle Data	5 days	40 hrs	Wed 9/4/24	Tue 9/10/24	220	SmartCOP	No
222	Business Data	5 days	40 hrs	Wed 9/11/24	Tue 9/17/24	221	SmartCOP	No
223	Customer Validation / Acceptance from department "Champions"	3 days	72 hrs	Wed 9/18/24	Fri 9/20/24	219		Yes
224	Person Data	3 days	24 hrs	Wed 9/18/24	Fri 9/20/24		KHP	No
225	Vehicle Data	3 days	24 hrs	Wed 9/18/24	Fri 9/20/24		KHP	No
226	Business Data	3 days	24 hrs	Wed 9/18/24	Fri 9/20/24		KHP	No
227	Rework (if necessary)	15 days	120 hrs	Mon 9/23/24	Fri 10/11/24	223		No
228	Person Data	5 days	40 hrs	Mon 9/23/24	Fri 9/27/24		SmartCOP	No
229	Vehicle Data	5 days	40 hrs	Mon 9/30/24	Fri 10/4/24	228	SmartCOP	No
230	Business Data	5 days	40 hrs	Mon 10/7/24	Fri 10/11/24	229	SmartCOP	No
231	Customer Validation and Sign-off	3 days	24 hrs	Mon 10/14/24	Wed 10/16/24	227	KHP	No
232	Mapping	12 days	96 hrs	Thu 10/17/24	Fri 11/1/24			No
233	GPS Configuration	2 days	16 hrs	Thu 10/17/24	Fri 10/18/24		SmartCOP	No
234	Final Testing	10 days	80 hrs	Mon 10/21/24	Fri 11/1/24		KHP	No
235	Implementation Phase 2	7 days	160 hrs	Mon 11/4/24	Wed 11/13/24			No
236	Troop M - RMS Training	2 days	64 hrs	Mon 11/4/24	Tue 11/5/24			No
237	Session #1	1 day	16 hrs	Mon 11/4/24	Mon 11/4/24		SmartCOP,KHP	No
238	Session #2	1 day	16 hrs	Mon 11/4/24	Mon 11/4/24		SmartCOP,KHP	No
239	Session #3	1 day	16 hrs	Tue 11/5/24	Tue 11/5/24		SmartCOP,KHP	No
240	Session #4	1 day	16 hrs	Tue 11/5/24	Tue 11/5/24		SmartCOP,KHP	No
241	Train The Trainers - RMS Training	2 days	64 hrs	Wed 11/6/24	Thu 11/7/24			No
242	Session #1	1 day	16 hrs	Wed 11/6/24	Wed 11/6/24		SmartCOP,KHP	No
243	Session #2	1 day	16 hrs	Wed 11/6/24	Wed 11/6/24		SmartCOP,KHP	No
244	Session #3	1 day	16 hrs	Thu 11/7/24	Thu 11/7/24		SmartCOP,KHP	No
245	Session #4	1 day	16 hrs	Thu 11/7/24	Thu 11/7/24		SmartCOP,KHP	No
246	Records - RMS Training	2 days	32 hrs	Tue 11/12/24	Wed 11/13/24			No
247	Session #1	1 day	16 hrs	Tue 11/12/24	Tue 11/12/24		SmartCOP,KHP	No
248	Session #2	1 day	16 hrs	Wed 11/13/24	Wed 11/13/24		SmartCOP,KHP	No
249	RMS Go Live	1 day	0 hrs	Mon 11/18/24	Mon 11/18/24			Yes
250	Closure Phase	9 days	80 hrs	Mon 12/2/24	Thu 12/12/24			No
251	Project Closure	1 day	16 hrs	Mon 12/2/24	Mon 12/2/24		SmartCOP,KHP	Yes
252	Transition Account to Technical Support	1 day	8 hrs	Tue 12/3/24	Tue 12/3/24	251	SmartCOP	No
253	PIER development	5 days	40 hrs	Wed 12/4/24	Tue 12/10/24	252	KHP	No
254	PIER submission to KITO	2 days	16 hrs	Wed 12/11/24	Thu 12/12/24	253	KHP CIO	Yes

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



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

Patrick Zollner, Executive Director

Laura Kelly, Governor

May 10, 2023

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, Tom Mai recently sent to me for review an ERRS for the Kansas Highway Patrol's KCJIS Upgrade recast project plan. From my review of the project plan materials, the project will impact long-term records. Project staff has included tasks on the work breakdown structure that includes identifying and appropriately scheduling the records for which this system impacts.

The Electronic Records Retention Statement for the KCJIS Update recast project plan is approved. A copy of this letter should be included when submitting the project plan to the Executive Branch CITO for approval.

I want to thank you and your staff for your cooperation in the effort to meet the challenges of effectively managing and preserving Kansas government electronic records.

Sincerely,

Megan Burton
State Archivist

cc: Tom Mai, Technology Support Supervisor, Kansas Highway Patrol
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
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oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

April 5, 2023

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

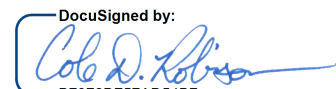
Dear Col. Jones:

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 Tom Mai an Accessibility Compliance Statement for the Criminal Justice Information System (CJIS) Software Upgrade II 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. State ADA Coordinator Anthony Fadale has been consulted and concurs with this assessment.

The Accessibility Statement for the CJIS Software Upgrade II recast project plan is approved. A copy of this letter should be included with the submittal of the CJIS Software Upgrade II recast project plan to the Branch CITO for approval.

Sincerely,

DocuSigned by:

B7372BE57AD54B7...
Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Tom Mai, Highway Patrol
Sara Spinks, Director, Kansas Information Technology Office

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

March 31st, 2023

To whom it may concern,

The Kansas Highway Patrol is requesting exemption from the accessibility requirements for the Criminal Justice Information System (CJIS) Software 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.

Tom Mai
Interim Chief Information Officer
Kansas Highway Patrol

It is important to provide an overall brief regarding the Criminal Justice Information System (CJIS) upgrade project, particularly regarding records retention. The history and business rational for this software upgrade is presented elsewhere in the KITO package, but it is important to specify that although this is a significant process, no new records will be created as a result of this software.

The CJIS Software upgrade will consolidate much of the existing, diverse software packages currently in use for:

- Computer Aided Dispatch (CAD)
- Records Management System (RMS)
- Electronic Citation (Digiticket)
- Forms Processing (KLER)
- Evidence Management

The CJIS software package is a repository for Criminal Justice information, but it should not be construed as the exclusive source. Specialized software for various units within the KHP will continue to be utilized, such as the professional standards unit (PSU) and the commercial motor vehicle inspectors. It should be noted that these units will use the new software package in conjunction with their existing, vertical market packages.

As an example of how these software packages work together consider the professional standards unit. They may be required to investigate a civilian complaint regarding the actions of a Trooper during a traffic stop. The new CJIS software package would contain the details of the stop, including any criminal justice information retrieved (such as license plate, drivers license, and/or outstanding want or warrants). As the investigation proceeds, PSU may view videos for the in-car camera system and then enter their report into their specialized software.

Access to the KHP data network is restricted to employees who have undergone a thorough background check by a trained investigator, fingerprint analysis, and authorization from our CJIS unit Captain. Individual access is limited to least privilege, so CJIS records and reports are limited to individual areas of responsibility. There is no public facing portal from the KHP, thus all records requests (KORA / Subpoena/ / Legal) are vetted through a specialized records department before release. The CJIS software platform automatically ports data to other Kansas or Federal agencies as required.

1. Identify replaced paper records

None

2. Identify new business functions

None

3. Reasons for business functions

- Insuring the highest standard of public safety
- Criminal prosecution

- Providing the public with law enforcement reports, such as accident and abandoned vehicle reports.
- Proper tracking of evidence including private property
- Assisting other LE agencies
- Employee evaluations and situational reviews

4. Records requirements for business function

Please see appendix A for a complete list of the Kansas Retention Schedule that should apply to this software. If there is not an applicable records schedule in KHP's specific schedule, we then refer to the General Retention Schedule.

5. Documents in another system

No modifications to outside systems will occur as a result of this project.

6. Public access requirements

Currently, KHP Legal and the Records Department receives and processes the agency KORA requests. To fulfill a KORA request for arrest/incident/accident, CHART reports, photos, etc., Records staff would perform a query of the new electronic records system like we do now in (Global Justice). Each Legal and Records employee is required to have a username and password to obtain access to the system and capabilities within the system are role based. In regard to requested dispatch records, the new system would allow the Records staff to access and retrieve the dispatch records ourselves.

7. Access control requirements

- 1) Closed and secured network
- 2) Background Check before receiving KHP credentials
- 3) Justifiable work responsibility for access to records
- 4) Network authentication in addition to CJIS software credentials are required for limited scope of reports.

8. Identify all records with retention period of ten or more years

Retention schedule for

- Paper and electronic Kansas Motor Vehicle Accident/Crash reports retention is 11 years (ten years plus the current year) then they are destroyed along with associated supporting documents, photos, etc. The paper accident/crash reports have all been purged except for the years 2006 through 2008 which are still filed in our office. In November 2006, we began transitioning from paper reports to electronic reports. Beginning November 2006, the electronic accident reports and all supporting documents have been stored in our current electronic system. To date, (4/30/2020), we have not purged any of the electronically stored accident/crash reports nor any of their supporting documents. Per our policy, any paper or

electronic accident reports that still exist, even though they may have exceeded their retention schedule, are still provided if requested.

- Paper arrest reports along with their supporting documents have a retention schedule to maintain for 5 years within the office then transferred to State Archives for the very old records. For arrest records as early as possibly 1990 through 2002, are stored with a vendor (Iron Mountain) for long term storage. Paper arrest reports dated 2003 to 2008 are stored in the Records Department. There really is no destruction date for arrest reports. Our policy is, if the report still exists it can be located at Archives or with the vendor, it is provided if requested and if it is subject to disclosure under KORA.
- Electronic arrest reports along with their supporting documents have the same retention schedule as the paper reports mentioned above. However, they are not transferred to State Archives or Iron Mountain. They remain in our electronic records system. Again, per our policy, they are provided if requested and if subject to disclosure under KORA.
- Other reports, i.e. incident reports, arrest investigation reports, auto theft arrest reports, service render reports, arrest -drug cases, alcohol/drug influence reports, DUI arrest reports, general arrest reports, etc. etc. all have separate retention schedules because they used to be filed separately. However, many of those retention schedules are now obsolete because we no longer file those reports separately. All reports, supporting documents etc. etc. with the same case number are now stored together under their corresponding case number file in the electronic case file. To date, (4/30/2020), we have not purged any electronic reports. Our policy is, if the document still exists, whether it is an electronic document, or a paper document that is filed at the State Archives or Iron Mountain, we must make the attempt to locate the document and make it available to the requester if subject to disclosure under KORA.

9. Estimate three-year cost of addressing records identified in number 8.

Data is stored as both a SQL database, as well as a limit number of PDF files. Incremental cost for storage is minimal and considered standard as part of the normal three-year IT plan for system maintenance.

Appendix A**Agency Number: 280-001
Kansas Highway Patrol**

SERIES ID	0011-280
TITLE	Batch Transmittal Forms
DESCRIPTION	Completed forms used to transmit documents for mass computer input - includes both DA form 199 and/or equivalent internal documents.
RETENTION	See Comments
COMMENTS	Retain in conjunction with transmitted documents, then destroy.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1998-04-16
K.A.R. NUMBER	53-2-115

SERIES ID	0016-280
TITLE	Correspondence - Routine
DESCRIPTION	Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, letters of transmittal, etc.
RETENTION	See Comments
COMMENTS	Retain until no longer useful, then destroy.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1992-01-23
K.A.R. NUMBER	53-2-091

SERIES ID	0030-280
TITLE	Grant Files - Funded
DESCRIPTION	Variety of documents relating to applications for federal, state, and private grants and to the implementation of those received.
RETENTION	See Comments
COMMENTS	Retain in office 2 years, transfer to the records center for 3 years, then transfer original applications and annual and final performance reports to the archives, destroy remaining documents.
DISPOSITION	See Comments
RESTRICTIONS	None

APPROVED 1998-04-16
K.A.R.
NUMBER 53-2-115

SERIES ID 0031-280
TITLE Imprest Fund
DESCRIPTION Documents related to the administration and accounting of the imprest fund which allows an agency to use a local bank account as authorized by statute: DA form 152-Checkbook Record--Imprest Fund.
RETENTION **003 fisc yrs**
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 1998-04-16
K.A.R.
NUMBER 53-2-115

SERIES ID 0036-280
TITLE Motor Carrier Inspection Station Audit Report
DESCRIPTION Report filed by each motor carrier inspection station listing the number of permits sold and maintained for accountability purposes.
RETENTION **003 fisc yrs**
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 1998-04-16
K.A.R.
NUMBER 53-2-115

SERIES ID 0038-280
TITLE Motor Carrier Inspection Stations Central Cash Deposit Permit Report
DESCRIPTION Report documenting the permit fees collected by each motor carrier inspection station to be transferred to the Department of Revenue.
RETENTION **See Comments**
COMMENTS Retain until no longer useful, then destroy. The Department of Revenue maintains the original record.
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 1998-04-16
K.A.R.
NUMBER 53-2-115

SERIES ID 0039-280
TITLE Motor Fuel and Oil Tickets
DESCRIPTION Copies of fuel and oil transactions made by the troopers for their vehicles.

RETENTION	See Comments
COMMENTS	Retain until no longer useful, then destroy. Department of Administration maintains the original record.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1998-04-16
K.A.R. NUMBER	53-2-115

SERIES ID	0040-280
TITLE	Motor Vehicle Inspections
DESCRIPTION	Statistical printout relating to the percentage and type of work performed by the inspection division.
RETENTION	See Comments
COMMENTS	Obsolete series, destroy immediately.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1992-01-23
K.A.R. NUMBER	53-2-091

SERIES ID	0041-280
TITLE	Notices to Appear
DESCRIPTION	Copies of tickets issued to individuals for traffic violations.
RETENTION	See Comments
COMMENTS	Retain individual documents until data is entered into computer database, then destroy.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1988-07-14
K.A.R. NUMBER	53-2-075

SERIES ID	0069-280
TITLE	Time and Activity Reports - Captains and Lieutenants
DESCRIPTION	Statistical printouts of the time distribution of captains and lieutenants which are broken down into the various activities and compiled monthly and year to date.
RETENTION	See Comments
COMMENTS	Obsolete series, transfer to the archives immediately.
DISPOSITION	Archives
RESTRICTIONS	None

APPROVED 1992-01-23
K.A.R.
NUMBER 53-2-091

SERIES ID 0070-280
TITLE Time and Activity Reports - Divisions
DESCRIPTION Statistical printouts of the time distribution of individual troopers in each division which are broken down into the various activities and compiled monthly and year to date.
RETENTION **See Comments**
COMMENTS Retain until no longer useful, then transfer to the archives.
DISPOSITION **Archives**
RESTRICTIONS **None**
APPROVED 1992-01-23
K.A.R.
NUMBER 53-2-091

SERIES ID 0071-280
TITLE Time and Activity Reports - Special Assignments
DESCRIPTION Statistical printouts of the time distribution of troopers on special assignments which are broken down by the various activities and compiled monthly and year to date.
RETENTION **See Comments**
COMMENTS Retain until no longer useful, transfer to the records center for 3 years, then transfer to the archives.
DISPOSITION **Archives**
RESTRICTIONS **None**
APPROVED 1992-01-23
K.A.R.
NUMBER 53-2-091

SERIES ID 0072-280
TITLE Time and Activity Reports - Statewide
DESCRIPTION Statistical printouts of the time distribution of troopers by all the divisions which are broken down into the various activities and compiled monthly and year to date.
RETENTION **See Comments**
COMMENTS Retain until no longer useful, then transfer to the archives.
DISPOSITION **Archives**
RESTRICTIONS **None**
APPROVED 1992-01-23
K.A.R.
NUMBER 53-2-091

SERIES ID	0073-280
TITLE	Vehicle Inspection Number (VIN) Forms
DESCRIPTION	Form completed by an applicant to verify that the vehicle has not been stolen, altered, or modified as required before registration.
RETENTION	See Comments
COMMENTS	Retain until no longer useful, then destroy. The Department of Revenue maintains the original record.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1998-04-16
K.A.R. NUMBER	53-2-115

SERIES ID	0074-280
TITLE	Vehicle Inspection Number (VIN) Receipts and Reports
DESCRIPTION	Daily report logging in the amount received for the Vehicle Inspection Number (VIN) permits and maintained for accountability purposes.
RETENTION	003 fisc yrs
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1998-04-16
K.A.R. NUMBER	53-2-115

SERIES ID	0076-280
TITLE	Verification Identification Number Files
DESCRIPTION	Forms relating to the verification of vehicle titles by either the troopers or their designees to ensure that the proper fees have been paid and the vehicle is not stolen.
RETENTION	See Comments
COMMENTS	Retain until no longer useful, then destroy.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1992-01-23
K.A.R. NUMBER	53-2-091

Agency Number: 280-001
Kansas Highway Patrol
Field Operations, West
Motor Carrier Inspection

SERIES ID 0014-280
TITLE Combined Permit Order Forms (MCS-13)
DESCRIPTION Forms used to order combined permits from the Department of Revenue, Motor Carrier Services that document the sequence and total number of permits issued to inspection stations and the date received.
RETENTION **See Comments**
COMMENTS Retain original in Headquarters Office for 3 fiscal years, then destroy. Retain duplicate at motor carrier inspection station for 1 fiscal year, then destroy.
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 1993-04-15
K.A.R. NUMBER 53-2-096

SERIES ID 0015-280
TITLE Combined Permits (MCS-5)
DESCRIPTION Documents sold by motor vehicle inspection stations on behalf of the Department of Revenue to drivers who lack one or more of several permits required to operate a motor carrier in the state.
RETENTION **See Comments**
COMMENTS Retain original at Bookkeeping, Troop M Headquarters for 1 fisc. yr., transfer to records center for 2 fisc. yrs., then destroy. Retain copy at inspection station until no longer useful, then destroy.
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 1993-04-15
K.A.R. NUMBER 53-2-096

SERIES ID 0035-280
TITLE Motor Carrier Inspection Registers
DESCRIPTION Daily registers that summarize the number of combined and oversize/overweight permits sold and the amount of money collected by motor carrier inspection stations.
RETENTION **See Comments**
COMMENTS Retain original at Bookkeeping, Troop M Headquarters for three fiscal years, then destroy. Retain duplicate at motor carrier inspection station until no longer useful, then destroy.
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 1993-04-15
K.A.R. NUMBER 53-2-096

SERIES ID 0037-280
 TITLE Motor Carrier Inspection Station Monthly Reviews
 DESCRIPTION Reports containing monthly permit inventory control and accounting data including the number of permits sold, the number and sequence of blank permits on hand, and cash collected and deposited.
 RETENTION **See Comments**
 COMMENTS Retain original at Headquarters Office for 3 fiscal years, then destroy. Retain duplicates at motor carrier inspection station and with reviewer for 1 fiscal year, then destroy.
 DISPOSITION **Destroy**
 RESTRICTIONS **None**
 APPROVED 1993-04-15
 K.A.R. NUMBER 53-2-096

SERIES ID 0042-280
 TITLE Official Clearance Certificates (MVE-18)
 DESCRIPTION Form issued by motor carrier inspection stations certifying that a motor carrier driver possesses all permits necessary for movement through the state and that no purchase of permits is required.
 RETENTION **001 fisc yr**
 DISPOSITION **Destroy**
 RESTRICTIONS **None**
 APPROVED 1993-04-15
 K.A.R. NUMBER 53-2-096

SERIES ID 0043-280
 TITLE Oversize/Overweight Permit Order Forms
 DESCRIPTION Forms used to order blank oversize/overweight permits from the Department of Transportation, Special Permit Section.
 RETENTION **See Comments**
 COMMENTS Retain one copy at Troop M Headquarters for 3 fiscal years, then destroy. Retain a duplicate at motor carrier inspection station for 1 fiscal year, then destroy.
 DISPOSITION **Destroy**
 RESTRICTIONS **None**
 APPROVED 1993-04-15
 K.A.R. NUMBER 53-2-096

SERIES ID 0045-280
 TITLE Oversize/Overweight Permits

DESCRIPTION Permits sold by motor carrier inspection stations on behalf of the Department of Transportation authorizing vehicles or loads exceeding legal size and weight limitations to move within the state.

RETENTION **See Comments**

COMMENTS Retain copy at Bookkeeping, Troop M Headquarters for 1 fiscal year, transfer to records center for 2 fiscal years, then destroy. Retain copy at inspection station for 1 fiscal year, then destroy.

DISPOSITION **Destroy**

RESTRICTIONS **None**

APPROVED 1993-04-15

K.A.R. NUMBER 53-2-096

SERIES ID 0044-280

TITLE Oversize/Overweight Permit Verification and Acceptance Forms

DESCRIPTION Department of Transportation, Special Permit Section form created to document the number and sequence of oversize/overweight permits issued to motor carrier inspection stations and the date received.

RETENTION **See Comments**

COMMENTS Retain copy at Troop M Headquarters for 3 fiscal years, then destroy. Retain duplicate at motor carrier inspection station for 1 fiscal year, then destroy.

DISPOSITION **Destroy**

RESTRICTIONS **None**

APPROVED 1993-04-15

K.A.R. NUMBER 53-2-096

Agency Number: 280-001
Kansas Highway Patrol
Records Management

SERIES ID 0002-280

TITLE Abandoned Vehicle Reports

DESCRIPTION Reports prepared by officers describing abandoned vehicles on state highways that required towing services.

RETENTION **003 cldr yrs**

DISPOSITION **Destroy**

RESTRICTIONS **None**

APPROVED 1995-07-13

K.A.R. NUMBER 53-2-105

SERIES ID 0003-280

TITLE Accident Reports
DESCRIPTION Reports prepared by investigating officers describing the circumstances of motor vehicle accidents that occurred on state highways.
RETENTION **011 cldr yrs**
DISPOSITION **Destroy**
RESTRICTIONS **None**
APPROVED 1995-07-13
K.A.R. NUMBER 53-2-105

SERIES ID 0006-280
TITLE Alcohol/Drug Influence Reports
DESCRIPTION Reports and test results submitted by officers describing the circumstances of arrests of individuals suspected of driving under the influence of alcohol or drugs.
RETENTION **See Comments**
COMMENTS Retain in office 5 calendar years after the arrest date, transfer to the records center for 5 calendar years, then transfer to the archives.
DISPOSITION **Archives**
RESTRICTIONS **KSA 45-221(a)(10)(11)**
APPROVED 1995-07-13
K.A.R. NUMBER 53-2-105

SERIES ID 0007-280
TITLE Arrest Investigation Files
DESCRIPTION Arrest reports and supporting documents prepared by officers that describe the circumstances of an arrest.
RETENTION **See Comments**
COMMENTS Retain in office 5 calendar years after the arrest date, transfer to the records center for 5 calendar years, then transfer to the archives.
DISPOSITION **Archives**
RESTRICTIONS **KSA 45-221(a)(10)(11)**
APPROVED 1995-07-13
K.A.R. NUMBER 53-2-105

SERIES ID 0008-280
TITLE Arrest Investigation Files - Drug Cases
DESCRIPTION Arrest reports and supporting documents prepared by officers describing the circumstances of arrests made in cases allegedly involving illegal drugs.
RETENTION **See Comments**

COMMENTS Retain in office 5 calendar years after the arrest date, transfer to the records center for 5 calendar years, then transfer to the archives. Series no longer filed separately from "Arrest Investigation Files."

DISPOSITION **Archives**

RESTRICTIONS **KSA 45-221(a)(10)(11)**

APPROVED 1995-07-13

K.A.R. NUMBER 53-2-105

SERIES ID 0009-280

TITLE Auto Theft Arrest Reports

DESCRIPTION Reports prepared by officers describing the circumstances of arrests made in cases involving an alleged auto theft.

RETENTION **See Comments**

COMMENTS Obsolete series. Transfer to the records center for 10 calendar years after arrest date, then transfer to the archives.

DISPOSITION **Archives**

RESTRICTIONS **KSA 45-221(a)(10)(11)**

APPROVED 1995-07-13

K.A.R. NUMBER 53-2-105

SERIES ID 0017-280

TITLE Critical Highway Accident Reconstruction Reports

DESCRIPTION Documents compiled by Critical Highway Accident Reconstruction Teams during investigations of the causes of selected motor vehicle accidents.

RETENTION **011 cldr yrs**

DISPOSITION **Archives**

RESTRICTIONS **KSA 45-221(a)(10)**

APPROVED 1995-07-13

K.A.R. NUMBER 53-2-105

SERIES ID 0018-280

TITLE Disaster Reports

DESCRIPTION Reports submitted by officers describing the Highway Patrol's response to disasters occurring on state highways.

RETENTION **005 cldr yrs**

DISPOSITION **Archives**

RESTRICTIONS **None**

APPROVED 1995-07-13

K.A.R. NUMBER 53-2-105

SERIES ID	0019-280
TITLE	Emergency Medical Services Records
DESCRIPTION	Variety of documents relating to the Emergency Medical Services Board which regulates emergency medical technicians and ambulance services statewide.
RETENTION	See Comments
COMMENTS	Retain until no longer useful, then transfer to the archives.
DISPOSITION	Archives
RESTRICTIONS	None
APPROVED	1995-07-13
K.A.R. NUMBER	53-2-105

SERIES ID	0052-280
TITLE	Photographic and Video Materials
DESCRIPTION	Photo-prints, negatives, slides, films, and videotapes.
RETENTION	See Comments
COMMENTS	Retain until no longer useful, then contact the archives for appraisal - if not accepted for transfer to the archives, then destroy.
DISPOSITION	See Comments
RESTRICTIONS	None
APPROVED	1995-07-13
K.A.R. NUMBER	53-2-105

SERIES ID	0051-280
TITLE	Photo Lab Report
DESCRIPTION	Log containing information on requests for duplicates of Highway Patrol photographs of motor vehicle accidents: name of requestor, driver information, type of photo duplication.
RETENTION	003 fisc yrs
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1995-07-13
K.A.R. NUMBER	53-2-105

SERIES ID	0080-280
TITLE	Procedures Manuals
DESCRIPTION	Original copies of agency procedures issued in a collective manual.
RETENTION	See Comments

COMMENTS Retain until superseded or no longer in effect, then transfer 1 copy to the archives, destroy the remainder.

DISPOSITION **See Comments**

RESTRICTIONS **None**

APPROVED 1995-07-13

K.A.R. NUMBER 53-2-105

SERIES ID 0058-280

TITLE Records Check Files

DESCRIPTION Documents relating to requests by external law enforcement agencies for searches of Highway Patrol records for criminal history data.

RETENTION **005 cldr yrs**

DISPOSITION **Destroy**

RESTRICTIONS **KSA 45-221(a)(10)**

APPROVED 1995-07-13

K.A.R. NUMBER 53-2-105

SERIES ID 0059-280

TITLE Request for Access to Records

DESCRIPTION Documents related to requests for access to state agency records and agency responses prepared pursuant to KSA 45-218.

RETENTION **005 fisc yrs**

DISPOSITION **Destroy**

RESTRICTIONS **None**

APPROVED 1995-07-13

K.A.R. NUMBER 53-2-105

SERIES ID 0060-280

TITLE Safety Responsibility Department Summaries

DESCRIPTION Statistical report listing the number of license plates and drivers licenses confiscated by Highway Patrol officers.

RETENTION **003 cldr yrs**

DISPOSITION **Destroy**

RESTRICTIONS **None**

APPROVED 1995-07-13

K.A.R. NUMBER 53-2-105

SERIES ID 0061-280

TITLE	Services Rendered Reports
DESCRIPTION	Statistical printouts listing the numbers and types of service rendered to the public by highway patrol officers in each division and compiled monthly and year to date.
RETENTION	See Comments
COMMENTS	Retain until no longer useful, then destroy.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	1997-07-10
K.A.R. NUMBER	53-2-112

SERIES ID	0066-280
TITLE	Statistical Reports
DESCRIPTION	Variety of statistical reports generated to document the activities of the agency.
RETENTION	Permanent
DISPOSITION	Permanent
RESTRICTIONS	None
APPROVED	1995-07-13
K.A.R. NUMBER	53-2-105

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: 3/30/2023

Prepared by: Tom Mai

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Retention	2	1	A large amount of historical data needs to be converted and migrated over to the new system	Detailed planning to make sure fields are mapped correctly. Also need to spend a considerable amount of time verifying the transferred information.
Schedule	2	3	Conflicts with other projects will reduce the availability of resources.	Multiple KHP resources are involved, including IT, CJIS, Dispatch, and sworn staff. This allows for multiple resources to work concurrently with the vendor.
Custom Reports	1	1	KHP has a large amount of custom applications that need to be integrated by the vendor. These interfaces are not only important to KHP operations, but the reports generated from them feed outside agencies such as KDOT.	Renewed effort to make sure that the vendor is aware of our current workflow and more detailed planning on how to move forward

Legend

Prob = Probability of Occurrence

Imp = Impact