

## **Bid Specification**

### **Law Enforcement Interview Recording and Management System**

The following requirements apply to an Interview Recording and Management System (IRMS).

#### **1. General Requirements**

1. All equipment and materials used shall be standard components that are regularly manufactured and used in the manufacturer's system.
2. All systems shall have been thoroughly tested and proven in actual use.
3. All systems shall be provided with the availability of a technical support program from the manufacturer. The technical support program shall allow for immediate technical assistance for either the dealer/installer or the end user at no charge for the duration of the technical support service contract.

#### **2. Recording / Playback**

4. The IRMS shall have the ability to record both audio and video of a law enforcement interview.
5. The IRMS shall have the ability to record up to 640x480 recording resolution.
6. The IRMS shall have the ability to record two sessions simultaneously from two separate locations. It shall also be possible to control the recording of one of these sessions from a remote location in the building.
7. The IRMS shall have the ability to accommodate 2 cameras in each interview room in the form of a picture-in-picture. This allows for 2 camera angles in each interview room.
8. The IRMS shall have the ability to swap the 2 camera views showing picture-in-picture during recording.
9. To ensure the greatest integrity for law-enforcement evidence, the IRMS shall make at least two simultaneous recordings while the interview is in progress. At least one of these recordings shall be made to a removable, archival medium such as DVD, and it shall be possible to secure this archival medium into evidence immediately after the interview concludes.
10. The IRMS shall utilize an intuitive windows-and-mouse based interface.
11. The IRMS shall utilize individual-user logins. For purposes of proving data integrity, important system actions (record a new session, delete a session, burn a DVD, etc.) shall be logged to an undeletable audit log.

12. It shall be possible to enter the following information into the IRMS at the time of recording: Case number, subject name, and interviewer name.
13. It shall be possible to customize the “case number” field to match the agency’s asset tracking policy.
14. It shall be possible to use the IRMS to automatically search through the online video based on case number, subject name, interviewer name, date/time of the interview, or arbitrary user-entered annotation.
15. It shall be possible, both during recording and while reviewing recorded video after the fact, for the user to create a text annotation at a particular point in the interview. It shall be possible to search all online video for this text annotation.
16. The IRMS shall provide up to 1900 hours of storage of interview recording online. It shall be easy to immediately play back online recordings, and to quickly seek to any point in online recordings using a slider-bar or similar user-interface control.
17. The IRMS shall have the ability to accommodate network attached storage (NAS) for long term retention of recordings.
18. The IRMS shall be equipped with RAID to provide further protection against failure to the hard disk.
19. During playback of the online copy of video, the following standard controls shall be provided: Play, Pause, Fast Forward, Rewind, Single Frame Advance Forward, and Single Frame Advance Backward. Additionally, a “slider bar” or similar mechanism shall allow an operator to rapidly seek to any point in the video.
20. It shall be possible to configure the IRMS to automatically delete online interviews after a certain number of days. When online interviews are deleted, the archival copy shall still be valid.
21. The IRMS system shall support the use of qualified uninterrupted power supply (UPS) devices.
22. Based on department procedures, it shall be possible to configure different access policies on the IRMS. In particular:
  - a. It shall be possible to allow individual investigators to see only their own recordings, or the recordings of the other investigators.
  - b. It shall be possible to allow individual investigators to delete the online copy of their own recordings, or to prevent individual investigators from doing this.

### 3. Exporting

23. From the online copy of an interview, it shall be possible to create DVDs containing selected segments of the interview. These exported DVDs shall play in standard consumer DVD players.
24. From the online copy of an interview, it shall be possible to export video and audio in MPEG4 format to email (limited file size), a shared network location, FTP site, USB device, DVD, CD.
25. When burning a very long session to DVD, the IRMS system will lead the user through spanning the interview over several DVDs.
26. From the online copy of an interview, it shall be possible to export just the audio of the interview, in order to facilitate transcription. Exported audio shall follow an industry-standard open format, and should not require proprietary hardware or software to play back. Audio shall be exportable email (limited file size), a shared network location, FTP site, USB device, DVD, CD.
27. From the online copy of an interview, it shall be possible to export a still image of a single frame of video. This exported image shall be available in an industry-standard open format, such as JPEG or BMP, and can be exported email (limited file size), a shared network location, FTP site, USB device, DVD, CD.
28. From the online copy of an interview, it shall be possible to export an archival file containing video, audio, and all notes and annotations to a shared network location, USB device, or DVD.