

Appendix A: Functional Requirements

Washington State Patrol RFP for eDUI SECTOR Integration Project
Issued by the State of Washington – WSP-RFP-DUI-001

1.0 Architectural Review

M	<p>Describe in detail the following components of the proposed application solution and required support environment.</p> <ul style="list-style-type: none"> • Source programming language • Interface capabilities – user added modules or data exchanges • Database • Server Requirements <ul style="list-style-type: none"> ○ Test / QA environment ○ Production Environment ○ Reporting server • Transaction Volume Capacity • Growth Capacity <p>Note: Additional technical requirements and specifications are identified in Section 6.2 Technology Requirements</p>
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Functionality Expectations

Reference Number	User Role	Description	S – Standard C – Configurable Effort (1 – 5) U – Customization Effort (1-5)
A-1.	System Support	We require full access to the application database(s) for report creation, and ad hoc SQL queries for problem isolation, and responding to investigative and public disclosure requests.	
A-2.	System Support	We require a complete and documented data dictionary for the applications mapped to the complete database schema for all application tables. Additionally, we require mapping of the User Interface elements to the database schema. Documentation should include field descriptions, entity relationship diagrams, and all foreign key constructs.	
A-3.	SECTOR User	The application shall have a client that operates on a personal computer in an off-line mode or in a connected to the Network mode.	
A-4.	System Support	eDUI Integration Application is state-wide mission critical applications that must be highly responsive and highly available at all times with no impact to performance of existing application.	

Reference Number	User Role	Description	S – Standard Effort (1 – 5) C – Configurable Effort (1 – 5) U – Customization Effort (1-5)
A-5.	SECTOR User	The application shall include a SQL database (SECTOR will use SQLLITE) that operates on the personal computer supporting the client application. This database will mirror the Server based SQL database and requires synchronization.	
A-6.	SECTOR User	The application must maintain key integrity with the existing SECTOR database (referential integrity) such that the two environments are essentially one logical database unit.	
A-7.	SECTOR User	The Client side software shall have a send and receive function that pushes the client side data to the server side database and pulls look-up-table data for the Client side database from the Server side database.	
A-8.	System Support	All system components and system implementation must meet OCIO and WSP Security Policy Standards.	
A-9.	System Support	Supports editions of Microsoft Windows client and server operating systems within their mainstream support and service pack support periods.	
A-10.	System Support	Compatible with Windows User Account Control (UAC) technologies and does not require modification of default UAC security levels.	
A-11.	System Support	Uses Microsoft SQL Server application components such as Integration Services and Reporting Services if such functionality is necessary.	
A-12.	System Support	Product demonstrates implementation of the principle of least privilege. Applications are able to access only the information and resources that are necessary for their legitimate purposes. Excessive credential requirements such as necessitating Enterprise Admin/Domain Admin privileges (or similar requests) are not permitted.	
A-13.	System Support	Applications must run in the current native Windows Server OS environment and not require any shell or foreign kernel emulator in order to execute the application code.	
A-14.	System Support	All servers will be maintained by WSP ITD staff, and kept current with all system patches and service packs released for the OS on a regular basis, the vendor will warranty that the applications will function correctly with all system patches and service packs.	

Vendor Response:

(May include charts, tables, or graphical images.)

Additional Noteworthy Functionality:

(Added value beyond functionality expectations above)

2.0 Application Security / User Groups / Group access rights

M	<p>The application and system security must meet or exceed WSP and Washington OCIO security requirements</p> <p>Key Components:</p> <ul style="list-style-type: none"> • Password complexity rules • Multi-factor authentication • Password expiration • System inactive timeouts – forced log off. • Logging user activity <p>Note: The DUI system is expected to operate within the SECTOR environment and application. User registration, authorizations, and authentication will be conducted by the SECTOR application. SECTOR currently conforms to these requirements.</p>
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Functionality Expectations

Reference Number	User Role	Description	S – Standard C – Configurable Effort (1 – 5) U – Customization Effort (1-5)
SEC-1.	ITD Managers	The WA eDUI Integration Application security capabilities must meet or exceed WSP Security Policy Standards and Washington OCIO 141.10 – Securing Information Technology Asset Standards, Data Classification Category 4 Data Security.	
SEC-2.	SECTOR User	I need a unique and secure way to login to the system so I can access the system with appropriate security, access, and user credentials and activity logging.	
SEC-3.	SECTOR User	I need to logoff the system, removing any cookies or other temporary electronic record containing security, access and user credentials so someone else can't use the system appearing to be me.	
SEC-4.	SECTOR User	I need the system to comply with WSP security policy and log me off after a period of inactivity.	
SEC-5.	SECTOR Manager (Desirable)	I would like to be able to have the automatic log-off timeout to be configurable by user. The longest allowable period would be 30 minutes to comply with WSP Security Guidelines.	
SEC-6.	SECTOR User (Desirable)	I want the system to give me a visual and/or audible warning message before automatically logging me off so I have an opportunity to keep my application session active.	

SEC-7.	SECTOR System Administrator	I need the ability to administer the security settings for SECTOR. I need the ability to assign new users, manage group permissions, reset user passwords, assign users to groups, and remove group assignments and permissions for a user, and remove user access.	
SEC-8.	SECTOR System Administrator	If passwords are stored in a database they must be in encrypted or cryptographically hashed form using existing SECTOR pattern.	
SEC-9.	SECTOR System Administrator	Passwords must meet the complexity requirements established by the WSP security policy.	
SEC-10.	SECTOR System Administrator	The system must force password changes at specified intervals as defined by the WSP security policy, and not allow users to re-use the same password, or a recently used password.	
SEC-11.	SECTOR System Administrator (Desirable)	Assign a user to a group, and have the user inherit the security access, rights and default configuration for the group.	
SEC-12.	SECTOR System Administrator	Remove a user from a group, and automatically remove all the access rights and security for that group from the user profile.	
SEC-13.	SECTOR System Administrator	Prevent expired users from accessing the system.	
SEC-14.	SECTOR System Administrator	Create an audit log entry when a user signs in to the system and when they sign out.	
SEC-15.	ITD Systems Support	Compatible with forms authentication, does not require modification of existing security levels.	
SEC-16.	ITD Systems Support	Product demonstrates implementation of the principle of least privilege. Applications are able to access only the information and resources that are necessary for their legitimate purposes. Excessive credential requirements such as necessitating Enterprise Admin/Domain Admin privileges (or similar requests) are not permitted.	
SEC-17.	ITD Systems Support	Compatible with Windows BitLocker Drive Encryption technologies.	
SEC-18.	ITD Systems Support (Desirable)	Product must use Windows Forms Authentication as the primary means of user authentication and user information lookup. An internal/proprietary user database may be available but must not be required, unless otherwise specified by WSP Information Technology Division (ITD).	
SEC-19.	ITD Systems Support	If computer authentication is required, must support and use Windows Form Authentication to validate current host against a published domain computer account.	
SEC-20.	ITD Systems Support (Desirable)	Must support and use integrated Windows authentication to Windows Forms Authentication. The Windows credential currently logged on should be automatically detected and used for subsequent user authentications unless otherwise specified.	

SEC-21.	ITD Systems Support	Must not interfere with the use of multi-factor authentication technologies such as smart cards, key fobs, etc. built into the Windows operating system.	
SEC-22.	ITD Systems Support	Any single sign-on technologies used must be fully compatible with and use Windows Forms Authentication.	
SEC-23.	ITD Systems Support	Requires no modifications to Active Directory schema.	
SEC-24.	SECTOR System Administrator	Create an audit log entry when user security credentials are added, modified and deleted from the system.	
SEC-25.		NOTE: There is no state-level Active Directory available.	

Vendor Response:

(May include charts, tables, or graphical images.)

Additional Noteworthy Functionality:

(Added value beyond functionality expectations above)

3.0 User Interface

M	<p>The User Interface supporting the eDUI Integration Application entry and maintenance of complete and accurate eDUI record should possess the following characteristics:</p> <ul style="list-style-type: none"> • Support high-volume data entry. • Well organized, easy to read screens. • Complete functionality to support maintenance of all aspects of eDUI data. • Security and SECTOR User access governed by WSP security policy.
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Functionality Expectations

Reference Number	User Role	Description	S – Standard C – Configurable Effort (1 – 5) U – Customization Effort (1-5)
UI-1	SECTOR User	The interface should use drop-down menus, radio buttons, selection options as appropriate to provide easy and accurate access to code values, and standardized input selections using current SECTOR pattern standards. Field edits requiring a specific format should include the format mask.	
UI-2	SECTOR User	I need the user interface to be designed to support rapid data entry. Staff members need to be able to use keyboard functions to move from field to field, and screen to screen rather than needing to remove a hand to reach for the mouse.	
UI-3	SECTOR User	The user interface should allow me to use a barcode scanner to collect data from state documents with bar codes, and auto populate the collected data into the appropriate fields in the appropriate forms.	
UI-4	SECTOR User	The user interface should auto populate fields that repeat on multiple forms.	
UI-5	SECTOR User	The user interface needs to be well organized, use clear and configurable sized fonts, and have a consistent look and feel from module to module using current SECTOR pattern standards. Ideally font size should be user configurable.	
UI-6	SECTOR User	I need the name fields to accept long, hyphenated, and other multi-part names.	
UI-7	SECTOR User	Codes validation should be based on configurable tables.	
UI-8	SECTOR User	I need the log-in process to follow the standard SECTOR Log In process.	
UI-9	SECTOR User	I need to access the eDUI Integration Application from the SECTOR Client Main Menu. The access should be to the standard SECTOR ICON. Once Logged into SECTOR, I should be able to access the	

		eDUI Application.	
UI-10	SECTOR User	The first time a SECTOR user logs into the SECTOR Client installed on any device, internet connectivity is required to pull down their SECTOR user profile information from the SECTOR Back Office. For first time users, this requires a User ID and password from the Local Agency SECTOR Administrator (LASA)	
UI-11	SECTOR User	Once the application is installed on the device, a Send/Receive must be completed to sync the SECTOR Client to the SECTOR Back Office before first time use. This is to ensure that the application is updated to latest version after the installation version. It also ensures that the new users profile is enabled in the SECTOR Back Office before they can begin processing eDUIs electronically.	
UI-12	SECTOR User	I need a menu that directs navigation based upon the context of the business process. The menu should follow the same approach as does the SECTOR client. <ul style="list-style-type: none"> • Establish a New DUI Incident • Update a DUI Incident • Send/Receive • Exchange of Information • Display Reports Menu • Help – Opens eDUI User Manual 	
UI-13	SECTOR User	I want the application user interface to have the ability to enter DUI information through a series of Tab or other organization scheme associated with a DUI incident workflow process. The user interface should collect data that would normally be filled into manual forms associated with each step. <ul style="list-style-type: none"> • Person(s) • Incident Investigation Information • Sobriety Field Test Information • Blood Draw Analysis • Booking • DUI Hearing and Court proceedings 	
UI-14	SECTOR User	I want the DUI Interface to edit fields to their data types and their context. (Valid Dates, telephone Numbers, Email Addresses, zip codes, State Codes and Standard Values, etc.)	
UI-15	SECTOR User	I want the application to use SECTOR lookup tables and other DUI Lookup tables to select standard values data.	
UI-16	SECTOR User	I want the application to be able to conduct rules based contextual editing. (e.g., If a certain condition	

		exists, then some fields are required.	
UI-17	SECTOR Users	I want the application to provide consistent edit/error messages.	
UI-18	SECTOR User	I want the ability for the application to save data when I move to a different screen or location in the application.	
UI-19	SECTOR user	I want the ability to change an entry or provide additional data into a DUI record set that has been previously been created.	
UI-20	SECTOR User	I want a Report Menu to be displayed identifying the reports and forms available to be produced. I want to select which reports are to be printed.	
UI-21	SECTOR User	I want the eDUI Application to gather the appropriate data and render and publish the requested report(s).	
UI-22	SECTOR user	I want the ability to place the proper heading and footer information on the report corresponding to the User's organization. The Header should Identify the agency and other standard information corresponding to the officer printing the reports. Reports shall include the incident date and the Date the report was printed. The report shall include page numbers of the total number of pages.	
UI-23	SECTOR User	I want to save the report(s) as PDF and be storable in an electronic file.	
UI-24	SECTOR User	I want the ability to print the report on a configurable printer available in both an 8 1/2" x 11" and 4" format.	
UI-25	SECTOR User	I want the ability to send the report (in a PDF format) via electronic mail.	
UI-26	SECTOR User	I want the ability to route eDUI to a reviewer.	
UI-27	SECTOR User	I want the ability to send an electronic notice that a Search Warrant exists and is awaiting review.	
UI-28	SECTUR User	I want the ability to log in, review, and approve or reject a Search Warrant.	
UI-29	SECTOR User	I want the system to automatically update toxicology results related to blood draw evidence provided.	
UI-30	Sector User	I want the system to capture the geographic XY coordinates for DUI incidents. The state maintains a state plane coordinates system and modules that may convert standard latitude and longitude coordinates to the state plane coordinates system. This will be used in the future to analyze where DUIs are occurring. WSP has ESRI ARCGIS licenses.	

Vendor Response:

(May include charts, tables, or graphical images.)

Additional Noteworthy Functionality:

(Added value beyond functionality expectations above)

4.0 Audit Journal

M	<p>The eDUI Integration Application must provide positive traceability for all data entered, changed, or deleted in the system. The system will be under constant scrutiny and will be subject of substantial public disclosure requests.</p> <ul style="list-style-type: none"> • Positive Traceability of all data elements added, deleted, • Query capability to support public disclosure requests
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Functionality Expectations

Reference Number	User Role	Description	S – Standard C – Configurable Effort (1 – 5) U – Customization Effort (1-5)
AJ-1	SECTOR User	I want an electronic record maintained of all data added, changed, or deleted in the system so that I can positively trace all data collected, changed, or deleted to who changed the data and when it was changed.	
AJ-2	Systems Administrator	I want an Audit Journal associated with each DUI record set that records the before and after values of all data added, changed, or deleted. The journal shall identify who made the change and the date and time the change was made.	
AJ-3	Systems Administrator	I want the Audit Journal to be inaccessible to SECTOR users to maintain the integrity of the AUDIT journal.	
AJ-4	Systems Administrator	I want a standard query developed that reports all additions, changes, and deletions at the data element level. This will be used for Public Disclosure Requests.	
AJ-5	Systems Administrator	I want a log of all users accessing the DUI application including their name, ORI, date, the time they logged in and the time they logged out.	
AJ-6	Public Disclosure Coordinators	<p>I want a user view to provide a query that supports the following parameters</p> <ul style="list-style-type: none"> • Law Enforcement Agency DUIs for a Date and Time Range. • Law enforcement officers DUI activity for a date and time range. • All Journal activity for a DUI Person(suspect) • All Journal activity for a DUI incident 	

AJ-7	Public Disclosure Coordinators (Desirable)	I want to be able to redact any personal identifying information.	
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Vendor Response:

(May include charts, tables, or graphical images.)

Additional Noteworthy Functionality:

(Added value beyond functionality expectations above)

5.0 Reporting

M	The eDUI Integration Application must provide the ability to create required forms and reports for the DUI process and to create statewide and jurisdiction DUI activity and statistical reports.
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Functionality Expectations

Reference Number	User Role	Description	S – Standard C – Configurable Effort (1 – 5) U – Customization Effort (1-5)
RPT-1	SECTOR User	Create the DUI Arrest Report including <ul style="list-style-type: none"> • Driver Hearing Request • Constitutional Rights • Implied Consent • DUI Interview • SFST • Narrative • Blood Draw for exigent circumstances/Voluntary • BAC Ticket (Instrument Test results) 	
RPT-2	SECTOR User	Create Search warrant and be able to send a notification to an approving authority that a warrant is ready for their review.	
RPT-3	SECTOR User	Create Waiver of Impound Report	
RPT-4	SECTOR User	Create Booking Sheet	
RPT-5	SECTOR User	Create DRE face Sheet	
RPT-6	SECTOR User	State Blood Evidence Submission	
RPT-7	SECTOR User	Create State Blood Request for Testing	
RPT-8	SECTOR User	Create DUI Cost Recovery	

RPT-9	SECTOR User	Create Authorization for Medical Release Information	
RPT-10	SECTOR User	Create Witness Statements	
RPT-11	SECTOR User	Create Firearms Seizure	
RPT-12	SECTOR User	Create Receipt for Property	
RPT-13	SECTOR User	Create Supplemental Officers Report	
RPT-14	Systems Administrator	Create DUI COUNT by Jurisdiction and Law Enforcement Officer by Month with Annual Totals	
RPT-15	Systems Administrator	Create DUI Activity statistics by status type	
RPT-16	Systems Administrator	Create DUI Activity Statistics by County and State	

Vendor Response:

(May include charts, tables, or graphical images.)

Additional Noteworthy Functionality:

(Added value beyond functionality expectations above)

6.0 Interface

M	<p>The eDUI Integration Application must provide the following interfaces</p> <ul style="list-style-type: none"> • JINDEX System • Toxicology lab via LIMS system • Standard DUI Record XML interface
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Functionality Expectations

Reference Number	User Role	Description	S – Standard C – Configurable Effort (1 – 5) U – Customization Effort (1-5)
INT-1	SECTOR Administrator	The system shall provide an interface to the Crime Lab’s Laboratory Information Management System.	
INT-2	SECTOR Administrator	The application shall provide an interface with the JINDEX system that has the ability to share information with other agencies in a standardized format.	
INT-3	SECTOR Administrator	The system shall create an interface of the eDUI data structure that can be shared with external entities. This should be an XML formatted data corresponding to the DUI incident data.	
INT-4	SECTOR Administrator	The application shall provide an interface with the Back Office system with the ability to transfer information by means of bidirectional communications.	
INT-5	SECTOR Administrator	The application shall provide an interface of DUI entered data with NHTSA using their federal data standards.	
INT-6		***Further interfaces need to be fleshed out in the design process by the Business Analyst. ***	

Vendor Response:

(May include charts, tables, or graphical images.)

Additional Noteworthy Functionality:

(Added value beyond functionality expectations above)