

## Attachment B - Glossary of Terms

Appendix B, §2, *Definitions*, is hereby incorporated by reference. In addition, the following definitions shall apply.

Term	Definition
28 CFR 23	The 28 Code of Federal Regulations (CFR) Part 23 is a set of standards for Law Enforcement Agencies regarding the operation of federally funded, multijurisdictional, criminal intelligence systems. <a href="https://www.iir.com/Home/28CFR_Program">https://www.iir.com/Home/28CFR_Program</a>
Adolescent Offender (AO)	A person charged with a felony offense who is 16 years old (effective 10/1/18) or 17 years old (effective 10/1/19).
Alert	A cautionary notification presented to users upon viewing a corresponding master name, vehicle, location, organization, or phone index.
Assigned Officer	The primary officer responsible for a call for service, case, or assignment.
Assignment	Administrative or investigative duties requiring limited documentation within the RMS.
Auto populate	A method within the Records Management System that allows fields to be completed from previously entered data without user intervention.
Blind Flag	A mechanism within the Records Management System to initiate a process without knowledge of the user who triggered said process.
Bulletin	Temporary announcement, notice, or reminder from the agency to NYSP employees and other Law Enforcement Agencies.
CAD	Computer Aided Dispatch
Case	The formal documentation resulting from a call for service.
Call for Service	An event occurring in an area in which police must respond to evaluate or take action, or an event that comes to the attention of police, or is initiated by the police that requires formal documentation.
CJIS	Criminal Justice Information Services – FBI managed programs to provide timely and relevant criminal justice information to the FBI and to qualified law enforcement, criminal justice, civilian, academic, employment, and licensing agencies concerning individuals, stolen property, criminal organizations and activities, and other law enforcement related data. <a href="http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center">http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center</a>
Clery Act	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act: 20 U.S.C. § 1092
Contractor	A vendor currently holding an Information Technology Umbrella Contract – Manufacturer Based (Statewide) contract and its Resellers.

Term	Definition
COTS	Commercial off-the-Shelf
CPL	Criminal Procedure Law
CTV	A numeric code representing a city, town, or village.
Dashboard	The initial screen presented to a user of the Records Management System upon log-in.
DCJS	New York State Division of Criminal Justice Services
Division	New York State Division of State Police
Electronic Signature	An electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record.
Federated Search	Technology that allows the simultaneous search of multiple searchable resources. A user makes a single query request which is distributed to the search engines participating in the federation. The federated search then aggregates the results that are received from the search engines for presentation to the user.
Flag	A mechanism to initiate a notification process within the Records Management System.
FOIL	The New York State Freedom of Information Law (Public Officers Law §87 et. seq.) which allows members of the public to access records of governmental agencies.
Forms	A hard copy or electronic document containing pre-defined fields requiring user input.
Fusion Center	Within the New York State Police, the New York State Intelligence Center (NYSIC) serves as the state Fusion Center which brings together federal, state and local agencies to analyze and share information related to terrorism and other crimes of a sensitive nature. Units within the NYSIC such as the Counter Terrorism Center, Special Investigations Unit, Financial Crimes Unit, CALEA, Electronic Surveillance Unit, Border Enforcement Teams and specific units within the New York State Police conducting confidential investigations
Integrated Justice Portal	A central repository accessible via the Web that provides authorized users with secure access to public safety and criminal justice information from federal, state, and local sources.
Juvenile	An individual that is younger than 16 years-of-age (<16). Beginning 10/01/18 the term will include 16-year olds charged with a Misdemeanor. After 10/01/19 the term will include 17-year olds charged with a Misdemeanor.
LEA (Law Enforcement Agency)	A "Law Enforcement Agency" (LEA) shall be defined as any agency or department of the State, County, or local government which employs police officers as defined in Criminal Procedure Law section 1.20(34) <b>OR</b> has as its principal functions the prevention, detection or investigation of crimes; identification, apprehension, detention, prosecution, adjudication, or supervision of accused individuals, criminal offenders or other persons of interest; enforcement of the general criminal laws of the State; or crime analysis. Examples of State LEAs include NYSP and DEC. Examples of local LEAs include municipal police and county prosecutors.
Livescan	The digital fingerprint scanning and mug shot processing system utilized by the New York State Police.
Members	Sworn employees of the New York State Police.

Term	Definition
Migration	The process of moving law enforcement business operations from an existing RMS to the new RMS.
Multi-jurisdictional	The legal authority given to specific agencies to conduct investigations across multiple counties or geographical boundaries (i.e. multiple towns within a county) resulting in involvement of multiple courts and/or prosecutors.
Multi-tenancy	The ability to support multiple law enforcement entities in a single installation of the RMS
Narrative	A free text field that allows users to document an array of police functions.
NCIC	National Crime Information Center – a CJIS service area - a computerized information system established as a service to criminal justice agencies--local, state, and federal which includes the entry, update and inquiry of person information (e.g – wanted, missing, unidentified); stolen property information and criminal history information nationwide and in Canada.
N-DEX / NY-Dex	National Law Enforcement Data Exchange / New York Data Exchange – N-DEX is a CJIS service area, is an incident or event based information sharing system for local, state, tribal and federal Law Enforcement Agencies which securely collects and processes crime data in support of investigations, crime analysis, law enforcement administration, strategic operations and national security responsibilities. NY-DEX is the New York equivalent which feeds information from New York agencies to N-DEX.
NLETS	The International Justice and Public Safety Network – formerly known as National Law Enforcement Telecommunications System which securely links; law enforcement and criminal justice agencies in all 50 states; Federal Agencies; U.S. territories; Canada and Mexico. Allowing agencies to communicate with each other, access respective state/territory DMV information and share information.
Notification	A message presented to users regarding non-emergency, agency specific information.
NYSIC	The New York State Intelligence Center (NYSIC) is a multi-agency facility which is responsible for the collection, analysis and dissemination of intelligence. The NYSIC is responsible for providing timely and accurate criminal intelligence to Law Enforcement Agencies within and outside of New York State.
NYSID	A unique identifier assigned to an individual by the New York State Division of Criminal Justice Services (DCJS).
NYSP	The New York State Police
NYSP Newsroom	A website provided by The New York State Police for the posting of information on calls for service. (www.nyspnews.com)
Offense	A transgression of the law consisting of a violation, misdemeanor, or felony.
Property / Evidence Locker	A secure location used for the storage of lost and found property, property held for safe keeping, and property of evidentiary value.
Purge	The permanent removal of a record from the Records Management System.

Term	Definition
Record	Any entry made into the Records Management System, including entries relating to incidents, arrests, warrants, people, vehicles and property.
Remote Access	The ability to access the Records Management System from mobile devices.
Reporting	The ability to generate statistical / analytical documents by performing a series of mathematical and logical operations against any field, or combination of fields, from within the Records Management System.
RMS	For the purposes of this RFQ, the term “RMS” shall be defined as a Law Enforcement Records Management System.
RMS Configuration	The ability to modify components of a COTS solution to meet requirements by utilizing features inherent to said solution. Configuration can be implemented by an end-user or system administrator without direct modification of the solution's source code and is often accomplished via a graphical user interface. Configuration may be needed to allow new entities to be added to the system (e.g. new agencies, new users, new action codes).
RMS Transaction	An action by a user or the system that results in the storage of new or enhanced data in the RMS.
Rosario	New York State Law (People v Rosario 9 NY2d 286) that requires the retention of any statements of a witness who will testify at trial. Examples of these statements include, forms that summarize a witness statement, a signed statement by a witness, and paperwork prepared by a testifying police officer including all notes and revisions.
Sealing	Court ordered redaction of all information within a case pertaining to an arrested person.
Soundex	Soundex is a phonetic algorithm for indexing names by sound, as pronounced in English. The goal is for homophones (a word that is pronounced the same as another word but differs in meaning, and may differ in spelling) to be encoded to the same representation so that they can be matched despite minor differences in spelling.
Station	A building where one or more members of a Law Enforcement Agency are assigned to perform police functions.
Station Bail	A sum of money received prior to arraignment by law enforcement from an arrested person, or a representative thereof, which serves as a guarantee of said person's appearance at future court proceedings; Station Bail is subsequently turned over to the presiding court.
T3	Train-the-Trainer – Training approach that provides training sessions for people who will train others.
Tactical Analysis	Provides information to assist law enforcement operations personnel in the identification of specific policing problems and the arrest of criminal offenders.
TraCS	A software product utilized primarily for the documentation of vehicle and traffic enforcement, accident investigations, and initial incident documentation.
Transition	The process of moving law enforcement business operations from an existing RMS to the new RMS.
Troop	An alphabetic code utilized by the NYSP representing a geographic location within New York State.

<b>Term</b>	<b>Definition</b>
TZS	An alpha-numeric code representing a division installation or unit of assignment by its <b>Troop, Zone, and Station / Unit Number.</b>
NIBRS	National Incident Based Reporting System – is a CJIS service area –crime reporting programs for city, county, state and federal law enforcement which provide a nationwide view of crime based upon the submission of crime statistics collected by law enforcement throughout the country.
Work Breakdown Structure	The process of subdividing project deliverables and project work into smaller, more manageable components.
Workflow	The process of routing a record through channels from its creation to approval and final disposition.
Youthful Offender	An adjudication status granted by a NYS Court at sentencing to persons at least 16 and less than 19 years of age in the interest of justice and is meant to relieve the eligible youth from the onus of having a criminal record.
Zone	A numeric code representing a geographical area within a Troop.