

Executive Branch Information Technology
Office of Information Technology Services
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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

November 14, 2022

Richard Beattie, Director
Procurement and Contracts

Dear Mr. Beattie:

The detailed project plan for the Department of Wildlife and Parks SmartCop Record Management System (SmartRMS) project is enclosed. Jason Dickson is the primary contact for the project and can be reached at (620) 672-0709.

This letter constitutes approval of the detailed 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 originally submitted detailed project plan.

This project has a total project cost of \$576,896. The quarterly KITO fee for the project will be \$1,991 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

Brad Loveless

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Brad Loveless, Secretary
Department of Wildlife and Parks

DocuSigned by:

DeAngela Burns-Wallace

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DeAngela Burns-Wallace
Executive Branch CITO

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
Aaron Klaassen, JCIT
JCIT Membership
Linda Norris, OPC
Kelly Johnson, OPC
Brian Reiter, OITS
Jason Dickson, KDWP
Megan Burton, KSHS
Ethan Anderson, KSHS
Cole Robison, OITS

Alex Wong, CITA
Sara Spinks, KITO

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Brad Loveless, Secretary

Laura Kelly, Governor

October 27, 2022

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

Dear Secretary Burns-Wallace,

The Kansas Department of Wildlife and Parks (KDWP) is seeking approval to proceed with execution phase of the SmartCop Record Management System (SmartRMS) project; The detailed project plan has been attached for your review.

SmartRMS would replace the Kansas Highway Patrol record management system that will be retired. In addition to new capabilities – such as real-time e-ticketing – SmartRMS would:

- *Consolidate KDWP's boat inspection and evidence management databases, creating greater efficiency.*
- *Provide for cleaner, more detailed reporting to members of the Kansas Legislature as well as members of the public filing Kansas Open Records Act requests, allowing for greater transparency.*
- *Equip law enforcement officers with the ability to store and access necessary information on their Department-issued mobile device unit while afield.*
- *Improve response times through SmartRMS' new automatic vehicle location system – a feature that allows approved users to see where all officers are located in real time in order to dispatch the closest law enforcement officer as soon as a call comes in.*

Lastly, you'll be pleased to know the SmartRMS system has been approved for 50 percent funding by the U.S. Coast Guard Boating Safety Division through a Kansas State Recreational Boating Safety Grant. The remaining 50 percent would then be split between KDWP's Wildlife Fee Fund and Park Fee Fund, limiting the financial burden placed on the state.

Thank you in advance for your consideration and approval of this very timely and valuable service that will greatly improve the lives of Kansans, and officers, across our state.

Sincerely,

Brad Loveless, Secretary
Kansas Department of Wildlife and Parks

State Entity: Kansas Department of Wildlife and Parks	Included (Y/N) If no, Explain
Project Name: SmartCop Record Management System	
Greater than \$250,000/ less than \$1,000,000 (Y/N): Y	
Greater than \$1,000,000 (Y/N): N	
IT Project Plan Documents	
For forms and/or more detailed information on completion of plan, see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A. https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Y
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level	
Task Name (tasks should be descriptive)	Y
Duration (total duration/elapsed calendar time)	Y
Work (total person/hours of effort for all resources for the task)	Y
Start	Y
Finish	Y
Dependencies (Predecessors)	Y
Resource Names (assigned to the task)	Y
Milestone	Y
Work Product Identification (Form ITEC PM02-6)	Y
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	Y
If different, attach CITA waiver	
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500) https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf	
Statement of compliance	Y
If different, attach CITO waiver	
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA) https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition https://www.hhs.gov/hipaa/index.html	
1. What information is included	Y
2. Why is it collected	Y
3. How will it be used	Y
4. Exclusion opportunities	Y
5. 1974 Act implementation	Y
6. Other privacy requirements	Y
7. Total privacy cost estimate	Y
Security Statement (ITEC Policies 7230, 9500, 7300) https://ebit.ks.gov/itec/resources/policies	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	Y
If different, explain	
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	
Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat.	
If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception. If accessibility standards do not apply, please provide explanation.	
Attach approval letter from State Director of IT Accessibility.	Y
Electronic Record Retention Statement https://www.kshs.org/p/electronic-records/11334 (K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	
1. Identify replaced paper records	Y
2. Identify new business functions	Y
3. Reasons for business functions	Y
4. Records requirements for business function	Y
5. Documents in another system?	Y
6. Public access requirements	Y
7. Access control requirements	Y
8. Identify all records with retention period of ten or more years	Y
9. Estimate three year cost of addressing records identified in No. 8	Y
Attach approval letter from State Archivist.	Y
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - Detailed Plans	Y
Fiscal Note, if appropriate	
Electronic copy submitted two - four weeks prior to contract award and/or project execution	Y

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518																					
1. Project Title:				2. Project Priority		3. Estimated Dates															
SmartCop Record Management System (SmartRMS)				1		Planning Start:		4/1/2022													
Agency:						Execution Start:		12/2/2022													
Kansas Department of Wildlife and Parks (KDWP)						Close-Out End:		11/15/2023													
4. Project Description and Justification:				Date Submitted:		11/1/2022															
Kanas Department of Wildlife and Parks ("KDWP") is a state agency charged with management and conservation of Kansas' natural resources. The Department serves every citizen and location in the state. The agency has three Divisions with sworn law enforcement personnel – Law Enforcement (LE), Parks (PK), and Public Lands (PL). Due to the age of the current record management system (RMS) solution, limited abilities of the system, and lack of available updates we are unable to continue using this system. The new system, SmartRMS streamlines records and reporting processes to provide complete accuracy and compliance with state and federal reporting standards. Records are centralized for people, property, places, and related information in a single database enabling law enforcement agencies to efficiently manage and track the volume of information received daily. This new system will also provide Law Enforcement Records Management, e-Ticketing, Mobile Reporting, Interagency Data Sharing, and a Public Information Web Portal which allows state agencies ease and simplicity across the board. This new technology should deliver better and more efficient services to the public while creating an environment of officer safety and expedited services to the public with new automatic vehicle location (AVL) services which will show in real-time where a unit is and who is closer to a call for service. The current system does not offer any of these efficiencies which is why the agency needs to move to new technologies to better serve the public and create new efficiencies within the agency. With a new system, it should include many new features available to have more automated information at our disposal to complete such tasks as Kansas Open Records Act (KORA) requests, data and statistics for enforcements and greatly expedite the time spent on reports under the current system.																					
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 chosen because of the effort by Kansas Highway Patrol to move their RMS to this software. It has also 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 agencies. The platform utilizes industry standard software, such as Microsoft Windows Server,																			
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 studied and worked on by the three law enforcement divisions, IT and budgeting and accounting. Multiple demonstrations with the software company along with demonstrations and discussions with Kansas Highway Patrol (KHP) on how to integrate and communicate between the systems. Division staff and heads understand the importance of moving forward with this project and the enhancements it will lead to for KDWP.																					
During the project there will be continued communication with KDWP staff on testing and training. There will also be continued communication with KHP on interfacing their system with our system and																					
5. Estimated Project Cost																					
Category		Cost		KITO Rate Structure				Project Quarterly KITO Fee													
Internal Cost (Salaries)		\$0		<table><tr><th colspan="2">Project Value Range</th><th>Quarterly Rate</th></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	\$1,991	
Project Value Range		Quarterly Rate																			
\$250,000	\$10,000,000	0.00350																			
\$10,000,001	Greater	0.00050																			
Infrastructure Projects		0.00035																			
Contractual Services		\$546,932																			
Commodities		\$0																			
Capital Outlay		\$22,000																			
Sub-Total Project Costs		\$568,932																			
Total KITO Rate Fee		\$7,964																			
Total Project Costs		\$576,896																			
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		4/1/2022		1/13/2022		\$0		\$239,310		\$239,310											
Execution																					
Execution Phase		12/2/2022		11/2/2023		\$0		\$269,272		\$269,272											
						\$0		\$0		\$0											
						\$0		\$0		\$0											
						\$0		\$0		\$0											
						\$0		\$0		\$0											
						\$0		\$0		\$0											
Execution Sub-Total		12/2/2022		11/2/2023		\$0		\$269,272		\$269,272											
Close-Out		11/3/2023		11/15/2023		\$0		\$68,314		\$68,314											
Grand Internal, External, and Total Costs						\$0		\$576,896		\$576,896											
7. Amount by Source of Financing:																					
State Fiscal Years	1. Wildlife Fee Fund	2. Park Fee Fund	3. KS State Recreation	4.	5.	6.	7.	Total													
SFY 2023	\$230,694	\$57,754	\$288,448					\$576,896													
SFY 2024								\$0													
SFY 2025								\$0													
SFY 2026								\$0													
SFY 2027								\$0													
SFY 2028								\$0													
Total Project Costs	\$230,694	\$57,754	\$288,448	\$0	\$0	\$0	\$0	\$576,896													
Description of funds listed above																					

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION – DA 519

1. Project Title		2. Estimated Dates		Projected Months from			
SmartCop Record Management System (SmartRMS)		Planning Start:	4/1/2022	Execution to Close-Out 12			
		Execution Start:	12/2/2022				
		Close-Out End:	11/15/2023				
3. Agency		4. Project Director/Project Manager					
Kansas Department of Wildlife and Parks (KDWP)		Jason Dickson, CIO, KDWP					
5. Qualitative and Quantitative Savings Explanation							
Kansas Department of Wildlife and Parks (KDWP) uses the Kansas Highway Patrol's (KHP) record management system for its records management system. KHP is migrating to a new system, so the current system will no longer have any new updates and then will be shut down from use. KDWP is moving to the SmartCop software like KHP but decided to separate KDWP's information into its own system. The reasoning for this was so there would be more one on one contact with the software administrators and the report administrators. No longer having to go through KHP for help issues or requesting specialized reporting will increase the ability for transparency and less down time. The new system will allow KDWP to automate reporting features for Kansas Open Records Act (KORA) requests along with other grant requests that are required every year and currently take multiple hours to find the information and fill it out. This system will allow for a cut in administrative time as officers will be able to enter reports in their vehicle or office and upload them to the main system and allow for verification by leadership and automated uploading to the main system. Currently there is a three-step process where the report is created, it is uploaded to an internal service for leadership approval and then an administrative personnel upload them to main global position. In advancing the technologies this system will still communicate with KHP and pass back and forth information between the two that is needed for both. In moving to the new system, it will help the agency better serve the public while create 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)							
Administrative Specialist adds all citations that come in on paper to the current RMS. Officers will add citations. (1 employee,			\$20,982	\$20,982	\$20,982	\$20,982	\$20,982
Boating Law Administrator being able to cut in half time creating reports for Coast Guard and Grants. Currently 120hrs/yr			\$1,836	\$1,836	\$1,836	\$1,836	\$1,836
Administrative Specialist adding KLER reports to current system and KBIRS. (1 employee, 10hr/week, \$16.14/hr)			\$8,392	\$8,392	\$8,392	\$8,392	\$8,392
Subtotal	\$156,050	\$0	\$31,210	\$31,210	\$31,210	\$31,210	\$31,210
Cash Savings (Hard Dollars)							
Annual Global Software Maintenance Renewal		\$0	\$37,224	\$37,224	\$37,224	\$37,224	\$37,224
Subtotal	\$186,120	\$0	\$37,224	\$37,224	\$37,224	\$37,224	\$37,224
Other (Include Intangible Benefits)							
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings	\$342,170	\$0	\$68,434	\$68,434	\$68,434	\$68,434	\$68,434
7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs	Total	\$576,896	\$576,896	\$0	\$0	\$0	\$0
Net Cost Benefit	Total	-\$234,726	-\$576,896	\$68,434	\$68,434	\$68,434	\$68,434
Cost Benefit per Month		\$28,514					
Calendar Months to Break Even		20					
8. Ongoing Cost		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		\$0	\$71,730	\$75,317	\$79,083	\$83,037	\$87,189

* 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: SmartCop Records Management System

Date: 10-24-2022

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
1.8: KITO Detailed Plan Submission	12/1/2022		Jason Dickson
2.1.2.1.1: Hardware / server setup	12/30/2022		Jason Dickson, Dan Gasswint
2.1.2.2: Laptop Software	02/13/2023		Jason Dickson, Dan Gasswint
2.1.9.14.19: Test Production Interface	01/09/2023		Jason Dickson
2.1.9.15.17: Provide Specifications for hunting/fishing license system query	01/17/2023		Jason Dickson, David Simonetti, Jason Sawyers
2.1.9.15.21: Test Production Interface	04/28/2023		Jason Dickson
2.1.9.16.19: Test Production Interface	01/27/2023		Jason Dickson
2.1.9.20.12: Inform OJA that agency is migrating to SmartCOP	01/10/2023		Jason Dickson
2.1.9.21.12: Inform DOT that agency is migrating to SmartCOP	01/12/2023		Jason Dickson
2.1.10.13.33: Customer Validation / Acceptance from department "Champions"	05/01/2023		Jason Dickson
2.1.10.15.68: Customer Validation / Acceptance from department "Champions"	02/03/2023		Jason Dickson
2.2.2.2.4.3: Agency sign-off on configuration	05/24/2023		Jason Dickson
2.3: Implementation Phase	6/27/2023		Jason Dickson
3: Closure Phase	11/15/2023		Jason Dickson

Kansas Wildlife & Parks Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
0	KS Wildlife & Parks WBS SmartCOP 03142022	412 days	10,672 hrs	Fri 4/1/22	Wed 11/15/23			No
1	Planning Phase	198 days	848 hrs	Fri 4/1/22	Fri 1/13/23			No
2	Contract Signed / Purchase Order Issued	3 days	24 hrs	Fri 4/1/22	Tue 4/5/22		Kansas Wildlife & Parks	No
3	Submission / Approval of KITO High-level Plan	23 days	184 hrs	Tue 5/24/22	Fri 6/24/22		Kansas Wildlife & Parks	No
4	KITO High-level Plan Approval	0 days	0 hrs	Mon 6/27/22	Mon 6/27/22	3		Yes
5	Submission / Approval of KITO Detailed Plan	20 days	160 hrs	Tue 11/1/22	Thu 12/1/22	4FS+89 days	Kansas Wildlife & Parks	Yes
6	KITO Detailed Plan Approval	0 days	0 hrs	Thu 12/1/22	Thu 12/1/22	5		Yes
7	Work with KS Historical Society on an Electronic Record Keeping Plan	30 days	480 hrs	Thu 12/1/22	Fri 1/13/23	3	Kansas Hist ,Kansas Wildlife & Parl	No
8	Execution Phase	234 days	9,752 hrs	Fri 12/2/22	Thu 11/2/23			No
9	Preparation Phase	234 days	8,472 hrs	Fri 12/2/22	Thu 11/2/23			No
10	Software Development Work	103 days	3,312 hrs	Fri 12/2/22	Fri 4/28/23	6		No
11	Interstate Wildlife Violator Compact System (IWVCS) Query	25 days	240 hrs	Fri 12/2/22	Mon 1/9/23			No
12	Provide connectivity & credentials for test server	5 days	40 hrs	Fri 12/2/22	Thu 12/8/22		Kansas Wildlife & Parks	No
13	Test interface	10 days	80 hrs	Fri 12/9/22	Thu 12/22/22	12	SmartCOP	No
14	Provide interface connectivity & credentials for production	5 days	40 hrs	Fri 12/9/22	Thu 12/15/22	12	Kansas Wildlife & Parks	No
15	Test Production Interface	10 days	80 hrs	Fri 12/23/22	Mon 1/9/23	14,13	KWP/SmartCOP	Yes
16	Hunting/Fishing License System Query	78 days	1,768 hrs	Tue 1/10/23	Fri 4/28/23	11		No
17	Provide Specifications	5 days	40 hrs	Tue 1/10/23	Tue 1/17/23		Kansas Wildlife & Parks	Yes
18	Provide connectivity & credentials for test server	2 days	16 hrs	Tue 1/10/23	Wed 1/11/23		Kansas Wildlife & Parks	No
19	Develop interface	70 days	1,680 hrs	Wed 1/18/23	Tue 4/25/23	17,18	SmartCOP	No
20	Analysis	10 days	80 hrs	Wed 1/18/23	Tue 1/31/23		SmartCOP	No
21	Development	60 days	1,040 hrs	Wed 2/1/23	Tue 4/25/23	20	SmartCOP	No
22	Query person development	10 days	80 hrs	Wed 2/1/23	Tue 2/14/23		SmartCOP	No
23	Spawn person query from license query	10 days	80 hrs	Wed 2/15/23	Tue 2/28/23	22	SmartCOP	No
24	Incorporate person query into Mobile	10 days	80 hrs	Wed 3/1/23	Tue 3/14/23	23	SmartCOP	No
25	Testing queries against licensing test system	10 days	160 hrs	Wed 3/15/23	Tue 3/28/23	24	SmartCOP,KWP/SmartCOP	No
26	Reworking any defects from testing queries	10 days	80 hrs	Wed 3/29/23	Tue 4/11/23	25	SmartCOP	No
27	Build release package	10 days	80 hrs	Wed 4/12/23	Tue 4/25/23	26	SmartCOP	No
28	Provide interface connectivity & credentials	1 day	8 hrs	Thu 1/12/23	Thu 1/12/23	18	Kansas Wildlife & Parks	No
29	Test Production Interface	3 days	24 hrs	Wed 4/26/23	Fri 4/28/23	28,27	KWP/SmartCOP	Yes
30	US Coast Guard - BARD Interface	13 days	144 hrs	Tue 1/10/23	Fri 1/27/23	11		No
31	Provide connectivity & credentials for test server	2 days	16 hrs	Tue 1/10/23	Wed 1/11/23		Kansas Wildlife & Parks	No
32	Test interface	5 days	40 hrs	Thu 1/12/23	Thu 1/19/23	31	KWP/SmartCOP	No
33	Provide interface connectivity & credentials for production	1 day	8 hrs	Thu 1/12/23	Thu 1/12/23	31	Kansas Wildlife & Parks	No
34	Test Production Interface	10 days	80 hrs	Fri 1/13/23	Fri 1/27/23	33	KWP/SmartCOP	Yes
35	KIBRS Report Submission to KBI	32 days	592 hrs	Tue 1/10/23	Thu 2/23/23	11		No
36	Provide connectivity & credentials for test server	2 days	16 hrs	Tue 1/10/23	Wed 1/11/23		Kansas Wildlife & Parks	No
37	Submit test files to KBI for approval	15 days	240 hrs	Thu 1/12/23	Thu 2/2/23	36	Kansas Wildlife & Parks	No
38	Create submission file	10 days	80 hrs	Thu 1/12/23	Thu 1/26/23		SmartCOP	No
39	Test & submit file	5 days	40 hrs	Fri 1/27/23	Thu 2/2/23	38	KWP/SmartCOP	No
40	Rework, as necessary, based on KBI feedback	15 days	240 hrs	Fri 2/3/23	Thu 2/23/23	37	KWP/SmartCOP	No
41	Rework submission file, as necessary	10 days	80 hrs	Fri 2/3/23	Thu 2/16/23		SmartCOP	No
42	Rework testing	5 days	40 hrs	Fri 2/17/23	Thu 2/23/23	41	KWP/SmartCOP	No
43	Provide interface connectivity & credentials	2 days	16 hrs	Thu 1/12/23	Fri 1/13/23	36	Kansas Wildlife & Parks	No
44	Test Production Interface	10 days	80 hrs	Tue 1/17/23	Mon 1/30/23	43	KWP/SmartCOP	No

Kansas Wildlife & Parks Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
45	E-Citation Transmittal	38 days	304 hrs	Tue 1/10/23	Fri 3/3/23	11		No
46	Inform OJA that agency is migrating to SmartCOP	1 day	8 hrs	Tue 1/10/23	Tue 1/10/23		Kansas Wildlife & Parks	Yes
47	Get OJA Approval	10 days	80 hrs	Wed 1/11/23	Wed 1/25/23	46	Kansas Wildlife & Parks	No
48	Send test files to OJA for validation	10 days	80 hrs	Thu 1/26/23	Wed 2/8/23	47	SmartCOP	No
49	Rework, as necessary.	10 days	80 hrs	Thu 2/9/23	Wed 2/22/23	48	SmartCOP	No
50	Provide location to send data files and PDFs	2 days	16 hrs	Thu 2/23/23	Fri 2/24/23	49	OJA	No
51	Set Go Live Date with OJA	5 days	40 hrs	Mon 2/27/23	Fri 3/3/23	50	OJA / KWP / SmartCOP	No
52	E-Crash Transmittal	18 days	264 hrs	Tue 1/10/23	Fri 2/3/23	11		No
53	Inform DOT that agency is migrating to SmartCOP	3 days	24 hrs	Tue 1/10/23	Thu 1/12/23		Kansas Wildlife & Parks	Yes
54	Set up email interface	15 days	240 hrs	Fri 1/13/23	Fri 2/3/23	53	SmartCOP	No
55	Obtain credentials	5 days	40 hrs	Fri 1/13/23	Fri 1/20/23		SmartCOP	No
56	Configure credentials and interface	5 days	40 hrs	Mon 1/23/23	Fri 1/27/23	55	SmartCOP	No
57	Test interface	5 days	40 hrs	Mon 1/30/23	Fri 2/3/23	56	KWP/SmartCOP	No
58	Data Conversion	234 days	4,456 hrs	Fri 12/2/22	Thu 11/2/23	6		No
59	KLER	144 days	2,592 hrs	Fri 12/2/22	Tue 6/27/23			No
60	Provide data dump of all data to be converted.	5 days	40 hrs	Fri 12/2/22	Thu 12/8/22		Kansas Wildlife & Parks	No
61	Provide access to source application for converted data.	5 days	40 hrs	Fri 12/2/22	Thu 12/8/22		Kansas Wildlife & Parks	No
62	Provide, at minimum, 10 hard copy printouts of reports for each type of report being converted.	5 days	40 hrs	Fri 12/2/22	Thu 12/8/22		Kansas Wildlife & Parks	No
63	Determine Time Frame for reports to convert	5 days	40 hrs	Fri 12/9/22	Thu 12/15/22	60	Kansas Wildlife & Parks	No
64	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 12/9/22	Tue 12/13/22	60,61,62	SmartCOP	No
65	Approve Change Order.	3 days	24 hrs	Wed 12/14/22	Fri 12/16/22	64	Kansas Wildlife & Parks	No
66	Map data conversion from source application to SmartCOP application.	10 days	200 hrs	Mon 12/19/22	Tue 1/3/23	65	SmartCOP	No
67	Incident Report	5 days	40 hrs	Mon 12/19/22	Fri 12/23/22		SmartCOP	No
68	Arrest Report	5 days	40 hrs	Tue 12/27/22	Tue 1/3/23	67	SmartCOP	No
69	Traffic Crash	5 days	40 hrs	Mon 12/19/22	Fri 12/23/22		SmartCOP	No
70	Review conversion mapping document with agency.	5 days	40 hrs	Wed 1/4/23	Tue 1/10/23	66	SmartCOP	No
71	Approve conversion mapping document.	3 days	24 hrs	Wed 1/11/23	Fri 1/13/23	70	Kansas Wildlife & Parks	No
72	Complete First Cut	45 days	1,080 hrs	Tue 1/17/23	Mon 3/20/23	71	SmartCOP	No
73	Incident Report	15 days	240 hrs	Tue 1/17/23	Mon 2/6/23		SmartCOP	No
74	Write data migration scripts	10 days	80 hrs	Tue 1/17/23	Mon 1/30/23		SmartCOP	No
75	Run data migration scripts	5 days	40 hrs	Tue 1/31/23	Mon 2/6/23	74	SmartCOP	No
76	Arrest Report	15 days	240 hrs	Tue 2/7/23	Mon 2/27/23	73	SmartCOP	No
77	Write data migration scripts	10 days	80 hrs	Tue 2/7/23	Mon 2/20/23		SmartCOP	No
78	Run data migration scripts	5 days	40 hrs	Tue 2/21/23	Mon 2/27/23	77	SmartCOP	No
79	Traffic Crash	15 days	240 hrs	Tue 2/28/23	Mon 3/20/23	76	SmartCOP	No
80	Write data migration scripts	10 days	80 hrs	Tue 2/28/23	Mon 3/13/23		SmartCOP	No
81	Run data migration scripts	5 days	40 hrs	Tue 3/14/23	Mon 3/20/23	80	SmartCOP	No
82	Customer Validation / Acceptance from department "Champions"	30 days	480 hrs	Tue 3/21/23	Mon 5/1/23	72	Kansas Wildlife & Parks	Yes
83	Incident Report	10 days	80 hrs	Tue 3/21/23	Mon 4/3/23		Kansas Wildlife & Parks	No
84	Arrest Report	10 days	80 hrs	Tue 4/4/23	Mon 4/17/23	83	Kansas Wildlife & Parks	No
85	Traffic Crash	10 days	80 hrs	Tue 4/18/23	Mon 5/1/23	84	Kansas Wildlife & Parks	No
86	Rework (if necessary)	30 days	480 hrs	Tue 5/2/23	Tue 6/13/23	82	SmartCOP	No

Kansas Wildlife & Parks Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
87	Incident Report	10 days	80 hrs	Tue 5/2/23	Mon 5/15/23		SmartCOP	No
88	Arrest Report	10 days	80 hrs	Tue 5/16/23	Tue 5/30/23	87	SmartCOP	No
89	Traffic Crash	10 days	80 hrs	Wed 5/31/23	Tue 6/13/23	88	SmartCOP	No
90	Customer Validation and Sign-off	10 days	80 hrs	Wed 6/14/23	Tue 6/27/23	86	Kansas Wildlife & Parks	No
91	Traffic Citation Data	63 days	1,144 hrs	Fri 12/2/22	Fri 3/3/23			No
92	Provide data dump of all data to be converted.	10 days	80 hrs	Fri 12/2/22	Thu 12/15/22		Kansas Wildlife & Parks	No
93	Provide access to source application for converted data.	10 days	80 hrs	Fri 12/2/22	Thu 12/15/22		Kansas Wildlife & Parks	No
94	Provide, at minimum, 10 hard copy printouts of reports for each type of report being converted.	10 days	80 hrs	Fri 12/2/22	Thu 12/15/22		Kansas Wildlife & Parks	No
95	Map data conversion from source application to SmartCOP application.	10 days	160 hrs	Fri 12/2/22	Thu 12/15/22		SmartCOP	No
96	Traffic Citations	5 days	40 hrs	Fri 12/2/22	Thu 12/8/22		SmartCOP	No
97	Traffic Warnings	5 days	40 hrs	Fri 12/9/22	Thu 12/15/22	96	SmartCOP	No
98	Review conversion mapping document with agency.	3 days	24 hrs	Fri 12/16/22	Tue 12/20/22	95	SmartCOP	No
99	Approve conversion mapping document.	10 days	80 hrs	Wed 12/21/22	Thu 1/5/23	98	Kansas Wildlife & Parks	No
100	Complete First Cut	10 days	160 hrs	Fri 1/6/23	Fri 1/20/23	99	SmartCOP	No
101	Traffic Citations	5 days	40 hrs	Fri 1/6/23	Thu 1/12/23		SmartCOP	No
102	Traffic Warnings	5 days	40 hrs	Fri 1/13/23	Fri 1/20/23	101	SmartCOP	No
103	Customer Validation / Acceptance from department "Champions"	10 days	240 hrs	Mon 1/23/23	Fri 2/3/23	100	Kansas Wildlife & Parks	Yes
104	Traffic Citations	10 days	80 hrs	Mon 1/23/23	Fri 2/3/23		Kansas Wildlife & Parks	No
105	Traffic Warnings	10 days	80 hrs	Mon 1/23/23	Fri 2/3/23		Kansas Wildlife & Parks	No
106	Rework (if necessary)	10 days	160 hrs	Mon 2/6/23	Fri 2/17/23	103	SmartCOP	No
107	Traffic Citations	5 days	40 hrs	Mon 2/6/23	Fri 2/10/23		SmartCOP	No
108	Traffic Warnings	5 days	40 hrs	Mon 2/13/23	Fri 2/17/23	107	SmartCOP	No
109	Customer Validation and Sign-off	10 days	80 hrs	Mon 2/20/23	Fri 3/3/23	106	Kansas Wildlife & Parks	No
110	Master Index - Create Master Index Records for all converted data	90 days	720 hrs	Wed 6/28/23	Thu 11/2/23	59,91		No
111	Incident Report Master Index Records	10 days	80 hrs	Wed 6/28/23	Wed 7/12/23		SmartCOP	No
112	Arrest Report Master Index Records	10 days	80 hrs	Thu 7/13/23	Wed 7/26/23	111	SmartCOP	No
113	Boating Accident Master Index Records	10 days	80 hrs	Thu 7/27/23	Wed 8/9/23	112	SmartCOP	No
114	Traffic Citation Master Index Records	10 days	80 hrs	Thu 8/10/23	Wed 8/23/23	113	SmartCOP	No
115	Traffic Warning Master Index Records	10 days	80 hrs	Thu 8/24/23	Thu 9/7/23	114	SmartCOP	No
116	Traffic Crash Master Index Records	10 days	80 hrs	Fri 9/8/23	Thu 9/21/23	115	SmartCOP	No
117	Boating Citation Master Index Records	10 days	80 hrs	Fri 9/22/23	Thu 10/5/23	116	SmartCOP	No
118	Trespass Warning Master Index Records	10 days	80 hrs	Fri 10/6/23	Thu 10/19/23	117	SmartCOP	No
119	Field Intel Master Index Records	10 days	80 hrs	Fri 10/20/23	Thu 11/2/23	118	SmartCOP	No
120	Mapping	16 days	128 hrs	Fri 12/2/22	Fri 12/23/22	5		No
121	Provide GIS analyst contact information for mapping files	5 days	40 hrs	Fri 12/2/22	Thu 12/8/22		Kansas Wildlife & Parks	No
122	Provide mapping requirements / files needed	1 day	8 hrs	Fri 12/9/22	Fri 12/9/22	121	SmartCOP	No
123	Provide map files for mapping package	10 days	80 hrs	Mon 12/12/22	Fri 12/23/22	122	Kansas Wildlife & Parks	No
124	Network / Hardware Preparation	49 days	576 hrs	Fri 12/2/22	Mon 2/13/23	5		No
125	Servers	29 days	392 hrs	Fri 12/2/22	Fri 1/13/23	5		No
126	Hardware / server setup	20 days	320 hrs	Fri 12/2/22	Fri 12/30/22	5	Kansas Wildlife & Parks	Yes
127	SQL Server(s)	10 days	80 hrs	Fri 12/2/22	Thu 12/15/22		KWP/SmartCOP	No
128	Web Server(s)	10 days	80 hrs	Fri 12/16/22	Fri 12/30/22	127	KWP/SmartCOP	No
129	Provide remote connectivity to SmartCOP	2 days	16 hrs	Tue 1/3/23	Wed 1/4/23	126	Kansas Wildlife & Parks	No
130	Provide users needing access	2 days	16 hrs	Thu 1/5/23	Fri 1/6/23	129	SmartCOP	No

Kansas Wildlife & Parks Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
131	Test / confirm remote access	2 days	16 hrs	Mon 1/9/23	Tue 1/10/23	130	SmartCOP	No
132	Network Assessment	3 days	24 hrs	Wed 1/11/23	Fri 1/13/23	131	SmartCOP	No
133	Laptops	23 days	184 hrs	Wed 1/11/23	Mon 2/13/23	131		Yes
134	Provide Downloader	3 days	24 hrs	Wed 1/11/23	Fri 1/13/23	131	SmartCOP	No
135	Deploy Downloader to user machines via GP or other method	15 days	120 hrs	Tue 1/17/23	Mon 2/6/23	134	Kansas Wildlife & Parks	No
136	Test Downloader	5 days	40 hrs	Tue 2/7/23	Mon 2/13/23	135	KWP/SmartCOP	No
137	Configuration Phase	100 days	1,072 hrs	Tue 1/17/23	Tue 6/6/23	125		No
138	Software Installation	75 days	48 hrs	Tue 1/17/23	Mon 5/1/23	125		No
139	Deliver databases and install SmartCOP applications	5 days	40 hrs	Tue 1/17/23	Mon 1/23/23	125	SmartCOP	No
140	Deliver any custom software development required from BPR	1 day	8 hrs	Mon 5/1/23	Mon 5/1/23	10,139	SmartCOP	No
141	Software Configuration	26 days	1,024 hrs	Mon 5/1/23	Tue 6/6/23	10		No
142	Provide necessary items for configuration	20 days	160 hrs	Mon 5/1/23	Fri 5/26/23			No
143	Provide list of users needing access for SmartCOP	10 days	80 hrs	Mon 5/1/23	Fri 5/12/23	139	Kansas Wildlife & Parks	No
144	Provide ORI / Mnemonics for CIC	10 days	80 hrs	Mon 5/15/23	Fri 5/26/23	143	Kansas Wildlife & Parks	No
145	Configure SmartCOP Software	26 days	864 hrs	Mon 5/1/23	Tue 6/6/23			No
146	System Administrator Training	1 day	8 hrs	Tue 5/30/23	Tue 5/30/23	142	SmartCOP	No
147	RMS / Field Based Reporting	25 days	448 hrs	Tue 5/2/23	Tue 6/6/23	140		No
148	Configure RMS, Field Based Reporting, etc.	15 days	240 hrs	Tue 5/2/23	Mon 5/22/23	139	KWP/SmartCOP	No
149	Configure RMS	5 days	40 hrs	Tue 5/2/23	Mon 5/8/23		SmartCOP	No
150	Configure FBR	10 days	80 hrs	Tue 5/9/23	Mon 5/22/23	149	SmartCOP	No
151	Set up exports & interfaces	3 days	24 hrs	Tue 5/23/23	Thu 5/25/23	148	SmartCOP	No
152	Set up Mobile Forms	10 days	80 hrs	Tue 5/23/23	Tue 6/6/23	148	SmartCOP	No
153	Set up user agency groups, accounts, etc.	10 days	80 hrs	Mon 5/15/23	Fri 5/26/23	143	SmartCOP	No
154	Set up violation quick picks	3 days	24 hrs	Tue 5/2/23	Thu 5/4/23		KWP/SmartCOP	No
155	MCT	18 days	224 hrs	Mon 5/1/23	Wed 5/24/23	124		No
156	Agency software review	5 days	120 hrs	Mon 5/1/23	Fri 5/5/23			No
157	Parks Review	5 days	40 hrs	Mon 5/1/23	Fri 5/5/23		KWP/SmartCOP	No
158	PL Review	5 days	40 hrs	Mon 5/1/23	Fri 5/5/23		KWP/SmartCOP	No
159	LE Review	5 days	40 hrs	Mon 5/1/23	Fri 5/5/23	124	KWP/SmartCOP	No
160	Reconfiguration (if needed)	3 days	24 hrs	Mon 5/8/23	Wed 5/10/23	159	KWP/SmartCOP	No
161	Agency sign-off on configuration	10 days	80 hrs	Thu 5/11/23	Wed 5/24/23	160	Kansas Wildlife & Parks	Yes
162	Evidence	18 days	184 hrs	Mon 5/1/23	Wed 5/24/23	124		No
163	Configure Evidence locations	5 days	40 hrs	Mon 5/1/23	Fri 5/5/23		KWP/SmartCOP	No
164	Configure Evidence article types	5 days	40 hrs	Mon 5/1/23	Fri 5/5/23		KWP/SmartCOP	No
165	Configure Evidence permissions for custodians	3 days	24 hrs	Mon 5/8/23	Wed 5/10/23	163	KWP/SmartCOP	No
166	Validate Evidence Configurations	10 days	80 hrs	Thu 5/11/23	Wed 5/24/23	165	KWP/SmartCOP	No
167	Implementation Phase	15 days	208 hrs	Wed 6/7/23	Tue 6/27/23	137		Yes
168	Location #1	4 days	40 hrs	Wed 6/7/23	Mon 6/12/23			No
169	Session #1 - MCTs / FBRs	1 day	8 hrs	Wed 6/7/23	Wed 6/7/23		KWP/SmartCOP	No
170	Session #2 - MCTs / FBRs	1 day	8 hrs	Thu 6/8/23	Thu 6/8/23	169	KWP/SmartCOP	No
171	Session #3 - RMS	1 day	8 hrs	Fri 6/9/23	Fri 6/9/23	170	KWP/SmartCOP	No
172	Session #4 - Supervisor / Investigator Training	1 day	8 hrs	Fri 6/9/23	Fri 6/9/23	170	KWP/SmartCOP	No
173	Go Live	1 day	8 hrs	Mon 6/12/23	Mon 6/12/23	172	KWP/SmartCOP	No
174	Location #2	5 days	80 hrs	Tue 6/13/23	Mon 6/19/23	173	KWP/SmartCOP	No
175	Session #1 - MCTs / FBRs	1 day	8 hrs	Tue 6/13/23	Tue 6/13/23		KWP/SmartCOP	No

Kansas Wildlife & Parks Project

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
176	Session #2 - MCTs / FBRs	1 day	8 hrs	Wed 6/14/23	Wed 6/14/23	175	KWP/SmartCOP	No
177	Session #3 - RMS	1 day	8 hrs	Thu 6/15/23	Thu 6/15/23	176	KWP/SmartCOP	No
178	Session #4 - Supervisor / Investigator Training	1 day	8 hrs	Fri 6/16/23	Fri 6/16/23	177	KWP/SmartCOP	No
179	Go Live	1 day	8 hrs	Mon 6/19/23	Mon 6/19/23	178	KWP/SmartCOP	No
180	Location #3	3 days	40 hrs	Tue 6/20/23	Thu 6/22/23	179		No
181	Session #1 - MCTs / FBRs	1 day	8 hrs	Tue 6/20/23	Tue 6/20/23		KWP/SmartCOP	No
182	Session #2 - MCTs / FBRs	1 day	8 hrs	Wed 6/21/23	Wed 6/21/23	181	KWP/SmartCOP	No
183	Session #3 - RMS	1 day	8 hrs	Thu 6/22/23	Thu 6/22/23	182	KWP/SmartCOP	No
184	Session #4 - Supervisor / Investigator Training	1 day	8 hrs	Wed 6/21/23	Wed 6/21/23	181	KWP/SmartCOP	No
185	Go Live	1 day	8 hrs	Tue 6/20/23	Tue 6/20/23		KWP/SmartCOP	No
186	Location #4	5 days	48 hrs	Wed 6/21/23	Tue 6/27/23	185		No
187	Session #1 - MCTs / FBRs	1 day	8 hrs	Wed 6/21/23	Wed 6/21/23		KWP/SmartCOP	No
188	Session #2 - MCTs / FBRs	1 day	8 hrs	Thu 6/22/23	Thu 6/22/23	187	KWP/SmartCOP	No
189	Session #3 - RMS	1 day	8 hrs	Fri 6/23/23	Fri 6/23/23	188	KWP/SmartCOP	No
190	Session #4 - Supervisor / Investigator Training	1 day	8 hrs	Mon 6/26/23	Mon 6/26/23	189	KWP/SmartCOP	No
191	Session #5 - Evidence Training	1 day	8 hrs	Tue 6/27/23	Tue 6/27/23	190	KWP/SmartCOP	No
192	Go Live	1 day	8 hrs	Tue 6/27/23	Tue 6/27/23	190	KWP/SmartCOP	No
193	Closure Phase	9 days	72 hrs	Fri 11/3/23	Wed 11/15/23	167,9		Yes
194	Project Closure	1 day	8 hrs	Fri 11/3/23	Fri 11/3/23		KWP/SmartCOP	No
195	Transition Account to Technical Support	1 day	8 hrs	Mon 11/6/23	Mon 11/6/23	194	SmartCOP	No
196	PIER development	5 days	40 hrs	Tue 11/7/23	Mon 11/13/23	195	Kansas Wildlife & Parks	No
197	PIER submission to KITO	2 days	16 hrs	Tue 11/14/23	Wed 11/15/23	196	Kansas Wildlife & Parks	No

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



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

Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

November 3, 2022

Brad Loveless, Secretary
Kansas Department of Wildlife and Parks
1020 S Kansas Ave., Room 200
Topeka, KS 66612

Dear Secretary Loveless,

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 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, Jason Dickson, Chief Information Officer, recently sent to me for review an Electronic Records Retention Statement for the Kansas Department of Wildlife and Parks SmartCop Record Management System (SmartRMS) detailed project plan. From my review of the project plan materials, I have determined that the project will affect long-term records. Project staff have included records management tasks on the Work Breakdown Structure.

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

Sincerely,

Ethan Anderson
Government Records Archivist

Cc: Cole Robison, Director of IT Accessibility, OITS
Jason Dickson, CIO, KDWP

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



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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

November 4, 2022

Brad Loveless, Secretary
Department of Wildlife and Parks
1020 S Kansas Ave., Suite 200
Topeka, KS 66612-1327

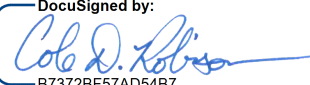
Dear Sec. Loveless:

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 Jason Dickson an Accessibility Statement for the SmartCop Record Management System (SmartRMS) 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 Department of Wildlife and Parks of any obligations or requirements mandated by any other applicable regulation, law, or statute, including, but not limited to, the Americans with Disabilities Act and the Kansas Act Against Discrimination.

The Accessibility Statement for the SmartRMS revised high-level and detailed project plans is approved. A copy of this letter should be included with the submittal of the SmartRMS revised high-level and detailed project plans for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Jason Dickson, Department of Wildlife and Parks
Anthony Fadale, State Americans with Disabilities Act Coordinator
Sara Spinks, Director, Kansas Information Technology Office

Office of the Secretary
1020 S Kansas Ave., Suite 200
Topeka, KS 66612-1327



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Brad Loveless, Secretary

Laura Kelly, Governor

This is the Architecture Statement for the Kansas Department of Wildlife and Parks' (KDWP) SmartCop Record Management System (SmartRMS). The SmartRMS system will comply with ITEC Policy 4010 and 9500.

Project Information

- Project Management: KDWP IT CIO
- Risk Management: KDWP IT CIO
- Database: MS SQL Server
- Server Operating System: Windows Server 19
- Desktop Operation System: Starting in Windows 10 and will migrate to Windows 11
- Server Platform: Dell PowerEdge
- Desktop Platform: Dell Ruggedized Toughbook and Panasonic Toughbook CF-33
- Enterprise Operating System: Windows
- Enterprise Platform: Dell
- Local Area Network Topology: Ethernet or WIFI
- Wide Area Network Topology: VPN access

Jason Dickson
Chief Information Officer
Kansas Department of Wildlife and Parks

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1020 S Kansas Ave., Suite 200
Topeka, KS 66612-1327



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Brad Loveless, Secretary

Laura Kelly, Governor

This is the Ownership of Software Code and Related Intellectual Property Statement for the Kansas Department of Wildlife and Parks' (KDWP) SmartCop Record Management System (SmartRMS).

The KDWP SmartRMS system will use contract 48584, with SmartCop, INC. As per the following contract sections, SmartCop will maintain ownership of software and code and KDWP will maintain ownership of all KDWP data and information.

Contract Excerpts:

1.12 Rights and Remedies

Except for those items that are explicitly detailed in the final contract to vest the State, SmartCop maintains ownership of all materials, whether developed prior to, during or after the contract with the State; the State is granted a license to use the SmartCop's software, not a title of ownership to any software. SmartCop clarifies the State will maintain ownership of all State Data provided under the contract and the reports generated regarding such data.

1.51 Ownership.

The Contractor may not release any materials without the written approval of the using agency.

Except for those items that are explicitly detailed in the final contract to vest the State, SmartCop maintains ownership of all materials, whether developed prior to, during or after the contract with the State; the State is granted a license to use the SmartCop's software, not a title of ownership to any software. SmartCop clarifies the State will maintain ownership of all State Data provided under the contract and the reports generated regarding such data.

Jason Dickson
Chief Information Officer
Kansas Department of Wildlife and Parks

Operations Office
512 SE 25th Ave.
Pratt, KS 67124-8174



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Brad Loveless, Secretary

Laura Kelly, Governor

This is the Privacy Policy statement for the Kansas Department of Wildlife and Parks' (KDWP) SmartCop Record Management System (SmartRMS). The SmartRMS system will comply the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1966.

1. *What information is included?*

The SmartCop Record Management System (SmartRMS) will include personal identification information (Pii) used in the process of creating and storing citations, vehicle/boat accident reports and evidence reporting. This information has in the past been collected with paper forms and this project is upgrading this process to computer forms.

This system and information are considered a Kansas Criminal Justice Information System (KCJIS) and will have limited access for KCJIS certified employees.

2. *Why is it collected?*

Information is collected for the use in creating citations and accident reports. There is no new information being collected that has not been collected in the past.

3. *How will it be used?*

Information will be used for the same processes as it is currently being used but some processes will be automated. Access to the information will be handled through the security level access provided for KCJIS data.

4. *Exclusion Opportunities*

There is no opportunity for exclusion. Data will be secured using the KCJIS security standards and access will be limited only to staff or organizations that need access.

5. *1974 Act implementation*

The KDWP network holding the information is considered a law enforcement network and will be secured accordingly.

6. *Other privacy requirements*

All mobile device units will be secured with hard drive encryption in case they are lost or stolen. Remote access to the SmartRMS system and the KDWP network will be secured and require virtual private network (VPN) access.

7. *Total privacy cost estimate*

Current hardware being implemented can be setup to handle KCJIS security protocols. No additional expenses are necessary.

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Brad Loveless, Secretary

Laura Kelly, Governor

This is the Security Statement for the Kansas Department of Wildlife and Parks' (KDWP) SmartCop Record Management System (SmartRMS). The SmartRMS system will comply with ITEC Policy 7230, 7300 and 9500.

KDWP information technology (IT) section studied the ITEC policies 7230, 7300, and 9500 in reference to the SmartRMS project and have determined the system will be setup to comply with these policies. The SmartRMS project is also classified as a Kansas Criminal Justice Information System (KCJIS) so KDWP will be following KDWP, ITEC, KCJIS, and Criminal Justice Information System (CJIS) security policies.

KDWP will be setting up the SmartRMS system in the KDWP secured datacenter on encrypted servers where individuals will need to be KCJIS certified to enter. From there, on the network the SmartRMS will be in a zone isolated from the rest of the KDWP network and where access will only be for KCJIS certified employees. This will be done using the KDWP virtual private network (VPN) on encrypted and password protected agency devices in the field. Individual roles and policies will be setup in the system so users can only view and edit information they are subject to view.

Jason Dickson
Chief Information Officer
Kansas Department of Wildlife and Parks



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Brad Loveless, Secretary

Laura Kelly, Governor

November 3, 2022

To whom it may concern,

The Kansas Department of Wildlife and Parks (KDWP) is requesting an exemption from the accessibility requirements for the SmartCop Record Management System (SmartRMS) project. The SmartRMS project will handle Criminal Justice Information Systems (CJIS) records retention, e-ticketing, boat inspections and centralized evidence management. The system will include the new automatic vehicle location (AVL) services which will show in real-time where a unit is and who is closer to a call for service. This will help with officer and public safety as officers are normally farther out in areas investigating then on regular state or local highways, especially if an emergency arises. The system will also be used on agency law enforcement boats when patrolling state waters and conducting boater under the influence (BUI) checks and regular boat safety inspections. The system will be synced with KBI's system so information on arrest records, citations, etc. will be available on the officer's mobile device unit (MDU) in the vehicle before approaching a stopped vehicle.

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,

Jason Dickson
Chief Information Officer
Kansas Department of Wildlife and Parks

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Brad Loveless, Secretary

Laura Kelly, Governor

The following is the Kansas Department of Wildlife and Parks (KDWP) electronic records retention statement for the SmartCop record management system (SmartRMS) project. This project has been created as a replacement to the current Kansas Highway Patrol's (KHP) record management system that will be shut down as KHP moves to a new system. The new SmartRMS system streamlines records and reporting processes to provide complete accuracy and compliance with state and federal reporting standards. Records are centralized for people, property, places, and related information in a single database enabling law enforcement agencies to efficiently manage and track the volume of information received daily. This new system will also provide Law Enforcement Records Management, e-Ticketing, Mobile Reporting, and Interagency Data Sharing which allows state agencies ease and simplicity across the board.

1. Identify replaced paper records

- a. Paper ticketing will be moved to E-ticketing.
- b. Paper boat inspections will be moved into the system.

2. Identify new business functions

- a. Centralized evidence repository
- b. Automatic Vehicle Location (AVL) system

3. Reasons for business functions

- a. Management and conservation of Kansas' Natural Resources.
- b. Assisting other law enforcement agencies.
- c. Providing the public with more transparent reporting services.
- d. Centralized system for all law enforcement data and information.

4. Records requirements for business function

- a. KDWP follows the agency specific retention schedule approved by the State Records Board. If that schedule does not apply the agency follows the General Retention Schedule.

5. Document in another system?

- a. Paper ticketing files will no longer need to be stored and sent around the state
- b. Boat inspections will no longer be in a separate database, but brought into the SmartRMS

6. Public access requirements

- a. KDWP uses a process where a Kansas Open Records Act (KORA) request is initially requested through the public affairs and legal sections to determine response. Once it is determined which section is needing to respond that section is made aware of the request. In the case of a law enforcement request, it is passed to them for fulfillment. Currently for any type of statistic or multiple year request, KHP is required to help create the report for the request which causes more time delay. In the SmartRMS, KDWP law enforcement staff will be able to create the reports and information for the request.

7. Access control requirements

- a. Closed and secured network
- b. Background check before receiving KDWP credentials
- c. Justification requirements for work responsibility for access to records
- d. Network authentication in addition to CJIS software credentials are required.

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

- a. Series ID: 0086-710, General Investigative Files
- b. Series ID: 0090-710, Special Covert Investigation Files
- c. Series ID: 0080-710, Covert Investigative Files

9. Estimate three-year cost of addressing records identified in No. 8

- a. Data is stored in both a SQL database and PDF file storage. Incremental cost for storage is part of the normal yearly maintenance schedule.

Jason Dickson
Chief Information Officer
Kansas Department of Wildlife and Parks

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: 10/28/2022

Prepared by: Jason Dickson, CIO

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Schedule	3	3	Server hardware would not be installed in time for testing do to supply chain issues or other unknown factors.	KDWP has the ability to create a virtual machine on an existing server to start the project as equipment is getting install.
Quality	2	4	Incomplete specifications and requirements could lead to delays in getting a fully completed product. This could lead to training delays and implantation issues for staff.	KDWP has multiple levels of staff working on the system requirements and features to ensure the end product will benefit all users of the system.
Schedule	1	3	Delays in finishing the project could lead to issues with the use of the current KHP system that is going to be retired.	KDWP is working closely with KHP on making sure all migrations to the new system are completed before any shutdown of the old system.
Schedule	2	2	Conflicts with other projects could reduce availability of resources.	KDWP is working with internal staff to make sure each section and division has proper staffing to help with the project.
Schedule/Budget	3	4	Unforeseen issues with connections or infrastructure could cause delays and expanding scope of the project.	KDWP will be working with KHP and vendor on items that came up during the KHP CJIS software upgrade to make sure KDWP has mitigation plans for those items.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Kansas Department of Wildlife and Parks

Project Name: SmartCop Record Management System

1. Introduction

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

2. Summary

Score	Risk Level	Risk Area
1.6	LOW	Strategic Risk
1.5	LOW	Financial Risk
2.0	MEDIUM	Project Management Risk
2.0	MEDIUM	Technology Risk
3.4	HIGH	Change Management / Operational Risk

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

3. Signature

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

Jason T. Dickson

Project Director

RISK ASSESSMENT - Summary Report

Detailed Plan - List of Comments

(Expand Row Height to Show all Text)

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5 At this time, KDWP is using KHP's system that is coming up for end-of-life at some point. A delay, might not currently disrupt business but as the KHP system gets closer to end-of-life we need to get moved off of it.

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30 Being a new system hardware and software are being setup in a development enviroment and then moved to production.

31 Procedures and documentation will be completed by go live of project.

32 Automated contingencies will be setup and documented during the project. Being a new system these are not setup until project has a go live date.

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