
Inmate Tracking / Remote Booking

Project Charter

Draft

Inmate Tracking / Remote Booking Project Charter

Table of Contents

DOCUMENT REVISION HISTORY.....	3
PROJECT EXECUTIVE SUMMARY	4
PROBLEM STATEMENT.....	4
PROJECT OVERVIEW	5
PROJECT COMMUNICATION PLAN	5
PROJECT CHANGE CONTROL	6
CHANGE CONTROL LOG	6
PROJECT SCOPE	7
IN SCOPE:	7
OUT OF SCOPE:	8
DELIVERABLES:.....	8
ORGANIZATIONS AFFECTED OR IMPACTED:	9
ESTIMATED EFFORT/COST/ DURATION:	10
PROJECT ASSUMPTIONS	12
PROJECT RISKS.....	13
PROJECT ORGANIZATION.....	13
APPENDIX A – CUYAHOGA COUNTY JAIL FELONY BIND-OVER WAITING LIST.....	16
APPENDIX B - REMOTE BOOKING FIELD.....	16
APPENDIX C - CHARGING DEGREES.....	17
APPENDIX D - CHANGE ORDER FORM.....	18

Inmate Tracking / Remote Booking Project Charter

Revision History

Version	Date	Author(s)	Revision Notes
1.0	06/16/2006	Jason Fowler	Original draft of Proposal
2.0	09/2006	Jason Fowler / Ursula Kaunas	Proposal includes; Intellitech & TAC
3.0	10/2006	Ursula Kaunas / Cathy McKenna	Draft Proposal / Project Charter
4.0	11/2006	Ursula Kaunas / Cathy McKenna	Draft Proposal / Project Charter
5.0	12/2006	Ursula Kaunas / Cathy McKenna	Draft Proposal / Project Charter
6.0	02/2006	Ursula Kaunas / Cathy McKenna	Draft Proposal / Project Charter
7.0	06/27/07	Ursula Kaunas	Revision to Project Charter

Inmate Tracking / Remote Booking

Project Charter

Project Executive Summary

The Justice System Reform (JSR) in partnership with the Sheriff's Office (CCSO), Common Pleas Court, Pretrial Services (Bond Investigator's), Bond Commissioner, TASC/DJA, Prosecutor's Office, Probation Office and the Public Defender's are seeking to develop and implement an electronic interface between the CCSO's IMAC data system and suburban full time correction (jail) facilities and eventually all arresting authorities within Cuyahoga County jurisdiction. The interface would be used to capture specified booking, sentencing, and demographic data identified by the CCSO from the suburban police agency to the CCSO IMAC data system. The Bedford Heights Police Department was identified as the first arresting and detaining authority agency to participate in the pilot project as Phase I. Subsequent Phases will include Cleveland, Geauga County, Euclid, Lakewood, Maple Heights, North Royalton and Solon Jails.

The Cuyahoga County Information Services Center (CCISC) was asked to facilitate the request for information from appropriate vendors that would include review of the data elements currently captured by the CCSO IMAC system, incorporate any additional required data elements, design the appropriate interface, build and implement the interface.

The CCISC is a professional services organization providing a broad range of service throughout Cuyahoga County. The CCISC will be operating in a project management capacity and facilitator for this effort. The CCISC also plays a major role in the counties Justice System effort of which this is a subcomponent.

The current manual system for entering booking information leads to redundant collection and data entry, typographical errors, data validity issues and time constraints. Among the obvious benefits of specified booking data, demographic, photographic, and fingerprints (in due course) will not have to be duplicated when an offender is transferred from location to location, most importantly data is collected once, used many times and transferred in real time.

Problem Statement

The current manual system leads to redundant collection and data entry, typographical errors, data validity issues and time constraints. The impact of which is inefficient use of time, minimal booking data transferred via facsimile often delayed, duplication work effort across Cuyahoga County agencies, and errors encountered due to transcription of booking data.

Among the obvious benefits of specified booking data, demographic, photographic, and fingerprints (in due course) will not have to be duplicated when an offender is transferred from location to location, most importantly data is collected once, used many times and transferred in real time.

Inmate Tracking / Remote Booking

Project Charter

Project Overview

To ensure a successful solution a multiphase approach is recommended.

Phase I: Proof of Concept - The Inmate Tracking System (ITS) Application

The Inmate Tracking Application addresses the immediate need for real time prisoner location for the project stakeholders (Cuyahoga County Sheriff's Office (CCSO), Common Pleas Court, Pre-Trial Services (Bond Investigator's), Bond Commissioner, TASC/DJA, Prosecutor's Office, Probation Office and the Public Defender's Office). An Inmate Tracking (web-based interface) will provide a secure data entry screen via web interface utilizing the existing CCSO website for CCSO and Bedford Heights (2nd party full time correction jail / facilities).

The Inmate Tracking System (ITS) Application (electronic form) webpage will provide the following capabilities:

- Designed to reflect the exact booking data that is currently manually written and transferred via facsimile and/or physically (see Appendix A) between the CCSO and Bedford Heights. Additional data fields will be added (see Appendix B) pursuant Sheriff's Office to allow for timely transfer of data (bi-directionally) and tracking of Inmates in county custody.
- Permit remote data entry by full time correction facility authorized person(s) via VPN into the ITS application webpage.
- Permit remote data entry / updating capability by full time correction facility authorized person(s) of any data not already committed to the IMAC system.
- Inmate Tracking webpage will time stamp each record.
- Permit remote retrieval (query) of the specified booking data and/or Inmate information (identified and approved by the CCSO, see Appendix B) to authorized users (2nd party full time correction jail / facilities) in the ITS webpage
- Permit remote retrieval (query) of the specified Inmate information (identified and approved by the CCSO) to authorized Agency project partners via CCSO website (as is done currently today).
- Improve the transfer of data and prisoner location in real time.
- Contingency plans in place for system unavailability. (Fax)

Project Communication Plan

The IT project team will meet weekly to review work to date. The Project Manager will be responsible to setting the weekly agenda, inviting participants and documenting the minutes to the meeting.

Project status will be reported at the end of each calendar month. The project status report will describe progress of project task and will include the following: task title, estimated hours, actual hours, and any open issues for the task. The task will be arranged by task status: completed tasks, in progress tasks, tasks needing attention, and tasks estimated to begin in the next calendar month. If a task needs attention, the project leader will describe why the task needs attention. The Project Manager will be responsible for constructing the project status report and notifying the entire project team. IT project team members will also report work progress on their individual status report to IT management and Project Manager.

Inmate Tracking / Remote Booking

Project Charter

Project Change Control

As any project progresses, users wish to change project will track all changes to the requirements in the following manner:

- After key deliverables has been reviewed and accepted by the project sponsor, the requirements will be considered base-lined. As changes occur, the Project Manager will document each change request on the Change Control Log.
- Change requests may only be received from the project sponsor, subject matter experts (SME) or Sheriff's liaison personnel. A Project Scope Change Request Form (see Appendix D - Project Change Request Form) must be completed in writing and submitted to the Project Manager via email. Change requests must include the following information: requestor name, requestor job title, requestor phone number, date of request, description of request, reason for the change, perceived need (nice to have, can't live without it) and how the change supports their organization's business mission.
- The Project Manager will track each change request on the Change Control Log (below) and determine the change's impact to the completion of the project. The Project Manager will document the status of each change request as well the overall impact of the project.
- If a change can be easily incorporated into the solution with minimal re-work, that change will be incorporated. However, if the number of changes are many or the changes require substantial re-work, the changes will be discussed with the project sponsor and prioritized appropriately. The project leader will respond to every change request with a deposition and current status.

The Change Control Log

Contains a summary of all scope change requests and is used to track all scope change requests, and ensures that scope change resolution is proceeding. Each scope change request will be represented on one line of the Scope Change Log. The log contains enough information to ensure that scope changes are not overlooked but maintains readability.

Scope Chg #	Scope Change Description	Priority (M/H/L)	Date Reported	Requested By	Assigned To	Date Resolved	Status	Resolution/Comments

Inmate Tracking / Remote Booking

Project Charter

Project Scope

The scope of this project is described below:

In Scope:

Phase I: Proof of Concept

An Inmate Tracking system will be designed to share specific Inmate booking data and other specified information (see Appendix A, B & C) and between the Cuyahoga County Sheriff's Office and Bedford Heights Correction Facility and the Cuyahoga County Agency Project Stakeholders in real time.

Discovery and Requirements Gathering

- Gather requirements for Inmate Tracking System (ITS) design
- The ITS Application will be designed to track the following scenarios:
 - Inmate booked at remote jai(s)
 - Inmate transferred from one remote jail to another remote jail
 - Inmate transferred from remote jail to CCSO
 - Inmate transferred from CCSO to remote jail
 - Inmate released from remote jail or CCSO
 - Inmate charging degrees and jail classifications throughout Inmate detention,
 - Sentence and release information
- Discuss objectives, options, connectivity to accomplish the project goals

Analysis, Design and Integration

- Create SQL Server Database
- SQL Server Database Replication
- Logon & Password Change screens
- ITS User screens (Search, New (add), Transfer, Edit (update), Pending (commit data to IMAC)
- ITS Categories/Database fields to be included:
 - Bind Over Booking Information (see Appendix's A & B)
 - Sentenced Misdemeanors (# of Days Sentenced, Released)
 - ORC Charging Codes
 - Charging Degrees
 - Jail Classifications
- Define Reports/Queries
 - Transfer History
 - Release
 - Muni Sentencing
 - Other...
- Define and standardize associated business processes

Implementation and Deployment

- Network Professional Services (VPN) for permitted users.
- Testing, training and implementation of the ITS application webpage and associated business processes.

Inmate Tracking / Remote Booking Project Charter

Out of Scope:

The following is out of scope for Phase I: Proof of Concept:

Phase II: Electronic Bi-Directional Transfer of Booking Data (Bedford Heights)

Design specifications for Bedford Heights Record Management System (RMS) vendor TAC for electronic bi-directional transfer of booking data (see Appendix A, B & C)

Phase III:

Design specifications for Cuyahoga County Sheriff's Office IMAC System vendor Intellitech for electronic bi-directional transfer of booking data and other specified data (see Appendix A, B & C).

Subsequent Phases:

Implement the ITS application webpage (electronic interface) between the CCSO's IMAC data system and 2nd party suburban full time correction (jail) facilities Cleveland, Geauga County, Euclid, Lakewood, Maple Heights, North Royalton and Solon Jails and eventually all arresting authorities within Cuyahoga County jurisdiction.

Work with Court of Common Pleas RMS Vendor Proware to design specifications for an electronic transfer of charging degrees and jail classifications data.

Deliverables Produced:

1. Discovery and Requirements Gathering Deliverables.

- 1.1 Inmate Tracking System (ITS) design
- 1.2 Make recommendations for connectivity
- 1.3 Identify cost to accomplish the project goal

2. Analysis, Design and Integration Deliverables:

- 2.1 Create SQL Sever Database
- 2.2 SQL Server Database Replication
- 2.3 ITS / (IMAC) transactional updates
- 2.4 User rights & passwords
- 2.5 Reports/Queries
- 2.6 Testing
- 2.7 Training Materials

3. Implementation and Deployment Deliverables

- 3.1 Network Professional Services (VPN) for permitted users
- 3.2 Implement ITS Application Webpage
- 3.3 Documented environments
- 3.4 Develop technical manual documentation and knowledge transfer/support documentation

Inmate Tracking / Remote Booking

Project Charter

3.5 Training

Organizations Affected or Impacted:

The impact of this project on other organizations needs to be determined to ensure that the right people and functional areas are involved and communication is directed appropriately.

Phase I:

Organization	How Are They Affected, or How Are They Participating?
Cuyahoga County Sheriff's Office (CCSO)	CCSO "Transfer & Release Desk Officer" will enter all Inmate Booking information directly into the IMAC system, all remote booking information from 2 nd party suburban full time correction (jail) facilities from Inmate Tracking System (ITS) will be manually entered into the IMAC system by "Transfer & Release Desk Officer" ASAP (timeframe can be determined by CCSO) until true electronic transfer interface is established within the IMAC system by vendor Intellitech. In addition the CCSO "Transfer & Release Desk Officer" will manually enter the "Charging degree" information directly into the ITS system immediately after entering booking information into IMAC.
Cuyahoga County Court of Common Pleas	Court of Common Pleas Judges (CCPJ), can access the ITS webpage and view Inmate information (charging degrees, jail classifications, etc...) to provide the ability to query the information by degree/breakdown to be used by Judges as a case management tool. For more specific CCPJ will click a button made available in the ITS webpage to switch over to the IMAC website to perform a more detailed case by case analysis.
Cuyahoga County Criminal Clerk's Office	The Cuyahoga County Criminal Clerk's can access the ITS webpage and edit permitted fields (Case Numbers, Charging degrees, ORC Charges, etc...) based on changes added or made throughout the criminal process.
Pre-Trial Services (Bond Investigator's)	The Bond Investigator's can access the ITS webpage and view Inmate information and obtain real time prisoner location. For more specific Inmate information a button will be available on the ITS webpage to switch over to the IMAC website.
Bond Commissioner's Office	The Bond Commissioner can access the ITS webpage and view Inmate information and obtain real time prisoner location. For more specific Inmate information a button will be available on the ITS webpage to switch over to the IMAC website.
TASC/DJA	TACS Assessor's can access the ITS webpage and view Inmate information and obtain real time prisoner location. For more specific Inmate information a button will be available on the ITS webpage to switch over to the IMAC website.
Prosecutor's	The Cuyahoga County Prosecutor's can access the ITS webpage and edit permitted fields (Charging degrees, ORC Charges, etc...) based on changes made throughout the criminal process.
Probation	The Probation Officer's can access the ITS webpage and view Inmate information and obtain real time prisoner location. For more specific Inmate information a button will be available on the ITS webpage to switch over to the IMAC website.
Public Defender's Office	The Public Defender's can access the ITS webpage and view Inmate information and obtain real time prisoner location. For more specific Inmate information a button will be available on the ITS webpage to switch over to the IMAC website.

Inmate Tracking / Remote Booking Project Charter

Bedford Heights Correction Facility	The Bedford Heights Central Control / Booking Officer's can access the ITS webpage and add the "New" Booking data, "Transfer" an Inmate to another location and will be responsible for adding all booking information for all known locations.
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Phase II:

Organization	How Are They Affected, or How Are They Participating?
Bedford Heights RMS Vendor; TAC	Establish true electronic transfer interface between ITS and Bedford Heights RMS/TAC. (Timeframe – TBD)

Phase III:

Organization	How Are They Affected, or How Are They Participating?
CCSO Vendor; Intellitech	Establish true electronic transfer interface between ITS and IMAC. (Timeframe – TBD)

Subsequent Phases:

Organization	How Are They Affected, or How Are They Participating?
Municipal Clerk of Courts	The Municipal Clerk of Court's can access the ITS webpage and edit permitted fields (Charging degrees, ORC Charges, etc...) based on initial changes made at the Municipal level.
Court of Common Pleas	Electronic transfer of Charges from ITS to CCJIS/Proware
2 nd party suburban full time correction (jail) facilities Cleveland, Geauga County, Euclid, Lakewood, Maple Heights, North Royalton and Solon Jails and eventually all arresting authorities within Cuyahoga County jurisdiction.	Booking Officer's can access the ITS webpage and add the "New" Booking data, "Transfer" an Inmate to another location.

Inmate Tracking / Remote Booking Project Charter

Project Estimated Effort/Cost/Duration

Estimated Effort Hours: Professional Services for Phase I

Service/Materials	Hours	Cost
General Analysis	25	1905.00
Database		
• Design	7	533.40
• Create SQL Server Database	2	152.40
• SQL Server Database Replication	25	2100.00
Application software development		
• Logon & Password Change screens	12	914.40
• User Maintenance screens (search, add, update, reset password)	7	533.40
• Inmate Search screen	12	914.40
• New Booking screen	8	609.60
• Inmate Transfer screen	8	609.60
• Pending screen	8	609.60
• Update Booking screen	8	609.60
• Report Request screen	5	381.00
• Transfer History report	3	228.60
• Inmates Released report	3	228.60
• Bind Over report	3	228.60
• Muni Sentences report	3	228.60
Integrate with IMACS	20	1524.00
Implementation	15	1143.00
Network Professional Services (VPN)		
HTTPS SSL Certificate (TBD)		

Estimated Total Cost: Professional Services

Service/Materials	Hours	Cost
Professional Services Total Cost (From above)		13453.80

Inmate Tracking / Remote Booking

Project Charter

Estimated Duration:

Milestone	Date Completed	Deliverable(s) Completed
Project Planning		Project Charter
		Statement of Work
		Project Plan
Discovery and Requirements Gathering		Gather requirements for Inmate Tracking System (ITS) design.
		ITS capabilities to track the movement of Inmates
		ITS capabilities to track and capture; Charging Degrees, ORC Charges and Jail Classifications.
Analysis, Design and Integration		Discuss objectives, options, connectivity to accomplish the project goals
		Create SQL Sever Database
		SQL Server Database Replication
		ITS / (IMAC) transactional updates
		User rights & passwords
		Identify & Code Reports
		Testing
Implementation and Deployment		Training Materials – Business Processes Written
		Network Professional Services (VPN) for permitted users
		Implement ITS Application
		Documented environments
		Develop technical manual documentation and knowledge transfer/support documentation
Project Conclusion		Training
		Lessons learned documentation
		Updated Project Management Deliverables

Project Assumptions

Certain assumptions and premises need to be made to identify and estimate the required tasks and timing for the project. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan should be adjusted accordingly.

- Analysis and Recommendation is driven by the Stakeholders, however the approval of this is dependent on all approvals. The Project Coordinators have agreed to this approach and participating in the review and approval process.
- Project Coordinators will be available according to project schedule for review and approval sessions.
- Pilot Project Coordinators will be available according to the project schedule, for participation in activities such as requirements definition and training.
- Any and all equipment recommendation(s) selected is within the defined budget limit. Research conducted during the discovery provided high level estimates that align within the project budget.

Inmate Tracking / Remote Booking Project Charter

An appropriate project organization structure is essential to achieve success.
The following list depicts the proposed organization:

Project Organization Chart:

Member Name	Title Role	Responsibilities
Dan Peterca	Project Sponsor	Provides project direction. Provides Budgetary direction. Participates in functional requirement gathering. Holds final approval
Linda Lingler	Administrative Sponsor	Maintains project momentum. Provides technical project team direction. Participates in functional requirement gathering. Recommends final approach
Warden Ronald Shobert	Sheriff's Office Project SME	Provides project team direction. Participates in functional requirement gathering. Recommends final approach
Tom Pokorny	Court of Common Pleas SME	Provides project team direction. Participates in functional requirement gathering. Recommends final approach
Eric Paliwoda 216-443-5980	CCISC Project Technical SME	Provides integration direction. Reviews functional requirements.
Nadine An-Noor 216-443-6122	Sheriff's Office Project Technical SME	Provides integration direction. Reviews functional requirements.
Ursula Kaunas 216-443-8022	Co-Project Manager	Participates in functional requirement gathering. Directs team communications and project related tasks and timelines. Primary point of contact. Makes sure appropriate documents are created, maintained and published to the team.
Cathy McKenna	Co-Project Manager	Participates in functional requirement gathering. Directs team communications and project related tasks and timelines. Primary point of contact. Makes sure appropriate documents are created, maintained and published to the team.



Inmate Tracking / Remote Booking Project Charter

The Inmate Tracking System (ITS) Application Webpage


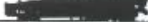
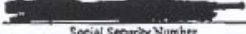

_____ Project Sponsor — Dan Peterca	_____ Date
_____ Project Administrative Sponsor — Linda Lingler	_____ Date
_____ Project SME — Warden Ronald Shobert	_____ Date
_____ Co-Project Manager – Ursula Kaunas	_____ Date
_____ Co-Project Manager — Cathy McKenna	_____ Date

Inmate Tracking / Remote Booking Project Charter

Appendix A – Cuyahoga County Jail Felony Bind-Over Waiting List

	CUYAHOGA COUNTY JAIL FELONY BIND-OVER WAITING LIST	
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EMAIL OR FAX THIS FORM TO :
CUYAHOGA COUNTY RECORDS DIVISION
FAX: (216) 443-6271 ATTN: MAUREEN
EMAIL: SHMMA@CUYAHOGACOUNTY.US

TO	CUYAHOGA COUNTY SHERIFF'S OFFICE, RECORDS DIVISION		
FROM	CLEVELAND POLICE DEPARTMENT		
(Check only one)			
<input type="checkbox"/> ADD	 <small>Prisoner's Name (please print)</small>	 <small>Date of Birth</small>	
<input checked="" type="checkbox"/> REMOVE	 <small>Social Security Number</small>	 <small>C.I.F.</small>	Note: C.I.F. number is REQUIRED for reimbursement
TOT C&J			

COMPLETE THE REST OF THIS FORM ONLY IF YOU ARE ADDING A PRISONER TO THE WAITING LIST

ARRESTING AGENCY	_____
BIND-OVER DATE	_____
ORC # AND CHARGES	_____
CASE NUMBER	_____
CONFINEMENT LOCATION	_____

IF BAIL IS MADE AT THE COUNTY CLERK'S OFFICE AT A LATER DATE, PRISONER MUST BE TRANSPORTED BY ARRESTING AGENCY TO COUNTY JAIL FOR BOOKING AND RELEASE

PLEASE USE A SEPARATE FORM.

- FOR ADDING AN INDIVIDUAL TO THE WAIT LIST
- REMOVING AN INDIVIDUAL FROM THE WAIT LIST

REIMBURSEMENT WILL BE ISSUED ONLY AFTER BOTH FORMS ARE RECEIVED

*Also use cif card info from the Department
that are sent with this form*

Inmate Tracking / Remote Booking Project Charter

Appendix B – Remote Booking Fields

Field	Source
SO#	Booking or Interface (CCSO Only)
CIF#	CIF
Confinement Location	Booking (Originating Municipal Jail)
Confinement Location Inmate ID#	Booking (Originating Municipal Jail)
Last Name	CIF
Last Name Suffix	CIF
First Name	CIF
Middle Name/Initial	CIF
SSN	CIF
DOB (mmddyyyy)	CIF
Birth City	CIF
Birth State/Country	CIF
Race	CIF
Gender	CIF
Height	CIF
Weight	CIF
Hair Color	CIF
Eye Color	CIF
Facial Hair	Booking
Build	Booking
Complexion	Booking
Marital Status	Booking
Religion	Booking
Military	Booking
US Citizen	Booking
Address Number	CIF
Address Direction	CIF
Address Name	CIF
Address Suffix	CIF
Address Apt#	CIF
Full Address	CIF
City	CIF
State	CIF
Zip Code	CIF
Home Phone (9999999999)	CIF
Emergency Contact Name	Booking
Emergency Contact Phone	Booking
Date of Arrest (mmddyyyy)	CIF
Arresting Agency	CIF
Bind Over Date (mmddyyyy)	Commitment Document
Municipal Case Number(s)	Commitment Document
Commit Confirmation	Interface (CCSO Only)
ORC Code(s)	CIF
Charge Description(s)	CIF
Transfer Date (mmddyyyy)	Booking or Interface
Transfer Time (hhmm)	Booking or Interface
Transfer Location	Booking or Interface (E-Mail Notification)
Sentence Date (mmddyyyy)	Booking or Interface
Length of Sentence	Booking or Interface
Scheduled Release Date (mmddyyyy)	Booking or Interface
Sentence Confirmation	Interface (CCSO Only)
Release Date (mmddyyyy)	Interface
Release Time (hhmm)	Interface
Release Reason	Interface (E-Mail Notification)
Release Confirmation	Interface (CCSO Only)
Comment Date	Interface
Comment Time	Interface
Comment Text	Interface
Delete Record	Interface (CCSO Only)

Inmate Tracking / Remote Booking Project Charter

Appendix C – Charging Degree Fields

AM	Aggravated Murder
F1	Felony 1
F2	Felony 2
F3	Felony 3
F4	Felony 4
F5	Felony 5
MM	Minor Misdemeanor
M1	Misdemeanor 1
M2	Misdemeanor 2
M3	Misdemeanor 3
M4	Misdemeanor 4
UN	Unclassified

	Jail Classifications
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Inmate Tracking / Remote Booking Project Charter

Appendix D – Project Scope Change Request Form

Project Name — Scope Change Request Form		
Scope Change Number:	Requested By:	Date Reported:
Scope Change Status:	Scope Change Assigned To:	Date Resolved:
Scope Change Description:		
Business Benefit:		
Implications of Not Making the Change:		
Impact Analysis to the Project:		
Alternatives:		
Final Resolution:		
Approval from Sponsor to Investigate (Optional):		
Approval from Sponsor for Final Resolution:		

Inmate Tracking / Remote Booking Project Charter

Inmate Tracking system - Sheriff's IMACS database (SHJCSCTSQI) is continuously replicated to IMACS_Trans_Replicated (SQLDB02) at the ISC

