



Stage 1 Business Analysis

California Department of Technology, SIMM 19A.3 (Ver. 3.0.5, 09/01/2023)

1.1 General Information

1. Agency or State Entity Name: 3790 - Parks and Recreation, Department of

If Agency/State entity is not in the list, enter here with the [organization code](#).

[Click or tap here to enter text.](#)

2. Proposal Name and Acronym: Digital Evidence Management System (DEMS)

3. Proposal Description: (Provide a brief description of your proposal in 500 characters or less.)

The California Department of Parks and Recreation (DPR) Law Enforcement and Emergency Services Division (LEESD) is proposing to acquire and implement a Federal Bureau of Investigation Criminal Justice Information Services (CJIS) compliant cloud-based Software-as-a-Service (SaaS) digital evidence management system with interoperability to collect, store, support and manage evidence through multiple and various types of public safety recording devices (i.e., in-car cameras, body worn cameras, tasers, dashcams, record management systems, computer aided dispatch systems, automated license plate readers, interview transcription, etc.) The DEMS project solution will address LEESD's current needs and develop a roadmap to meet LEESD's long term goal of synchronizing all LEESD's public safety platforms into one (1) universal environment.

The DEMS solution will integrate with DPR's Computer Aided Dispatch System (CADS) and Record Management System (RMS); and be capable of integration with DPR's future law enforcement and public safety systems.

The Contractor shall provide the DEMS software, train the trainer training, implementation services, in-car cameras, body worn cameras, equipment, and hardware installation services in a phased approach. The DEMS software will be capable of instant and automated redactions, role-based permissions, event tagging, instant upload with connectivity, etc.; and include local detachable storage. All hardware must be capable of withstanding extremely low and high temperatures and rugged roads.

4. Proposed Project Execution Start Date: 10/1/2024

5. S1BA Version Number: Version 2

1.2 Submittal Information

1. Contact Information

Contact Name: [Kim Vu](#)

Contact Email: Kim.Vu@parks.ca.gov

Contact Phone: 916-268-1871

2. Submission Type: **Updated Submission (Post-Approval)**

If Withdraw, select Reason: [Choose an item.](#)

If Other, specify reason here: [Click or tap here to enter text.](#)

Sections Changed, if this is a Submission Update: (List all sections changed.)

- 1.1.2, 1.1.3, 1.1.4
- 1.2.1
- 1.4.2
- 1.5.2, 1.5.3
- 1.6.1
- 1.6.3
- 1.7
- 1.8.1
- 1.9.1, 1.9.3
- 1.10

Summary of Changes: (Summarize updates made.)

- Contact information was updated.
- Proposal description was changed to focus on a solution capable of interoperability to support DPR's long term law enforcement and public safety goals of one (1) universal environment.
- Added additional recording devices identified to expand the requirement of the software's multiple interconnection capabilities.
- Included Statewide IT Strategic Alignment per the new template.
- Updated and made minor wording changes to Business Outcomes Desired
- Updated complexity and project management assessments.
- Updated funding source to include DPR's special California Watershed Protection Program (CWPP) funding. Funding source will be utilized specifically for Peace Officers under the CWPP program.
- Updated ROM estimate from less than \$10 million to less than \$5 million

3. Attach [Project Approval Executive Transmittal](#) to your email submission.

4. Attach [Stage 1 Project Reportability Assessment](#) to your email submission.

1.3 Business Sponsorship

1. Executive Champion (Sponsor)

Title: [Division Chief](#)

Name: [Scott Bayne](#)

Business Program Area: [Law Enforcement and Emergency Services Division](#)

2. Business Owner

Title: [Deputy Chief](#)

Name: [Alex Luscutoff](#)

Business Program Area: [Law Enforcement and Emergency Services Division](#)

3. Product Owner

Title: [Deputy Chief](#)

Name: [Alex Luscutoff](#)

Business Program Area: [Law Enforcement and Emergency Services Division](#)

TIP: Copy and paste or click the + button in the lower right corner on any section to add additional Executive Champions, Business Owners, or Product Owners with their related Business Program Areas as needed.

1.4 Stakeholder Assessment

The Stakeholder Assessment is designed to give the project team an overview of communication channels that the state entity needs to manage throughout the project. More stakeholders may result in increased complexity to a project.

1. Indicate which of the following are interested in this proposal and/or the outcome of the project. (Select 'Yes' or 'No' for each.)

State Entity Only: [No](#)

Other Departments/State Entities: [Yes](#)

Public: [Yes](#)

Federal Entities: [Yes](#)

Governor's Office: [No](#)

Legislature: [No](#)

Media: [Yes](#)

Local Entities: Yes

Special Interest Groups: Yes

Other: No

2. Describe how each group marked 'Yes' will be involved in the planning process.

A DEMS solution with interoperability can contribute to DPR's law enforcement and public safety efforts in protecting CA's resources and the public; and provide reliable evidence on incidents and arrests. However, the above stakeholders are not expected to directly participate in the project planning process.

1.5 Business Program

1. Business Program Name: Law Enforcement and Emergency Services Division (LEESD)

2. Program Background and Context: (Provide a brief overview of the entity's business program(s) current operations.)

DPR's State Park Peace Officer Rangers and Lifeguards (SPPOs) are designated as peace officers defined within Penal Code Section 830.2(f). While their jurisdiction is statewide, they have primary statutory authority to protect the state park system and preserve the peace therein. SPPOs make over 700,000 public contacts per year while monitoring State Parks and responding to suspicious activities, incidents, and complaints.

SPPOs encounter the same threats as other law enforcement Officers, including threats to personal and public safety, civilian complaints, and potential liability risks. DPR operations also involves specialized taskforces, such as the Special Enforcement Team (SET) that protects Californias water resources under the Cannabis Watershed Protection Program. Many incidents require a record in file to document events that took place. Currently, SPPO encounters are manually documented, managed, and reported by SPPOs. Additional and related law enforcement and public safety information are on separate system platforms. Research and inquiries require manual file searches and/or research through multiple platforms which can delay time sensitive inquiries and tasks. The preparation of digital artifacts, to make said artifacts suitable for legal requests, is complex and time consuming with data from multiples sources and no central management.

Information manually gathered from multiple sources requires thorough review, analysis, and processing. This additional processing time adds extended time when the information is required for court cases, subpoenas, etc.

3. How will this proposed project impact the product or services supported by the state entity?

The DEMS project will provide DPR LEESD with a CJIS compliant cloud-based solution that can instantly collect, store, access, and manage evidence, decreasing and potentially removing the need for manual documentation in some cases. It'll improve processing times for research, reviews, approvals, investigations, etc. The DEMS solution will be capable of multiple

interconnections with public safety devices and platforms, such as in-car cameras, body worn cameras, tasers, dashcams, record management systems, computer aided dispatch systems, automated license plate readers, interview transcription, etc. The centralized platform will provide advanced tools for redaction or other privacy-related changes required for preparation of the artifacts.

In addition, the DEMS solution will be compliant to the CJIS Security Policy and have the capability to share and access federal and state law enforcement databases to detect and notify DPR and external law enforcement agencies of criminal activity and information. Which can result in new and improved partnerships and success rates in arrest, search, and rescue.

The DEMS solution will generate irrefutable recordings to withstand investigations and complaints. Allowing DPR to uphold its duty in providing fair and just public service to CA and increase the public's trust in the department. It'll allow DPR to utilize and proactively plan for current and future public safety technologies to successfully combat criminal activities.

TIP: Copy and paste or click the + button in the lower right corner to add Business Programs, with background and context and impact descriptions as needed.

1.6 Project Strategic Alignment and Justification

1. Department's Strategic Business Alignment

Enterprise Architect

Title: Chief Technology Officer

Name: James J Brennan Jr

Strategic Plan Last Updated? 2/8/2024

Strategic Business Goal: Apply optimal approaches for public health, safety, and protection.

Alignment: Theme 7, Public Safety, Goal 2, Objective 1. Acquire and utilize law enforcement industry-standard equipment, technology, training, and practices.

TIP: Copy and paste or click the + button in the lower right corner to add Strategic Business Goals and Alignments as needed.

Mandate(s): None

Bill Number/Code, if applicable: Click or tap here to enter text.

Add the Bill language that includes system-relevant requirements:

Click or tap here to enter text.

TIP: Copy and paste or click the + button in the lower right corner to add Bill Numbers/Codes and relevant language as needed.

2. Business Driver(s)

Financial Benefit: No

Increased Revenue: No

Cost Savings: Yes

Cost Avoidance: Yes

Cost Recovery: No

Will the state incur a financial penalty or sanction if this proposal is not implemented? No

If the answer to the above question is "Yes," please explain:

[Click or tap here to enter text.](#)

Improvement

Better Services to the People of California: Yes

Efficiencies to Program Operations: Yes

Improved Equity, Diversity, and/or Inclusivity: Yes

Improved Health and/or Human Safety: Yes

Improved Information Security: Yes

Improved Business Continuity: Choose Yes or No.

Improved Technology Recovery: Yes

Technology Refresh: No

Technology End of Life: No

3. Statewide IT Strategic Alignment

Statewide IT Strategic Goal: Goal 3: Make common technology easy to access, use, share, and reuse across government

Alignment: Challenge 3.3: This proposed solution addresses the concern of SPPOs and DPR privacy and legal staff being able to quickly and effectively access and manage the digital artifacts by providing a centralized platform for all data sources. Additionally, partnering with an established solutions vendor will provide opportunities to share data with other state and federal law enforcement entities when required and appropriate.

Statewide IT Strategic Goal: Goal 1: Deliver easy-to-use, fast, dependable, and secure public services

Alignment: Challenge 1.3: The public can be assured that the digital artifacts related to their experience within State Parks jurisdiction are secure and protected. Their interactions with State Parks Law Enforcement, in any capacity, are proven necessary for the safety and health

of both the public and law enforcement officers. The recordings of these interactions can be obtained through appropriate channels to deliver on the trust that is expected between the public and the State. This system will also provide operational insights that will improve training and accountability.

TIP: Copy and paste or click the + button in the lower right corner to add Statewide IT Strategic Goals and Alignments as needed.

1.7 Business Outcomes Desired

Executive Summary of the Business Problem or Opportunity:

The Department does not currently utilize a centralized DEMS solution that incorporates digital recordings devices such as in-car cameras, body-worn cameras, etc. Evidence has shown that utilizing this type of system can lead to increased accountability, increased transparency, increased officer safety, reduced civilian complaints, improved evidence for arrest and prosecution, and provided additional training opportunities to better equip DPR Officers in the field and dealing with the diversity of civilians. The Department believes the use of digital recording devices for uniformed officers will show a decrease in civilian complaints and the use-of-force incidents overall.

Nationwide law enforcement has experienced increased levels of mistrust and questioning of law enforcement procedures. Although this is not new over the past several years, the availability of recording devices, both in the hands of civilians and law enforcement, has increased. Recordings of incidents from members of the public are important but leave out critical details of what leads up to a use-of-force or critical incident, including dialogue and the point of view from the officer(s).

Objective ID: 1.0

Objective: Upon one year after implementation, DPR will see a significant decrease in the time required for reconciling civilian complaints.

Metric: Volume of civilian complaints will be closed at a local level without needing additional investigation at higher levels.

Baseline: Number of complaints, before in-car and body-worn cameras are deployed, that requiring additional interviews and escalation to HQ or Internal Affairs level.

Target Result: Reduction by 10% in escalation.

Objective ID: 2.0

Objective: Upon implementation and deployment of this solution, DPR will have the ability to provide digital evidence recordings with multiple viewpoints during an enforcement contact.

Metric: Digital recordings will be stored on a CJIS compliant cloud-based software.

Baseline: No baseline. Digital recordings are currently not available.

Target Result: Increase from zero digital recordings.

Objective ID: 3.0

Objective Identify potential training opportunities based on the video gathered from the incidents.

Metric: Trainings based on the evaluated videos.

Baseline: No baseline. Digital recordings are currently not available for evaluation.

Target Result: Increase from zero digital recordings available to allow for evaluation and training plans.

TIP: Copy and paste or click the + button in the lower right corner to add Objectives as needed. Please number for reference.

TIP: Objectives should identify WHAT needs to be achieved or solved. Each objective should identify HOW the problem statement can be solved and must have a target result that is specific, measurable, attainable, realistic, and time-bound. Objective must cover the specific. Metric and Baseline must detail how the objective is measurable. Target Result needs to support the attainable, realistic, and time-bound requirements.

1.8 Project Management

1. Project Management Risk Score: 0.5

(Attach a completed [Statewide Information Management Manual \(SIMM\) Section 45 Appendix A Project Management Risk Assessment Template](#) to the email submission.)

2. Project Approval Lifecycle Completion and Project Execution Capacity Assessment

Does the proposal development or project execution anticipate sharing resources (state staff, vendors, consultants, or financial) with other priorities within the Agency/state entity (projects, PALs, or programmatic/technology workload)?

Answer: Yes

Does the Agency/state entity anticipate this proposal will result in the creation of new business processes or changes to existing business processes?

Answer (No, New, Existing, or Both): Both New and Existing Processes

1.9 Initial Complexity Assessment

1. Business Complexity Score: 1.7

(Attach a completed [SIMM Section 45 Appendix C](#) to the email submission.)

2. Noncompliance Issues: (Indicate if your current operations include noncompliance issues and provide a narrative explaining how the business process is noncompliant.)

Programmatic regulations: No

HIPAA/CIIS/FTI/PII/PCI: No

Security: No

ADA: No

Other: No

Not Applicable: No

Noncompliance Description:

N/A

3. Additional Assessment Criteria

If there is an existing Privacy Threshold Assessment/Privacy Information Assessment, include it as an attachment to your email submission.

How many locations and total users is the project anticipated to affect?

Number of locations: 21 Districts following a phased approach with an initial 98 law enforcement vehicles and 20 Body Worn Cameras for SET.

Estimated Number of Transactions/Business Events (per cycle): 12,600

Approximate number of internal end-users: Estimated 140 initial users, with the capability of additional users as DPR progresses in future phases.

Approximate number of external end-users: 0

1.10 Funding

Planning

1. Does the Agency/state entity anticipate requesting additional resources through a budget action to **complete planning** through the project approval lifecycle framework? No

If Yes, when will a budget action be submitted to your Agency/DOF for planning dollars?

[Click or tap to enter a date.](#)

2. Please provide the Funding Source(s) and dates funds for planning will be made available:

Project Implementation Funding

1. Has the funding source(s) been identified for **project implementation**? Yes

If known, please provide the Funding Source(s) and dates funds for implementation will be made available:

3790-176-BCP-2022-MR, July 2022 and Cannabis Watershed Protection Program Special Funds, July 2024.

Will a budget action be submitted to your Agency/DOF? [Yes](#)

If “Yes” is selected, specify when this BCP will be submitted: [BCP submitted in March 2022 as “2022-23 Wireless In-Car Camera MR Consolidated” with Department of Parks and Recreation and Department of Fish and Wildlife.](#)

Will you be requesting funds from the Technology Modernization Fund (TMF)? [No](#)

If “Yes” is selected, have you completed the [TMF Application](#) online? [Choose Yes or No.](#)

2. Please provide a rough order of magnitude (ROM) estimate as to the total cost of the project: [Less than \\$5 Million](#)

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 1 and all attachments in an email to ProjectOversight@state.ca.gov.

Department of Technology Use Only

Original "New Submission" Date: [04/14/2022](#)

Form Received Date: [04/25/2024](#)

Form Accepted Date: [04/25/2024](#)

Form Status: [Completed](#)

Form Status Date: [04/25/2024](#)

Form Disposition: [Approved](#)

If Other, specify: [Click or tap here to enter text.](#)

Form Disposition Date: [04/25/2024](#)

Department of Technology Project Number (0000-000): [3790-067](#)