KANSAS CITY, MO. POLICE DEPARTMENT **DEPARTMENT MEMORANDUM**	DATE OF ISSUE 07-14-10	EFFECTIVE DATE 07-14-10	NO. 10-10
SUBJECT REJIS LE Web and E-Ticketing - Implementation/Training Teams		AMENDS	
REFERENCE		RESCINDS	

The Information Services Division has initiated the planning process for the implementation of the Regional Justice Information Service (REJIS) LE Web and E-Ticketing systems. This is a collaborative effort with the City of Kansas City, MO, which will be implementing the REJIS Court Management system. The duration of the implementation is estimated to be 12 to 18 months from the initiation of the contract. LE Web will replace the Basic Police portion of the Department's ALERT system.

The Department's implementation of the REJIS systems consist of several phases, Data Migration, Network/Communications, Training, E-Ticketing, Transition, Help Desk, and interfacing to the Municipal Court system. Many of the Department's business practices will be affected; therefore it is imperative that the various elements are included in planning the implementation and training of these systems.

A. The Information Services Division will appoint the project manager and coordinate the workflow process.

B. The project manager is responsible for the day-to-day management of the project and will report to the Executive Oversight Steering Committee established by the City of Kansas City, MO for the implementation of the REJIS systems, of which the Chief of Police, or his designee, is a member.

C. The Implementation and Training Teams will report to the project manager.

D. The Implementation Team will primarily be responsible for the Data Migration, Network/Communications, LE Web/E-Ticketing implementation, Help Desk, Transition, and interfacing with the Municipal Court System. Some members of the Implementation Team will also serve on the Training Team. The Implementation Team will consist of members from the Information Services Division:

- Applications Development Section
- Data Center Management Section
- Technical Services Section
- Network Administration Section

E. The Training Team will primarily be responsible for the planning, development, and rollout of the LE Web and E-Ticketing training and secondarily serve as a liaison/resource to the Implementation Team. The Training Team will consist of members from the following elements:

Investigations Bureau
- Training Sergeant
- Regional Criminalistics Division

Logistical Support Division
- Detention Unit
- Communications Unit

Professional Development and Research Bureau

- Research and Development Division
- Training Division

Information Services Division

- Records Section
- Data Entry Section

Patrol Bureau

- Traffic Enforcement Unit
- Training Sergeant
- Special Projects Sergeant

REJIS will assist with the Train-the-Trainer and Help Desk training. The Training Team will work with REJIS to coordinate, develop, and facilitate the training that will be rolled out throughout the Department.

F. The Court Liaison and a member from the Communications Support Unit will serve as a resource/liaison with the Implementation and Training Teams.

G. The Information Services Division Commander or the project manager will submit through the chain of command requests for specific personnel to become members of the Training Team and may request personnel from elements not included on this list if needed for the success of the implementation of the REJIS systems.

H. The Implementation and Training Teams will meet no less than once a week and formally report all progress to the project manager. The project manager will formally report all progress monthly to the Information Services Division and Administration Bureau.

James D. Corwin
Chief of Police

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