

# Police Force Legal Services Document Management System



## Introduction

Clarity delivers 'Legal Service' Document Management (DM) systems specifically developed to meet the needs of 'Legal Services' departments across UK Police Authorities.

Operating as a stand-alone system or as part of an enterprise-wide DM solution, the Legal Services system allows the electronic management of all case documentation. The system supports IEG implementation to satisfy the requirements of the Freedom of Information Act, Data Protection Act and Legal Admissibility & Evidential Weight of Information stored electronically. The system can be configured to meet the authorities' individual business processes and document types. Examples include employer's liability, unlawful arrest and detection, Police Property Act and general disclosure matters.

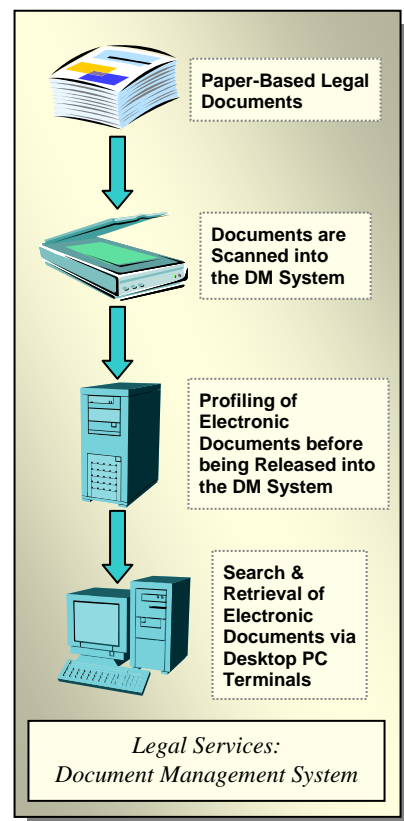


More specifically, the system allows the electronic management, distribution and subsequent delivery of disclosure documents on CD-ROM. This greatly reduces the need to send large volumes of paperwork (several hundred pages) by courier or post. In summary, Scomag's 'Legal Services' solution provides the functionality to electronically manage (generate, store, search for, retrieve and archive) legal documentation in an efficient and cost-effective manner.

## System Overview

Clarity's DM solution has been developed to utilise existing desktop computer terminals within the department in order to minimise costs where applicable. Based around world-class Document Management software, the system supports Imaging, Routing and Records Management functions through a web browser interface. The technology encapsulates the following stages in managing documentation:

- Legal documents are scanned and saved within the Document Management system under a series of categories. These include employers liability, unlawful arrest & detection, Police Property Act etc.
- For each document saved a profile is created that contains key information. This includes details relating to archiving & retention, access, permissions etc.
- Once information is stored electronically within the system, paper filing can be reduced dramatically and original hard copies placed in storage.
- Electronic information & documents saved within the DM system can be searched for, retrieved and viewed quickly and easily from Desktop PC's within the department. The activities of each user are recorded to provide a full document audit trail.



Clarity's Legal Services solution has been developed to comply with:

- Freedom of Information Act.
- Data Protection Act.
- Public Records Office.
- e-GIF Requirements.
- e-GMF Requirements.
- Legal Admissibility.

## Support Services

Prior to the development and installation of the Document Management solution, Clarity will schedule a 'Requirements Capture' exercise to document the necessary business requirements for the system.

As part of the overall package, Clarity will provide an integrated Service Level Agreement (SLA) which incorporates the following support services:

- End-user training.
- Telephone support (9.00am to 5.30pm) through Scomag's 'help desk' facility.
- On-site attendance for fault rectification.

**CATALIST™ plus**

Clarity is registered with Catalyst:  
the vendor database used by the  
UK Police Sector to source  
detailed supplier information.

## Business Benefits

- **Effective Search & Retrieval:** Allows legal documentation, files and associated information to be searched for and viewed quickly & accurately.
- **Interface Capability:** Ability to interface with other systems throughout the organisation.
- **Security:** Information is made secure to eliminate unauthorised access by individuals to confidential information. Restrictions can be implemented to control the retrieval, viewing & editing of documents. All user activities are recorded to provide a full document audit trail.
- **Redaction of Information:** Allows specific information within documents to be redacted out for use within court. Different versions of a document(s) are stored within the DM system.
- **Cost Effectiveness & Efficiency:** Reduction in document processing, filing and retrieval costs, greatly increasing efficiency & productivity within the department and throughout the organisation.
- **Reduced Storage:** The physical storage of legal documentation and files is greatly reduced, allowing valuable floor & shelf space to be utilised more efficiently.
- **Simplicity:** Developed in a 'user-friendly' manner, allowing quick & easy deployment of the system and its subsequent use at all levels.
- **Compliant with:** e-GIF & e-GMF requirements, Freedom of Information Act, Data Protection Act, Public Records Office and Legal Admissibility.
- **Available via G-CAT:** Scomag is an approved supplier to a G-CAT prime contractor.

## References

Clarity's experience in delivering Information Management (IM) solutions and services within the police sector is illustrated through our comprehensive customer reference list, which includes:

- ♦ The City of London Police
- ♦ Hertfordshire Constabulary
- ♦ Leicestershire Constabulary
- ♦ The Metropolitan Police Service
- ♦ Northern Constabulary
- ♦ The Police Federation of England and Wales
- ♦ South Yorkshire Police
- ♦ Suffolk Constabulary
- ♦ West Yorkshire Police

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