

**OFFICE OF THE COUNTY ADMINISTRATOR**

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April 23, 2009

TO: Board of Supervisors

FROM: Dee F. Bruemmer, County Administrator *DFB*

SUBJECT: Resolution Approving Stimulus JAG/Byrne Grant Memorandum of Understanding

Attached is the program narrative for the warrants/records management consolidation program requested through the Byrne Justice Assistance Grant Program Award. The request is for \$588,000 to fund CADS/RMS software components and a warrant clerk for FY11 and FY12 for the Scott Emergency Communication Center.

The grant request includes \$100,000 for the continuation of the MEG officers and \$300,000 for the firing range equipment in the Davenport Police Facility.



## Byrne Justice Assistance Grant (JAG) Program Award

### FY 2009 Local Solicitation

#### **Attachment 1 – Program Narrative**

##### Grant Narrative – Scott County Warrants / Records Management Consolidation

Scott County's proposed use of the Recovery Act JAG/Byrne grant funds is an enhancement to an existing local collaborative project. The Scott Emergency Communications Center (SECC) is the collaborative effort of the cities of Davenport and Bettendorf and Scott County. The collaborative agreement (executed in December 2007) that formed SECC, calls for the four existing 911 and dispatch activities to consolidate under this new organization. That direction was taken because studies showed that the consolidation of these services under SECC will improve responsiveness, standardize policies and protocols, create emergency responder radio and data interoperability and enhance the effectiveness and efficiency of translating a 911 call for service into the desired response. As a result, public safety responsiveness will increase, allowing first responders to focus more on their mission critical tasks and less on the infrastructure required to support them.

The enhancement proposed in this grant request is to also consolidate the law enforcement function of arrest warrants. Currently each jurisdiction maintains a small complement of staff, space and data resources to maintain records pertaining to outstanding arrest warrants for their jurisdiction. While a necessary law enforcement clerical function, the effort to maintain accurate records, interface with the courts systems and perform the necessary data entry detracts from each agencies ability to focus on their core law enforcement missions. A consolidated effort would eliminate current duplicative efforts, allowing agencies to refocus their resources back to mission critical functions. Further, consolidation would allow for better efficiency of effort and provide for a consistent process throughout the county.

The logical vehicle for this consolidation is the newly created Scott Emergency Communications Center. Since SECC will be the custodians for a new county wide emergency response data base, it appears a logical extension to co-locate the warrant function within the same organization. This choice is further supported by the other data systems and interfaces under the SECC organization. Many of those same systems are utilized in the warrant entry and verification process. Lastly, there is a historical relationship between the dispatch/records function and warrants in several local jurisdictions.

Our grant request includes dollars to fund positions to staff the transfer of one existing position from the Scott County Sheriff's Office and for one newly created position for a period of three years. These positions represent the retention of one existing position and the creation of one full-time position within the SECC organization. These new positions will enhance and support the law enforcement agencies and officers in ways not possible in the current delivery model. By consolidating and dedicating resources to this effort, law enforcement officers (patrol officers, civil process, investigators and administrators) will have accurately and timely information and access to documents to allow them to

perform their duties more effectively. More time on duty and less time retrieving records, traveling to and from courts and records offices will translate into better policing in our community.

In support of the requested positions our grant request includes funds for equipment and software to support a consolidated warrant function. These funds would outfit office spaces, provide a records storage system and allow staff the necessary computer tools and access to be effective in this new venture. Those computer tools (hardware and software) are imperative to our effort. The software interfaces would allow the warrants function to ensure that the new SECC records management system can communicate and share data with other systems, thus avoiding duplicate data entry and creating an enhanced ability to easily check information from multiple sources. This data "interoperability" will greatly enhance our ability to ensure that law enforcement officials in the field have the most accurate and up-to-date warrant, court status, mug shot, finger print and arrest information. More importantly, these data enhancements will ensure that law enforcement has said information in a timely manner. Less time waiting for systems cross checks and verifications translates into better decisions in the field, effectively reducing the risk of missing "opportunities" to act on wanted individuals.

## **Attachment 2 – Budget Narrative**

### Scott County Warrants / Records Management Consolidation

Scott County will retain \$588,000 of the total JAG award of \$988,000 to create a new division within the Scott Emergency Communications Center. This new division will integrate local law enforcement warrant process and criminal history processes into the law enforcement records management data management. This enhancement will greatly improve the accuracy and timeliness of information available to all law enforcement agencies within Scott County.

Funds will be used to provide salary/benefit costs for one additional clerk position (in addition to one already budgeted) assigned to the Scott County Emergency Communications Center – Warrants/Records Division. Along with said personnel costs, the grant will fund numerous computer and office equipment enhancements that will allow the integration to occur. The computer software components outlined in the budget are imperative to the proposed operational enhancement and will allow for communication and data sharing amongst numerous disparate data sets. This data integration will greatly improve law enforcement in our community.



<b>Salary</b>	<b>Position</b>	<b>Computation</b>	<b>Cost</b>
	Warrant Clerk 1	36,819 X 2 years with 2.5% COLA	74,539.00
		<b>Sub-total</b>	<b>74,539.00</b>

<b>Benefits</b>	<b>Position</b>	<b>Computation</b>	<b>Cost</b>
	Warrant Clerk 1	Actual cost = 23,439 X 2 years with 6.1% annual incr.	48,315.00
		<b>Sub-total</b>	<b>48,315.00</b>

<b>Equipment</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
	High density filing system	1 ea X 12,960	12,960.00
	Multi-function copy/scan/print	1 ea X 5,336	5,336.00
	CAD/RMS/NCIC interface	1 ea. X 72,600	72,600.00
	AFIS Interface	1 ea. X 8,500	8,500.00
	AVL Interface	1 ea. X 62,600	62,600.00
	MDC/MDT Interface	1 ea. X 230,650	230,650.00
	Radio System Interface	1 ea. X 55,000	55,000.00
	Evidence Track Interface - Dav.	1 ea. X 7,500	7,500.00
	Evidence Track Interface - Bett.	1 ea. X 10,000	10,000.00
		<b>Sub-total</b>	<b>465,146.00</b>

**Grand Total 588,000.00**





FY10-12 JAG WARRANTS GRANT SALARIES/BENEFITS			
FISCAL YEAR	FY11	FY12	
	Warrant Clerk 2	Warrant Clerk 2	
ANNUAL SALARY	\$ 35,987.75	\$ 36,887.44	
\$ PER HOUR	\$ 17.30	\$ 17.73	
HOURS	2080	2080	
SHIFT PREMIUM	\$ 832.00	\$ 832.00	
SHIFT PREMIUM RATE	\$0.40	\$0.40	
WITNESS PAY			
WITNESS RATE			
WITNESS HOURS			
ON-CALL PAY			
ON-CALL RATE (per hour)			
ON-CALL HOURS			
<b>TOTAL SALARY</b>	<b>\$ 36,819.75</b>	<b>\$ 37,719.44</b>	
<b>Salaries total 2 FY</b>	<b>\$ 74,539.19</b>		
<b>ANNUAL OVERTIME</b>			
O/T RATE	\$ 26.95	\$ 26.60	
O/T HOURS	0	0	
OT SHIFT PREMIUM RATE			
O/T SHIFT PREMIUM			
<b>TOTAL O/T</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Overtime total 2 FY</b>			
<b>BENEFITS:</b>			
HEALTH	\$ 16,867.00	\$ 18,165.00	
LIFE	\$ 118.00	\$ 125.00	
IPERS	\$ 2,501.15	\$ 2,563.68	
FICA (Social Security Tax)	\$ 2,231.24	\$ 2,287.02	
MEDICARE	\$ 521.82	\$ 534.87	
PENSION			
DEFERRED COMP			
CLOTHING ALLOWANCE			
CLEANING ALLOWANCE			
EDUCATION ALLOWANCE	\$ 1,200.00	\$ 1,200.00	
<b>TOTAL BENEFITS</b>	<b>\$ 23,439.21</b>	<b>\$ 24,875.57</b>	
<b>Benefits total 2 FY</b>	<b>\$ 48,314.78</b>		
<b>Total by FY</b>	<b>\$ 60,259</b>	<b>\$ 62,595</b>	
<b>Total required</b>	<b>\$ 122,854</b>		



THE STATE OF IOWA

COUNTY OF SCOTT

KNOWN ALL BY THESE PRESENT

***MEMORANDUM OF UNDERSTANDING INTERLOCAL AGREEMENT***

Between the County of Scott, the City of Bettendorf Police Department,  
and the City of Davenport Police Department

**RECOVERY ACT: JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2009, by and between Scott County, acting through its governing body, the Scott County Board of Supervisors, hereinafter referred to as COUNTY, and the police departments of the cities of Bettendorf and Davenport, hereinafter referred to as CITIES.

WHEREAS, this Agreement is made under the authority of Iowa Code Section 28E and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this agreement is in the best interests of all parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or function under this agreement. The County agrees to administer and provide the funding for the three programs outlined in this agreement.

WHEREAS the County and the Cities believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the County and the Cities agree as follows:

Section 1.

The Cities and County agree that \$100,000 of the funds will be used for the Quad City Metropolitan Enforcement Group program.

Section 2.

The Cities and County agree the County will retain \$588,000 for the warrant program consolidation and records management software and equipment.

Section 3.

The Cities and County agree the City of Davenport will retain \$300,000 for equipping an indoor firing range at the Davenport Police Facility.

Section 4.

The cities agree to submit timely reports as requested to the fiscal agent to enable the fiscal agent to timely submit financial reports and annual performance report to BJA as required.

Section 5.

Each party to this agreement will be responsible for its own actions providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.



Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

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James Hancock  
Chairman, Board of Supervisors

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Kathy Walsh  
Fiscal Officer  
Scott County Attorney's Office

City of Bettendorf:

City of Davenport:

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Michael J. Freemire, Mayor

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William Gluba, Mayor

Scott Emergency Communication Center:

Quad City Metropolitan Enforcement Group:

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Brian Hitchcock, Director

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Chris Endress, Director

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Jim Hancock, Chairman

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Dennis Conard, Chairman

