

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: October 7, 2010

SUBJECT: Software Upgrade and Data Integration Project

SUBMITTING DEPARTMENT: Legal

PREPARED BY: Cindy Corcoran, Paralegal

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: N/A

SUMMARY/BACKGROUND: For years, the Police Department, Magistrate Court and Legal Department have used different electronic case management systems (CMSs) that do not have the capability of “speaking” to each other. With the encouragement of the Town Manager, personnel from the three departments have worked over a period of time to increase use of electronic systems within the departments (fewer paper files) and to find ways to cut down on duplication of efforts to create and administer criminal files when they work together. The Manager felt any additional capital costs that might be involved would eventually be covered by savings in personnel costs. This project has received increased emphasis in 2010.

Because all criminal files originate in the Police Department (and the PD uses the ADSi DataForce police module as its CMS), it was natural to start the integration process by finding ways for the other two departments to interface with ADSi. In the meantime, PD staff were looking for ways to update their manual process of entering basic data gathered by officers when issuing citations or making public contacts (including personal identifying information of defendants, victims and witnesses; complaints or charges filed; call or violation locations; and evidence). They had identified the “e-citation” process and had already selected Brazos as a consultant/vendor. Hand-held e-cite devices allow this information to be entered directly by officers and then downloaded into ADSi (and, from there, into the CMS for the Magistrate Court called AZTEC). Since Legal Department personnel had experience working with the Administrative Office of the Courts (AOC) based on earlier implementation of the photo enforcement system, we served as liaison to help expedite implementation of the e-citation system. That implementation is now essentially complete, and the PD is in the process of obtaining enough hand-held devices for all of its sworn officers.

While working with the AOC, it became clear that AOC essentially owns the hardware and software used by all courts state-wide (including our Magistrate Court). The AOC is in the process of implementing a new court CMS called “AJACS” which is currently used by Yavapai County Superior Court and other Superior Courts. Lower courts will eventually be required to upgrade to AJACS on a rolling basis over the next several years (including our Magistrate Court). AOC will always strictly control any data integration between the Magistrate Court and other departments, but whatever new connections may be possible besides e-citations and photo-enforcement will likely have to wait for installation of AJACS.

For several years, the Legal Department has been using a CMS for prosecution purposes called “Justware” from New Dawn Technologies. In-putting data has also been a manual process of taking information supplied by the PD and the Magistrate Court and putting it into Justware. Justware then creates needed discovery notices, victim letters, reports, standard court motions, etc. There is currently no

prospect for directly downloading Court information into the prosecution CMS, but linking the prosecution CMS directly into the PD CMS would eliminate the need for Legal staff to physically enter a large part of the information, including personal information and charges. There has also been a desire by the PD to directly receive final case disposition info (at least for cases handled in Magistrate Court).

Two options for connecting the PD CMS to the Prosecution CMS have been explored over the past year or so. One was for the Legal Department to leave New Dawn and, instead, work with ADSi to develop a new prosecution package (which it doesn't currently have). The other was for Legal to work with New Dawn find ways to connect Justware to ADSi. ADSi was obviously anxious for the additional business and offered to develop a new product at a somewhat reduced price. In the end, however, prosecution staff felt it would be prudent to stay with a CMS that they were already using and knew would work. Of course, this required an update of the Justware software (which had been put off for several years because of a need for IT to purchase a new SQL server for the Town). And, it required obtaining an additional New Dawn software called "JusticeBroker" which would act as a bridge between ADSi and Justware and automatically populate needed fields in Justware. Unfortunately, it was found that to automatically send disposition data from Legal back to the PD would require obtaining a second JusticeBroker system, substantially increasing the cost. Therefore, for now, it was determined to simply use the upgraded version of Justware to send disposition information back to involved officers and records personnel through an automatic e-mail.

Another aspect of the second option that made it preferable to the first was the side benefit that adding a new SQL server for IT would provide other Town departments. For example, the Town Manager had encouraged the Town Clerk to develop a system that better complies with state law regarding retention schedules for electronic records. The Clerk's research has shown that an upgrade of the current Laserfiche software may be a cost-effective solution, and that upgrade would benefit from the new SQL server.

If the Council determines that staff should continue to move forward with this part of the project, the SQL server will be purchased, the software upgrades will be made, and new agreements will be entered with New Dawn (and possibly with ADSi) for installation of JusticeBroker and necessary work to connect it to ADSi.

OPTIONS ANALYSIS: N/A For Discussion Only

ACTION OPTION: N/A For Discussion Only

RECOMMENDATION: Staff recommends approval of this software upgrade and data integration project.

FISCAL ANALYSIS: This on-going project has had as a goal the use of technology to forestall future need for additional administrative personnel in the three departments to input data as case loads increase. It is believed that this step in the project is another step in that direction.

Because the project has been occurring in steps over a period of time (as staff could give it attention), these capital costs were not specifically budgeted in FY 2010-2011. Staff has considered several funding sources, and is proposing that the Legal Dept Outside Counsel fund be used to cover the costs. Although the SQL server will ultimately benefit other departments, it would likely not have been purchased at this time if the Justware upgrade didn't require it. Use of the full amount budgeted in this fund is always uncertain from year to year, depending on litigation costs that develop each year (which cannot always be estimated in advance). If these funds are eventually needed for litigation later in the fiscal year, Legal will be required to come back to the Council for consideration of a contingency transfer.

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| Server | \$4,238. |
| Windows 2008 Operating System | 542. |
| SQL Server 2008 | 10,141. |
| Windows Server 2008 Client Licenses | <u>5,142.</u> |
| Total | \$20,063. |

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|-------------------------------|----------------|
| JusticeBroker Software costs: | \$17,310. |
| ADSi data integration costs: | <u>10,000.</u> |
| | \$27,310. |

For a project total cost of \$47,373.

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____