RECOMMENDED ACTION AND JUSTIFICATION: Request approval to transfer $145,000 from the “Rural Law Enforcement Fund – Miscellaneous Expense” account to the “Fixed Asset – Jail Manager Module” account, and approve purchase of the “TracNet” Jail Management Software Package.

In 1990 the Sheriff’s Office began to transition its records management system to a digital format that would allow all divisions within the department to utilize computer based technology to collect and store data. The first phase of implementation involved the purchase and installation of a software package developed specifically for law enforcement. This software package which was identified by its commercial name “TracNet” allowed the sheriff’s office to enter most day to day activities into an electronic data base which allowed for the entry, retrieval and analysis of information. The software package that was purchased included a jail booking module which allowed for the collection of booking information, but did not incorporate the necessary tools that would allow for the system to function as a jail management system.

Several years after purchasing the software package, “TracNet” developed a jail management system that would allow for jails to track and retrieve vital information regarding inmates housed within a correctional facility. Although the advantages of having such a system were recognized, financially the department was not in a position to purchase the management module.

For the last several years the sheriff’s office has desired to purchase the jail management module but has been forced to weigh the cost of the system with the actual advantages of acquiring the module. Recent events have made it clear that justification currently exists for purchase of the management system.

With the exception of the booking process, all operations within the jail are recorded manually. This requires that all inmate movements, medical appointments, dental appointments, medication distribution, court appearances, probable cause hearings, disciplinary actions, classifications, and cash funds be written and stored in each inmate’s folder. Despite staffs best efforts to monitor and document all of these activities, there are instances where appointments, hearings and cell checks are missed. Substantial liability is created when specific statutory time lines and hearings are missed. The current process utilized within the jail to track and monitor many of these activities is lacking, and violations do occur. The requested jail management program would provide a means by which jail staff would be alerted of pending deadlines and would greatly assist in eliminating these oversights. The software also allows for the quick retrieval of data and reports which can be used to verify that legal requirements are being met regarding inmate treatment and care.

In 2007 the California State Sheriff’s Association (CSSA) received a grant from the U.S. Bureau of Justice Assistance to implement the Victim Information and Notification Everyday (VINE) System statewide. The VINE system allows crime victims to obtain timely and reliable information about criminal cases and the custody status of offenders 24 hours a day. Victims and other concerned citizens can also register to be notified when an offender’s custody status changes. To date, more than two-thirds of the nation is using the VINE system to keep victims informed about offenders.

The grant funding obtained by CSSA allows for every county in the state to purchase and install the system at no cost to the individual counties. All sheriffs’ offices within the state have until August 2009 to take advantage of the grant, or they will lose the opportunity to utilize grant funds to obtain the system. The sheriff’s office has been attempting to obtain the VINE system, however the current booking program does not provide an interface with the VINE system, therefore we have been unable to implement the program. The TracNet jail management program does have an interface that will allow for the VINE system to be installed and will allow the sheriff’s office to utilizing the federal grant funds to obtain the notification system. In November 2008 California passed Proposition 9 (Marcy’s Law). There are provisions within Proposition 9 which require that crime victims be notified of a defendant’s place and time of incarceration, disposition of defendant, the scheduled release of the defendant and the
actual release or escape by the defendant from custody. By purchasing the jail management system and installing the VINE system we will be able to meet the requirements of position 9.

With passage of the State budget, the $500,000 that rural county law enforcement agencies receive has been guaranteed for the next three years. The sheriff's office currently has sufficient savings within the Rural County Crime Prevention fund to pay for the purchase of the jail management program.

As stated in the attached letter from TracNet, there is an annual service plan cost of $6,000 per year, however this cost would not be incurred until the 2009/2010 fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS: None

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: If approval is not given, the jail will continue to operate as it currently does. In order to comply with provisions of Proposition 9 it will be necessary to purchase or subscribe to a Victim Notification System.

Financial Impact? ( ) Yes ( ) No  Current FY Cost: $  
Budgeted In Current FY? ( ) Yes ( ) No (X) Partially Funded
Amount in Budget: $  
Additional Funding Needed: $0  
Source:  
Internal Transfer  
Unanticipated Revenue 4/5's vote  
Transfer Between Funds 4/5's vote  
Contingency 4/5's vote
( ) General ( ) Other

Annual Recurring Cost: $0
See attached Budget Action Form

CLERK'S USE ONLY:
Res. No. 5165
Vote – Ayes: 5  Noes: 0
Absent: 0
Approved
( ) Minute Order Attached  ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

Revised Dec. 2002

COUNTY ADMINISTRATIVE OFFICER:
☑ Requested Action Recommended
  No Opinion
Comments:

CAO:
# BUDGET ACTION FORM

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## TRANSFER BETWEEN FUNDS

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**ACTION REQUESTED:** (Check all that apply)

- [ ] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies.

- [X] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION**  
Refer To Attached Board Agenda Item Explanation

exceeded.

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**DEPT HEAD SIGNATURE**  

**DATE** 3/4/09

**APPROVED BY RES NO.** 04-115  
**CLERK**  
**DATE** 3/2/09

**DEPARTMENT:** Sheriff's Office

**AUDITOR'S USE ONLY**

BA #

Budget Revision Form Revised 07/2000