RECOMMENDED ACTION AND JUSTIFICATION:

Adopt a resolution approving an Agreement for Services contract with Constellation Justice Systems to provide “Damion Prosecutor” a case management system ($36,180) and to purchase a database server ($8,820).

Approve Budget Action transferring funds within the District Attorney’s budget from various line items to fixed assets to purchase case management system and database server ($45,000).

Please see attached memorandum.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has previously approved a contract with HTC-Jalan in 1995 to provide a case management system for the Courts, Probation and the DA’s Office. The Courts are currently the only department still using this system. Probation discontinued service in 2001 (they use the financial module only). The DA’s Office has never been “live” on the Jalan system and discontinued service in 2003, which resulted in an annual savings of $7,600.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The DA’s Office will continue to be without a case management system.

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Financial Impact?  (X) Yes   ( ) No  
Current FY Cost: $45,000

Budgeted In Current FY?  (X) Yes   ( ) No   ( ) Partially Funded

Amount in Budget:   $45,000 **

Additional Funding Needed:  45,000

** various line items within DA’s ’03-’04 budget

List Attachments, number pages consecutively:

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CLERK’S USE ONLY:

Res. No. 034-05

Vote - Ayes: 5  Noes: 0

Approved

Minute Order Attached

The foregoing instrument is a correct copy of the original on file in this office.

Attest: MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California

By: ______________________________

Deputy

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COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended

No Opinion

Comments:

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CAO:  

Signature
MEMORANDUM

Date: May 21, 2004

To: BOARD OF SUPERVISORS

From: ROBERT H. BROWN
District Attorney

Subject: Proposed Case Management System

Recommendation

Adopt a resolution approving an Agreement for Services contract with Constellation Justice Systems to provide “Damion Prosecutor” a case management system ($36,180) and to purchase a database server ($8,820).

Approve Budget Action transferring funds within the District Attorney’s budget from various line items to fixed assets to purchase case management system and database server ($45,000).

Background

The Board of Supervisors has previously approved a contract with HTE - Jalan in 1995 to provide a case management system for the Courts, Probation and the DA’s Office. The Courts are currently the only department still using the Jalan system. Probation discontinued service in 2001 (they use the financial module only). The DA’s Office has never been “live” on the Jalan system and discontinued service in 2003, which resulted in an annual savings of $7,600.

Justification

Damion Prosecutor is a case management software system created by Constellation Justice Systems in 1991. In response to the increasing demand by city, county and District Attorney’s offices for computerized case management systems, Constellation subsequently released Damion as a commercial off-the-shelf application in September 1997. Damion Prosecutor is specifically structured for DA’s offices and is both a person and case based system that streamlines and automates the legal and administrative operations of such an office. Damion’s person database drives all aspects of the application, and through lists of value tables, allows for unprecedented case management flexibility. The system can be modified to meet unique requirements through the extensive use of user customizable tables and templates.
Damion Prosecutor fully integrates the modules of criminal both adult and juvenile, investigations and victim/witness, while also providing document management, report writer and legal support functions. California District Attorney offices using Damion Prosecutor system include Madera, Butte, Riverside, Santa Barbara, Santa Cruz, and El Dorado Counties. San Francisco is currently in the process of obtaining Damion.

An inquiry was made of these counties of what they thought of Damion:

- **Madera** – They have been using Damion for two (2) years. “Damion is very user friendly. Their support is excellent along with great training”. Easy look-up feature either by defendants, victims, witness, officer, DA case number or agency number. It has made support staff’s jobs easier in preparing documents. “We love it”.
- **Butte** – “This is the best system available”. They are pleased with the substantial database provided by the system and have always received excellent support from the company. “The system will definitely improve the office efficiency”. “Other agencies come to us to use the statistical capability of the system in preparing reports”.
- **Riverside** – They started using Damion July 1999. They really like this system, excellent support and the report feature is very useful. Easy look-up feature. “The same people that created this system still work there and really know how it works”.
- **Santa Barbara** – They believe they were the first in the State to use this system and are “very happy” with it. They have four (4) years experience with Damion and have nothing but praise for the company. “The vendor keeps maintaining and improving the system and is sensitive to the needs of it’s California’s clients and have become experts on the nuances of California law”.
- **Santa Cruz** – They started using Damion June 2003. “We are very happy with Damion and it’s very user friendly”. Service is “incredible”. Document preparation is very good.
- **El Dorado** – They previously used Jalan and switched to Damion three (3) years ago. They provide excellent support with great training and we like the report feature. “Jalan support was non-existent”.

The version of Damion Prosecutor that is proposed is specifically developed to meet the needs of small county District Attorney’s offices.

With the proposed case management system the DA’s Office will be more efficient and more effective as a result of our ability to better manage all aspects of a criminal prosecution. This will result in our being able to file and process cases faster, by minimizing the time required to prepare complaints, witness lists, subpoenas, discovery lists and requests, as well as other documents associated with a criminal case. Another significant benefit will be the reduction in the backlog of cases waiting review and filing since every case will be processed quicker and will greater efficiency.

Rick Peresan, Technical Services Director, has reviewed the technical specifications and concurs that the Damion Prosecutor will meet our technical requirements and technically, is the type of system we should acquire.
Our office Administrator Betty Halencak, spent a day with the Madera County District Attorney’s office reviewing Damion’s capabilities in both the administrative area and the day-to-day features and believes that this system will meet our needs to develop an efficient case management system.

Financial Impact

There will be approximately $3,420 in savings in annual maintenance charges. This is based on the last Jalan annual maintenance charges of $7,600, compared with the Damion annual maintenance charges of $4,180. No additional monies outside the District Attorney’s budget will be required to acquire this system.
## BUDGET ACTION FORM

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**TOTALS**

### ACTION REQUESTED:
( ) 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

( ) 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:**
To fund new case management system. (Fully funded within the DA's '03 - '04 budget)

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 04-251  CLERK  6-1-04

**DEPARTMENT** DISTRICT ATTORNEY

**DATE** 21-May-04

**AUDITOR'S USE ONLY**

**BA #**