



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: May 23, 2017

Subject: LOCAL AGENCY MOU FOR ELECTRONIC FILING OF CRIMINAL PROSECUTION REQUESTS

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Administrator, or designee, to execute Memoranda of Understanding with local law enforcement agencies permitting them to establish data system interfaces with the County's prosecution case management system to enable the electronic filing or entry of criminal prosecution requests with the District Attorney's Office.

FISCAL IMPACT:

The cost of establishing and maintaining the local law enforcement agency interfaces will be reimbursed by the cities to the County. The District Attorney's Office will assume costs for training provided to city staff on the use of the electronic filing protocols and security requirements.

BACKGROUND:

The County's data system for managing criminal case prosecution by the District Attorney's Office includes a built-in law enforcement interface to receive charging/incident referrals from our law enforcement agencies' record management systems. The interface provides law enforcement agencies the ability to electronically file or enter their criminal prosecution

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/23/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 23, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea
(925) 335-1077

By: Rolanda Hartfield, Deputy

cc:

requests and transmit police reports, 911 audio recordings, lab reports and crime scene photos, while eliminating redundant data entry by District Attorney staff.

BACKGROUND: (CONT'D)

Under the terms of the MOU, a local law enforcement agency would submit a request to the County for the interface. The County's Law & Justice Systems Unit (County Administrator's Office) would coordinate with our prosecution system vendor, Karpel, to establish the interface and would pay Karpel under the County's current (2014) service contract. The County would bill the local agency for the set-up (\$5,000) and annual maintenance costs (\$1,000) of the interface and District Attorney staff would train the agency's staff on the proper use of the interface. All other responsibilities for the interface would be borne by the agency and Karpel. The County may, with 10 days prior written notice, terminate the MOU with any agency for misuse of the interface.

Not all local law enforcement agencies have the ability to file their criminal prosecution requests electronically or will make the interface a funding priority this year. We expect that agencies will transition to electronic filing over a period of years and, at some point, electronic filing of criminal prosecution requests will become the norm.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board chooses not to authorize execution of these agreements, then local law enforcement agencies will continue to file criminal prosecution requests via facsimile and the County will forego any operational efficiencies and quality improvements associated with electronic filing and elimination of redundant tasks.

ATTACHMENTS

Local Agency MOU for Electronic Filing of Prosecution Requests with the District Attorney's Office