



Central Marin Police Authority

Staff Report

TO: Central Marin Police Authority Council

FROM: Management Committee, Central Marin Police Authority Council
Michael A. Norton, Chief of Police

DATE: February 28, 2019

RE: RESOLUTION 2019/01 – BUDGET AMENDMENT

ACTION REQUESTED

That Council approve the additional budget funding for the E-Citation System.

DISCUSSION

The Central Marin Police Authority is proposing additional budget funding for the initial cost of the E-Citation System. Currently CMPA issues paper citations for all traffic, parking, and criminal citations. The cost of purchasing these paper citations is high, and the amount of labor required to fill them out and record them is also very costly and inefficient. CMPA is proposing switching to an E-Citation program where the citations are inputted on smart phones and printed on small printers in the police vehicles. The data is then automatically sent to the courts and inputted into CMPA databases (refer to attachment #1 for further information).

The E-Citation System has long term cost savings and saves time for all of our employees, freeing them up to perform other crucial tasks.

The Management Committee is requesting a mid-year budget adjustment of \$32,212 to pay for the initial cost of the E-Citation System. The Program/Licensing cost (\$14,700) and the RIMS E-Citation Link Software (\$2,890) will be split by the three jurisdictions equally per the budget. The Vehicle equipment cost (\$14,506) and the Paper cost (\$116) will be split pursuant to the funding formula per the budget. Therefore, the Town of Corte Madera would pay an additional \$9,937, the City of Larkspur would pay an additional \$10,792, and the Town of San Anselmo would pay an additional \$11,483.

According to the Amended Joint Powers Agreement, Section 6.3 and 2.3 (e) (i), the budget may only be modified by a unanimous vote of the full Police Council.

Consent Item D



Central Marin Police Authority

Staff Report

STAFF RECOMMENDATION

That Council receive the presentation and approve the additional funding for the e-citation program and adopt resolution 2019/01.

Respectfully submitted,

Dave Donery
Management Committee

Todd Cusimano
Management Committee

Daniel Schwarz
Management Committee

Michael A. Norton
Chief of Police

Attachments:

1. Memorandum – *“Proposal for E-Citation System through Tyler Technologies, Inc.”*
2. Resolution No. 2019/01



CENTRAL MARIN POLICE AUTHORITY

250 DOHERTY DRIVE, LARKSPUR, CA 94939 (415) 927-5150

Date: December 4, 2018
To: Chief Michael Norton
From: Captain Hamid Khalili
Subject: Proposal for E-Citation System through Tyler Technologies, Inc.

This proposal is intended to explain the current system CMPA utilizes for issuing and inputting traffic/parking/criminal citations and outline the benefits of contracting with Tyler Technologies, Inc. for implementing an E-Citation system.

Current System in Use

For the last several decades CMPA has utilized a system that involves issuing paper copies of citations. This includes both traffic, criminal, and parking citations. This antiquated system causes several problems on the back end with regards to data entry and staff time.

Data Entry:

Beyond the initial issuance of traffic & parking citations, there are several tasks that have to be completed by a CMPA employee in order for the citation to be properly processed. All citations issued by CMPA are forwarded to professional staff member Sherri Tucker for processing.

Traffic Citations: After traffic citations are issued and submitted to the shift supervisor, they get forwarded to Sherri Tucker for processing. Data from traffic citations must be entered into RIMS for records management purposes. This data includes persons and vehicle information. Traffic citations then get scanned (front and back) and are sent electronically to the Marin County Superior Courts. The yellow triplicate copy is filed at CMPA and the white copy is forwarded to the court for their files. The total time involved for Sherri to process one citation is approximately 15 minutes.

Parking Citations: After parking citations are issued and submitted to the shift supervisor, they get forwarded to Front Desk Clerk Tucker for processing. Data from traffic citations must be entered into RIMS for records management purposes. This data includes vehicle information. Parking citations are scanned and sent electronically to



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Corrections: Often times, a citation correction needs to be completed due to an error when the citation was issued. The process for a citation correction requires the error to be identified, sent back to the officer, the correction card to be completed, the correction to be made in RIMS and the Marin Parking Authority, if applicable. Finally, the correction card gets sent via USPS to the registered owner or the person issued the citation.

According to records personnel, approximately 1 in 15 citations requires a correction.

Subpoenas: When a traffic citation is contested, a court subpoena is issued for the Officer to testify. The subpoena is processed by records personnel, which requires them to look through the filed citations, copy the front and back of the citation, and refile the copy. This process can take approximately 10 minutes of staff time for each traffic subpoena.

Tyler Industries, Inc. E-Citation System:

The proposed e-citation system is provided by Tyler Industries, Inc. and is an app-based system that can be operated via a CMPA issued cell phone. The data is stored in a cloud-based storage system and is CJIS compliant. Once a citation is uploaded, no data remains on the cell phone.

The Novato Police Department and Brentwood Police Department have contracted with Tyler Industries, Inc. for e-citation services for over one year. After contacting these agencies for references, both had positive reviews. Novato PD confirmed that traffic stop times were reduced by 50% allowing them to be more proactive and conduct more traffic enforcement.

Benefits:

-Studies show that the duration of a traffic stop is reduced by 50%, allowing Officers to conduct more enforcement and be available for service calls more often.

-Required data for persons and vehicles is captured via a photograph of the personalized 2D barcode on a driver license and the 2D bar code on a registration card. This method applies to government documents issued by all 50 states. See below examples.



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- Streets are uploaded into the database so when an Officer begins typing a street, a dropdown box appears and auto generates suggested streets.
- CA Codes are automatically uploaded into the database. Local City/Town municipal codes can be uploaded for issuance of parking citations and municipal code violations.
- Only one ticketing system is required for issuing parking, criminal, traffic, and muni code violations.
- Officers issuing traffic citations can perform voice to text notes and include pictures of violators, and scene photographs. These photos automatically get synched to the citation and will be retained in the cloud for later access.
- Contested citations can be accessed immediately from the cloud system by records or the issuing officer, thereby reducing the amount of staff time to look through files to locate contested citations.
- Typed text eliminates legibility issues and therefore reduces the errors of assigning violations to incorrect people.
- Changes by the State of California Judicial Council can be updated to the CMPA template in a matter of minutes and instantly goes into effect without delay.
- Citations issued via cell phone app are geotagged and can be verified via the software, bringing in a new level of accountability and transparency.
- Tyler Technologies can integrate with Sunridge’s RIMS software to automatically upload data into RIMS, thereby eliminating the need for manual data entry by Sherri, resulting



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in drastic cost savings and reduced staff time. Implementation of the e-citation system will allow CMPA to free up 50% of Sherri's workload to perform other vital functions.

-Cloud based storage allows CMPA to reduce the required amount of physical storage space.

-Issued citations can be searched via the cloud and uploaded directly to the Marin County Superior Courts and the Marin Parking Authority without the need to scan each and every citation.

Future Proofing/AB 953:

In October 2015, the State Assembly passed the Racial and Identity Profiling Act of 2015 (RIPA). The bill requires each state and local agency that employs peace officers to annually report to the Attorney General data on all stops (including citizen contacts), conducted by peace officers, and require that data to include specific information. Government Code section 12525.5 will require law enforcement agencies that employs 1 or more but less than 334 peace officers to issue its first round of reports on or before April 1, 2023. The reports shall include, at a minimum the following information for each stop:

- (1) The time, date, and location of the stop.
- (2) The reason for the stop.
- (3) The result of the stop, such as, no action, warning, citation, property seizure, or arrest.
- (4) If a warning or citation was issued, the warning provided, or violation cited.
- (5) If an arrest was made, the offense charged.
- (6) The perceived race or ethnicity, gender, and approximate age of the person stopped, provided that the identification of these characteristics shall be based on the observation and perception of the peace officer making the stop, and the information shall not be requested from the person stopped. For motor vehicle stops, this paragraph only applies to the driver, unless any actions specified under paragraph (7) apply in relation to a passenger, in which case the characteristics specified in this paragraph shall also be reported for him or her.
- (7) Actions taken by the peace officer during the stop, including, but not limited to, the following:
 - (A) Whether the peace officer asked for consent to search the person, and, if so, whether consent was provided.
 - (B) Whether the peace officer searched the person or any property, and, if so, the basis for the search and the type of contraband or evidence discovered, if any.



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(C) Whether the peace officer seized any property and, if so, the type of property that was seized and the basis for seizing the property.

This new requirement on California law enforcement is going to have drastic consequences. Officers will be required to perform more data gathering which will permit less time for proactive traffic enforcement and more burden on agencies to properly manage staffing availability for calls for service.

Implementation of this e-citation system will allow CMPA to future proof itself for the RIPA requirements. CMPA will work with Tyler Technologies to create a RIPA template that can document each of the required data points in the form of check boxes. This will allow for reduced Officer down time, and reports that can be automatically generated via the software which can be forwarded to the Attorney General’s Office.

Costs to Implement an E-Citation System:

Tyler Industries:

After much negotiation with Tyler Industries, Inc., CMPA has finalized a quote to implement the new e-citation system with 42 licenses, which includes sufficient licenses for all police officers and cadets, excluding administrators and personnel assigned to task force positions (see attached). The breakdown is as follows:

(42) Digital Evidence Platform (software)-	\$10,500
(42) e-citation licenses @ \$100/license-	\$4,200

Total: ***\$14,700 (annual expense)***

CDW:

The hardware associated with implementing an e-citation system includes a ruggedized Bluetooth printer, docking mount, power supply, and paper. CMPA currently has 18 front line vehicles that include patrol vehicles, parking enforcement vehicle, and traffic enforcement motorcycles which will need to be outfitted with the printer kit to be fully functional. The breakdown is as follows and is quoted as one full kit per vehicle:

Brother RuggedJet RJ4230-	\$607.44
Brother Active Dock/Mount-	\$171.91
Brother Car Adapter-	\$26.52

Total Equipment Cost: ***\$805.87/vehicle (one-time expense)***

Total Cost to Outfit 18 Vehicles: ***\$14,505.66 (one-time expense)***



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Paper Costs:

The quoted printers utilize a direct thermal monochromatic print which does not require an ink cartridge. The Brother Premium Paper is designed to withstand rain and is tear resistant. Brother offers 36 rolls of paper/package. Each roll of paper will permit the printing of 80 citations. Each package of paper will allow 2,880 citations to be printed. The cost for a package of paper is as follows:

Brother Premium Receipt Paper Package (36 rolls)- **\$116.10/package (as needed)**

SunRidge (RIMS) Integration Cost:

Tyler Industries, Inc. software and SunRidge RIMS can integrate software to seamlessly upload all citation data into CMPA RIMS. The cost quoted by SunRidge for the integration package is a one-time expense and is as follows:

RIMS E-Citation Link Software: **\$2,890/ (one-time expense)**

Below is a summarization of the initial start-up costs associated with implementing the Tyler Industries, Inc. e-citation system:

Program/Licensing (42 licenses)	\$14,700
Vehicle Equipment (18 vehicles)	\$14,505.66
Paper (1 Package)	\$116.10
RIMS E-Citation Link Software	\$2,890

Total Initial Start-Up Cost: \$32,211.76

The annual on-going expenses involved with maintaining the Tyler Industries, Inc. e-citation system include:

Program/Licensing (42 licenses)	\$14,700
Paper per year (4 packages)	\$464.40

Total Annual Costs (after year one): \$15,164.40

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2019/01**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY ADOPTING AN AMENDED BUDGET FOR THE
FISCAL YEAR 2018-2019**

WHEREAS, the Central Marin Police Council, at its meeting of May 3, 2018, reviewed and approved the proposed fiscal year 2018-2019 Central Marin Police Authority Budget; and

WHEREAS, the approved Budget for fiscal year 2018-2019 was \$12,576,295, of which the Town of Corte Madera will pay \$3,501,237 annually, the City of Larkspur will pay \$3,914,650 annually, and the Town of San Anselmo will pay \$4,373,208 annually, based on the Funding Formula outlined in the proposed budget; and

WHEREAS, the proposed amended budget would increase the overall budget by \$32,212 to pay for the initial cost of the E-Citation System, of which the Town of Corte Madera would pay an additional \$9,937 annually, and the City of Larkspur would pay an additional \$10,792 annually, and the Town of San Anselmo would pay an additional \$11,483 annually, and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Central Marin Police Council approves of and adopts the amended FY 2018-2019 budget of the Central Marin Police Authority; and

IT IS HEREBY CERTIFIED, that the forgoing resolution was duly introduced and adopted at a public meeting of the Central Marin Police Council of the Central Marin Police Authority held on the 28th day of February 2019 by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ATTEST:

Zaneta Feleo, Authority Clerk
Central Marin Police Authority

John Wright, Council Chair
Central Marin Police Authority