

**COUNTY OF SONOMA  
AGENDA ITEM  
SUMMARY REPORT**

**Clerk of the Board Use Only**  
**Meeting Date** / / **Held Until** / /  
**Agenda Item No:** \_\_\_\_\_ **Agenda Item No:** \_\_\_\_\_

**Department:** Sheriff-Coroner

(x) **4/5 Vote Required**

**Contact:**  
Sgt. Molinari

**Phone:**  
(707) 565-3787  
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**Board Date:**  
09/22/09

**Deadline for Board Action:**

**AGENDA SHORT TITLE:** Remote Access Network (RAN) Information Technology Support Staff

**REQUESTED BOARD ACTION:**

1. Approve the RAN Board's recommendation for adding 0.5 FTE Department Information Systems Specialist II (Time-Limited) to support the mobile identification project.
2. Approve the resolution amending the Departmental Allocation List for the Sheriff's Office, adding 0.5 FTE Department Information System Specialist II (Time-Limited) effective September 22, 2009.

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**EXPENDITURES**

**ADD'L FUNDS REQUIRING BOARD**

**Estimated Cost** \$ 58,897

**Contingencies** \$  
(Fund Name:)

**Amount Budgeted** \$ 58,897

**Unanticipated Revenue** \$  
(Source:)

**Other Avail Approp.** \$  
(Explain below)

**Other Transfer(s)** \$  
(Source:)

**Additional Requested:** \$ \_\_\_\_\_

**Add'l Funds Requested:** \$ \_\_\_\_\_

**Explanation (if required):** DMV ID fee revenue and expenditures to support this request are included in the Sheriff's FY 09-10 adopted budget.

**Prior Board Action(s):**

Annual Special Fund adopted budgets since 1999.  
 10/24/06 – Board signed Phase I maintenance Agreement with Cogent .  
 8/22/06 – Board authorized Agreement for purchase and installation of Cogent Phase II equipment and to begin implementation of the mobile identification device project.  
 04/22/08 Agreement with Cogent, Inc. for live-scan equipment (Phase I) and enhanced finger print equipment (Phase II) maintenance and support services.

**Alternatives - Results of Non-Approval:** If the position is not approved the Mobile Project could not be implemented, meaning Sonoma County Law Enforcement would be unable to conduct in-field fingerprint identification verification during Patrol stops or investigations. In addition, non-approval could potentially result in having to return DMV ID funds back to the state.

**Background:** Provided below is background on the DMV ID fund, the fund’s oversight body (the RAN Board) the RAN Board’s recent and current projects, and an explanation of why the projects create a need for Information Technology (“IT”) support staff.

DMV ID Fund / RAN Board: Vehicle Code Section 9250.19, (“Section 9250.19”) gave the Board of Supervisors the authority to increase vehicle registration fees by \$1.00 for each vehicle registered or renewed by Sonoma County residents until the current repeal date of January 1, 2012. The Board of Supervisors approved this fee on June 2, 1998. The fees are required to be used exclusively for programs that enhance the capacity of local law enforcement to provide automated mobile and fixed location fingerprint identification. The fees collected under Section 9250.19 are budgeted in a special revenue fund within the Sonoma County Sheriff’s Office (“SO”). This fund is referred to as the DMV ID fund.

As per the requirements of Section 9250.19, a Remote Access Network (RAN) Board is charged with regulating the use of Section 9250.19 funds and making identification system recommendations to the Sonoma County Board of Supervisors. Government code specifies that: “...each RAN board shall be composed of seven members, as follows: a member of the board of supervisors, the sheriff, the district attorney, the chief of police of the Cal-ID member department having the largest number of sworn personnel within the county, a second chief selected by all other police chiefs within the county, a mayor elected by the city selection committee established pursuant to Section 50270 of the Government Code, and a member-at-large chosen by the other members.” Several members of the SO act as support for the RAN Board. These members include the Crime Scene Investigations Sergeant, the Sheriff’s Information Technology Manager, a Department Information System Specialist (DISS) and Department Analyst. All RAN support staff members report to the Sheriff via their normal chain of command.

**Attachments:** Resolution amending departmental allocation list.

**On File With Clerk:**

**CLERK OF THE BOARD USE ONLY**

**Board Action** (If other than "Requested")

**Vote:**

Recent RAN Board Projects: In May 2004 the RAN Board developed a long term spending plan to facilitate the replacement of aging, outdated, live-scan fingerprint devices and the implementation of enhanced fingerprint identification technology. The plan was divided into phases on the basis of anticipated funding and critical need. The major phases of the plan have been grouped as follows:

- Phase I - replacing all Sonoma County law enforcement agency aging live scan fingerprinting devices;
- Phase II - establishing a local automated fingerprint identification system (AFIS) that networks to live scan fingerprinting devices from all law enforcement agencies in Sonoma County; implementing quick identification in the detention facilities' booking areas; installing three new remote latent input terminals; and
- Phase III - the deployment of mobile identification fingerprint devices ("Mobile ID") to law enforcement officers at various agencies in Sonoma County. Mobile ID is equipment that allows law enforcement officers in the field to instantly obtain fingerprint identification of suspects.

The first two phases of the May 2004 RAN Plan have been completed. The third and final phase of the approved RAN Plan is ready to be completed pending the addition of a part-time Information Technology ("IT") support staff employee, to be paid for by the DMV ID special fund. The Board has also approved this Plan and related expenditures. Each year since 2004, the Board has approved the expenditures for this Plan through the adoption of the special DMV ID fund budget.

Phase III Details: Phase III of the RAN Plan was approved by the Board of Supervisors on August 22, 2006. Phase III was initiated in June 2007 with a field test of Mobile ID devices. During the test phase, the RAN Board support staff placed 15 Mobile ID devices into service at the SO Feedback and assessments were collected over the test period and the conclusion was that the officers testing Mobile ID found the devices to be an extremely useful and effective tool. The test phase also identified a need for dedicated personnel to administer the full-scale deployment of the devices and to manage ongoing support. Such support includes: updating and patching software, administering user accounts, training, inventory tracking, vendor liaison activities, responding to statistical, discovery, and Public Records Act requests. The SO's existing IT staff cannot absorb this additional workload; making it reasonable to assume the other law enforcement agencies would have similar IT staffing issues when attempting to deploy multiple Mobile ID devices within their agencies. RAN Board members confirmed this assumption at the July 9, 2009 meeting (discussed below). At this time RAN support staff estimates that full-scale deployment will consist of 75 to 150 Mobile ID devices county-wide.

Recent RAN Board Direction: On July 9, 2009, the RAN Board was convened to consider a proposal to use DMV ID funds to pay for technical support personnel. Such support would be used for the sole purpose of deploying and supporting Mobile ID and would not exceed 1,044 (.5 FTE) hours annually. The proposal was based on an extensive analysis conducted by the SO's IT staff and IT Manager. The hours needed were determined on the basis of IT staff time used during the test period (which consisted of 15 devices) and applied to a projected number of 50 devices. During the July 9<sup>th</sup> meeting, RAN support staff explained to the RAN Board the support needs previously discussed and the projected workload for a full-scale deployment. The discussion also included several options to determine which agency would employ the part-time IT support position if approved.

The option approved by the RAN Board established that the IT support position be staffed at the SO. Several considerations resulted in this decision. The RAN Board agreed that this decision would result in the most efficient use of DMV ID funds for the following reasons. The SO currently administers the DMV ID fund, which includes reports to the Board of Supervisors and State of California, houses existing Phase II and Phase III infrastructure, maintains the contractual and fiscal relationship with the equipment vendors, provides the RAN Board with support staff, and has staff members who have acquired significant technical experience with the vendor's products, including Mobile ID. These circumstances support the decision to staff the IT support position at the SO as a time-limited, part-time DISS ("RAN DISS"). Agencies using Mobile ID will still be required to provide a technical point of contact for RAN support staff, but local technical support and administration of the Mobile ID devices will be limited. As with other RAN projects, the roles and responsibilities of each agency will be outlined in a corresponding inter-agency MOU. Furthermore, the DMV ID fund supplanting provisions require that any staff time funded with DMV ID funds be employed for the sole purpose of supporting Section 9250.19 objectives.

The RAN Board further directed that the full-scale deployment of Mobile ID be based on agencies exact needs to ensure funds are not wasted on extra devices. RAN support staff will implement this request by giving each agency an opportunity to conduct a test phase, similar to the SO's test phase. Input from the agencies experience, combined with available funding, will determine the ultimate number of Mobile ID devices to be purchased and put into service. The full-scale deployment of Mobile ID will be phased to allow the RAN DISS to keep up with the workload. The initial deployment of Mobile ID is projected to occur for the next twelve months. As agencies use the devices and gain a better idea of their Mobile ID needs, the RAN DISS will help adjust the number of Mobile ID devices assigned to agencies while keeping active devices updated and maintained. It is also projected that as the volume of Mobile ID devices increase in Sonoma County, the statistical reports and discovery requests will increase. These requests will be answered by the RAN DISS.

Due to Section 9250.19's repeal date of January 1, 2012, we are requesting that the RAN DISS position be a "Time Limited" position. Although two previous repeal dates have been extended since the fund's inception in 1991, the Sheriff wants to be prepared in the event the current repeal date is not extended by the legislature.

Funding: Annual expenditures of the DMV ID fund are included in the Sheriff Office's annual budget submittal process. The FY 09-10 DMV ID special fund adopted budget includes revenue and expenditures to cover the costs associated with the RAN DISS, a time-limited, 0.5 FTE. This request will have no County General Fund net cost impact.

Requested Action: The Sheriff is requesting the Board of Supervisors:

1. Approve the RAN Board's recommendation for adding 0.5 FTE Department Information Systems Specialist II (Time-Limited) to support the mobile identification project.
2. Approve resolution amending the Departmental Allocation List for the Sheriff's Office, effective September 15, 2009.