City of Culver City

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Staff Report

File #: 21-561, **Version:** 1   **Item #:** C-13.

CC: (1) Approval of a Purchase Order with Tyler Technologies in the Amount of $49,780.00 for Hand-Held E-Citation Hardware; and (2) Approval of a Five-Year Agreement with Tyler Technologies for Brazos Software for Traffic Collision Reporting, E-Citation Software, and Annual Maintenance in the Amount of $85,930.00, for a Total Project Cost of $135,710.00.

Meeting Date: January 11, 2021

Contact Person/Dept: Captain Troy Dunlap/ Police Department

Phone Number: (310) 253-6396

Fiscal Impact: Yes [X]   No []   **General Fund:** Yes [X]   No []

Public Hearing: []   **Action Item:**   []   **Attachments:** []

Commission Action Required: Yes []   No []

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/06/2021);

Department Approval: Acting Chief Manuel Cid (12/29/2020)

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RECOMMENDATION

Staff recommends the City Council (1) approve a purchase order with Tyler Technologies in the amount of $49,780.00 for hand-held e-citation hardware; and (2) approve a five-year agreement with Tyler Technologies for Traffic Collision Reporting Software, E-Citation Software, and Annual Maintenance in the Amount of $85,930.00 for a Total Project Cost of $135,710.00.

BACKGROUND/DISCUSSION

The purchase of the Tyler Technologies software and accompanying hardware will allow the Culver City Police Department (CCPD) to be compliant with future requirements by state and county entities for electronic information submissions, while assuring more efficient and accurate capture of Racial and Identity Profiling Act (RIPA) information, field interview information, and traffic collision and citation information.

The state of California and the County of Los Angeles will, in the near future, require law enforcement agencies to submit traffic collision data and electronic citation information solely through electronic

means. This will require all law enforcement agencies to purchase or create software interfaces to enable their respective Record Management Systems to transmit information electronically to these entities, specifically the Statewide Integrated Traffic Reporting System (SWITRS) and the Los Angeles County Court System.

As CCPD will now be compliant with the Racial and Identity Profiling Act data collection as of 01/01/2021, electronic submission of stop data to the California Department of Justice (DOJ) is also required. CCPD currently does not have the capability to capture this information electronically in the field. Police officers record the RIPA stop information on paper forms, which are later entered electronically into the DOJ database by CCPD records personnel.

LIMITATIONS OF CURRENT DATA CAPTURE AND EXISTING SOFTWARE SOLUTIONS:

At this time, CCPD does not have the ability to capture RIPA stop data electronically in the field. Currently police officers fill out paper RIPA forms following their field contacts. These forms are then audited for errors and missing information by a police supervisor before being entered electronically into the DOJ database by a CCPD records clerk. As each RIPA form requires a minimum of twenty-two (22) minutes to complete and process, and officers may complete up to 15-20 of these forms per shift, the current process is labor intensive and lends itself to the creation of errors.

CCPD currently utilizes the Mark-43 Records Management System (RMS) to capture and store all criminal case and incident report information and data. As the Mark-43 RMS does not currently have a functional electronic citation (e-citation) component, nor a form driven traffic reporting system, CCPD is currently using the Crossroads Software traffic collision and electronic citation software to capture traffic collision data and to issue electronic traffic citations. The current Crossroads Software solution has a number of issues:

1. The Crossroads Software traffic collision software is outdated and cumbersome, it does not interface reliably with the Mark-43 RMS system, and the raw data is not accessible without the Crossroads Software;
2. The Crossroads Software e-citation program requires a dedicated Wi-Fi connection, which limits the use of other software on the tablet, and no web/cloud-based storage is available;
3. The current traffic collision and electronic citation (e-citation) software provided by Crossroads Software is providing unreliable data when running queries;
4. The traffic collision software needs a SWITRS electronic interface to meet upcoming state requirements, which Crossroads Software is quoting a price of $24,800.00 to create/implement for our department;
5. The Crossroads Software electronic citations are not currently being electronically submitted to court. Once the Los Angeles County Courts are capable of accepting electronic citations, another interface will be needed to send our citations to the court software system.

BENEFITS OF TRANSITIONING TO TYLER TECHNOLOGIES BRAZOS SOFTWARE:

The transition to Tyler Technologies Brazos software will allow for the electronic capture of RIPA stop data in the field. This will reduce capture error rates as the software can be configured to have mandatory input data fields and the information does not require secondary electronic input by a records clerk. It will also significantly reduce the workload associated with inputting the captured

data, as the step of transferring the data from a paper form to electronic input is removed.

The transition to the Tyler Technologies Brazos software will also address the following issues:

1. The Brazos software is multi-platform (iOS, Android and Windows) and does not require any special display setting on the handheld device which could impact other software or applications.
2. Brazos uses web/cloud-based storage with AWS encryption, which is CJIS compliant, and does not require an on-site dedicated server or a dedicated Wi-Fi connection.
3. Brazos is currently in use by the Addison Police Department in Addison Texas, who also use the Mark-43 RMS software. A representative from that department advised that the Brazos software interfaces reliably with the Mark-43 RMS and produces data query reports without errors.
4. CCPD's traffic collision software needs a SWITRS electronic interface per upcoming state requirements; Brazos is quoting a price of $2,500.00 to create/implement this interface for our department, which is included in the purchase contract.
5. The Los Angeles County Courts uses a Tyler Technologies software for e-citation submission and processing. As Brazos is a subsidiary of Tyler Technologies, the interface between the Brazos software and the courts is included in the contract at no additional cost.

ADDITIONAL BENEFIT:

Brazos is including a software module that will allow CCPD Officers to electronically capture field interview information in the field and merge that information with Mark-43 RMS upon returning to the station. Mark-43 does not offer a mobile solution for field interview information capture at this time. This information is also currently captured on paper in the field by police officers and later transferred to the Mark-43 RMS by subsequent electronic entry by the officers at the station.

Culver City Municipal Code Section 3.07.055.E exempts from bidding requirements the purchase of computer software, hardware maintenance services or software maintenance services; therefore, this procurement is not subject to competitive bidding requirements.

FISCAL ANALYSIS

The total five-year project cost is $135,710.00:
- Year 1: $95,210.00 (Hardware $49,780.00; Software $45,430.00)
- Annual Maintenance Year 2 through 5: $40,500.00

CCPD received a Fiscal Year 2021 State of California Office of Traffic Safety Traffic Records Improvement Project grant in the amount of $86,000.00 for hardware and software. The City Council Adopted Budget for Fiscal Year 2020/2021 includes funds for the remaining First-Year project cost of $9,210.00 for IT Equipment-Hardware (10140200.732150).

Funding for future fiscal years annual maintenance in the total amount of $40,500.00 will be requested during the annual budget process.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve a purchase order with Tyler Technologies in the amount of $49,780.00 for hand-held e-citation hardware; and

2. Authorize the Purchasing Officer to issue such purchase order; and

3. Approve a five-year agreement with Tyler Technologies for Traffic Collision Reporting Software, E-Citation Software, and Annual Maintenance in the Amount not-to-exceed $85,930.00; and

4. Authorize the City Attorney to review/prepare the necessary documents; and

5. Authorize the City Manager to execute such documents on behalf of the City.