

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

420



FROM: Sheriff's Department

SUBMITTAL DATE:
02/07/14

SUBJECT: Approval of budget adjustments to enable the Sheriff's Department to purchase a Secured Computerized Electronic Key Control and Accountability System for all jail facilities, All Districts. [\$174,600-100% Booking Fee Recovery Fund]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and direct the Auditor-Controller to make the budget adjustments on the attached Schedule A to enable the Sheriff's Department to purchase a secured computerized electronic key control and accountability system for all jail facilities.

BACKGROUND:
Summary

(Continued on Page 2)

Stanley L. Sniff, Jr.
Sheriff-Coroner-PA
Jerry Gutierrez, Chief Deputy

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 174,600	\$ 0	\$ 174,600	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: 100% Booking Fee Recovery Fund	Budget Adjustment: Yes
	For Fiscal Year: FY 13/14

C.E.O. RECOMMENDATION:

APPROVE

BY:
Steven C. Horn, MPA

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FISCAL PROCEDURES APPROVED

PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: 2/10/14

Departmental Concurrence

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: | District: All | Agenda Number:

3-33

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of budget adjustments to enable the Sheriff's Department to purchase a Secured Computerized Electronic Key Control and Accountability System for all jail facilities, All Districts.
[\$174,600-100% Booking Fee Recovery Fund]

DATE: 02/07/14

PAGE: 2 of 3 (BR 14-061)

BACKGROUND:

Summary (continued)

The Corrections Division has secured, via the County's bidding process, a vendor for the purchase of a secured computerized electronic key control and accountability system for each jail facility. The computerized electronic key control system provides a systematic process to track and secure facility keys. Such a system will allow each facility to quickly identify and track each key set electronically. Currently, each facility distributes keys during shift changes and keys are handed from one staff member to another. All of the key sets are then accounted for after this exchange takes place. This system will allow each facility to electronically assign and account for each key set in real time.

The computerized electronic key control system strengthens jail security by improving the process of assigning facility keys to staff members and by providing the facility the ability to account for all key sets in real time. The computerized electronic key control system includes: numerical identified sealed key rings with smart chips that identifies users; an alarm to alert supervisors if key sets are not returned or leave the facility; a report to identify chain of custody, and biometric readers that only allows assigned user to remove key sets for assigned housing units. Furthermore, the system has the capacity to add more cabinets to accommodate growth.

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FORM 11: Approval of budget adjustments to enable the Sheriff's Department to purchase a Secured Computerized Electronic Key Control and Accountability System for all jail facilities, All Districts.

[\$174,600-100% Booking Fee Recovery Fund]

DATE: 02/07/14

PAGE: 3 of 3 (BR 14-061)

Schedule A

Increase Appropriations:

10000-2500400000-526940

10000-2500400000-546160

Locks/Keys	\$10,100
Equipment – Other	<u>164,500</u>
Total	\$174,600

Use of Subfunds:

11085-2500400000-330132

Booking Fee Recovery	\$174,600
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RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM
To be completed for all departmental purchases of IT systems, services or renewals

PR2013

00554

Tracking Number for
Internal Use Only

8/21

REQUESTED PURCHASE: PURCHASE OF KEY MANAGEMENT SYSTEM									
DEPARTMENT/AGENCY: SHERIFF-JAIL									
CONTACT NAME/PHONE: CARLOS SALVADOR (951) 955-9709									
PURCHASE REQUEST: <input checked="" type="checkbox"/> NEW EQUIPMENT/SERVICES <input type="checkbox"/> UPGRADE <input type="checkbox"/> REPLACEMENT									
PURCHASE TYPE: <input type="checkbox"/> PROFESSIONAL SERVICES <input checked="" type="checkbox"/> SOFTWARE <input checked="" type="checkbox"/> HARDWARE <input type="checkbox"/> RENEWAL									
DESCRIBE REQUESTED PURCHASE	The Sheriff's Corrections Division is interested in a secure computerized, electronic key control and accountability cabinet system. They are interested in securing eight (8) electronic key management systems to be installed at five (5) jails locations. The objective is to obtain a computerized key network system to allow for up-to-the minute tracking and record keeping of the activities at all entry points within the correctional facilities. The system must identify the individual who is issued the key and by whom, assign different level of access of each individual, monitor their activity, provide real-time notification alert of missing keys and print report and identify the individual who possessed the missing key last.								
BUSINESS NEEDS ADDRESSED	The Key Management System will accomplish the missions of the Sheriff Jail: <ol style="list-style-type: none"> 1. Properly monitor all keys 2. Allow only authorized users of the keys to have access 								
ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> UNKNOWN								
BUSINESS CRITICALITY <input checked="" type="checkbox"/> Run the business <input checked="" type="checkbox"/> Grow the business <input type="checkbox"/> Transform the business	BUSINESS IMPACT (SELECT ALL THAT APPLY) <input checked="" type="checkbox"/> Support current operations <input type="checkbox"/> Reduce Expenses <input type="checkbox"/> Improve Customer Service <input checked="" type="checkbox"/> Improve Operational Efficiencies								
BUSINESS RISKS	Financial: None Operational: None Customer: None								
ALTERNATIVE SOLUTIONS	1.								
TRANSACTION	<input checked="" type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____								
PURCHASE COSTS Hardware: \$90,000	COST BENEFIT ANALYSIS <table border="1"> <thead> <tr> <th></th> <th>ALTERNATIVE</th> <th>ALTERNATIVE</th> <th>ALTERNATIVE</th> </tr> </thead> <tbody> <tr> <td>Current Annual Cost</td> <td>\$</td> <td></td> <td></td> </tr> </tbody> </table>		ALTERNATIVE	ALTERNATIVE	ALTERNATIVE	Current Annual Cost	\$		
	ALTERNATIVE	ALTERNATIVE	ALTERNATIVE						
Current Annual Cost	\$								



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM
 To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for
Internal Use Only

Installation: \$25,000 TOTAL COST: \$ 115,000	Ongoing Annual Cost	0		
	Annual Cost Savings			
	Net Annual Savings	0		
	Project Implementation Cost			
	Project Payback Period? yrs			

Department Head Signature: *Scott Brown #1347* Date: *08/20/13*

RCIT RECOMMENDATION – for purchases and renewals under \$115,000

Recommended: Yes No (Non-recommended requests submit to TSOC)

By: *DM Miller, ACIO* Date: *8/21/13*

Chief Information Officer Signature: *[Signature]* Date: *22 Aug 13*

RCIT explanation for non-recommended requests:

TSOC RECOMMENDATION: for purchases and renewals over \$100,000 and RCIT non-recommended purchases or renewals

Recommended: Yes No (In no, provide explanation below)

TSOC Chair Signature: *[Signature]* Date: *9-5-13*

TSOC explanation for denied requests: