

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

917



FROM: Sheriff-Coroner-PA

SUBMITTAL DATE:
12/17/14

SUBJECT: Approval of Budget Adjustments to Enable the Sheriff's Department to Install a Modular Compressed Filing System for Coroner's Files, District 4/4. [\$109,400-100% Asset Forfeiture – Adjudicated Sub 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 install a modular compressed filing system at the Coroner's Indio Forensic Center warehouse.
2. Delegate project management authority for the project to the Assistant County Executive Officer/EDA in accordance with applicable Board policies.

BACKGROUND:

Summary

(Continued on Page 2)

[Signature]
Stan Sniff
Sheriff-Coroner-PA
Will Taylor, Dir. of Administration

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 109,400	\$ 0	\$ 109,400	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: 100% Asset Forfeiture – Adjudicated Sub Fund
Budget Adjustment: Yes
For Fiscal Year: FY 14/15

C.E.O. RECOMMENDATION:

APPROVE

BY: *[Signature]*
Elizabeth J. Olson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Benoit, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Benoit and Ashley
Nays: None
Absent: None
Date: February 3, 2015
xc: Sheriff, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

Prev. Agn. Ref.:

District: 4/4

Agenda Number:

3-11

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: *[Signature]*
Esteban Hernandez

Departmental Concurrence

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

BACKGROUND:

Summary

The Coroner's Bureau is statutorily mandated to maintain Coroner's files for all deaths which fall under its jurisdiction. The current file storage facility is in desperate need of an upgrade to a modern, high density, easily searchable file system. California Government Code Section 27463 requires the Coroner to maintain a Coroner's Register, listing the details of deaths occurring under its jurisdiction. California Government Code Section 27463.5 allows the Coroner of a County to maintain a file in lieu of the register. There is no storage timeline set by the statute, and registers and files are kept indefinitely. Since the early 1940s, the Riverside Coroner's Department, and subsequently the Riverside County Sheriff – Coroner have maintained these files.

These files contain important historical and statistical information, and the Bureau is routinely called upon by the media, families of decedents, the Sheriff's Department, and other agencies to produce files from any given timeframe. More importantly, given the extended statute of limitations on cases involving deaths, the Department is often called upon to search for information pertinent to criminal investigations. The current system is difficult to access and search, with waiting times to retrieve information measured in days or weeks.

The stored files are historic documents dating back over 100 years. They do not lend themselves to the manipulation and handling that would be necessary to scan them and create an electronic record. Many of the handwritten notes, while legible to the naked eye or with the assistance of a magnifying glass, will not copy well or at all. For many years the only photographs in the files are Polaroid type, which due to their shape/size are nearly impossible to scan. To undertake a scanning project of this size would require many years and a project-dedicated staff. This would probably require an outside company or a significant increase to the Coroner's clerical staff.

The current file storage "system" is maintained in the Sheriff – Coroner Indio Forensic Center warehouse. The "system" consists of surplus four and five drawer file cabinets, placed in rows in the facility warehouse. In addition to file cabinets, cardboard file storage boxes are also in use. The system is antiquated, inefficient, and difficult to search. Additionally, storing files in cardboard file storage boxes makes the files vulnerable to damage by rodents or flooding. There are a staggering number of files being stored in the Indio facility. Each year, the Coroner Bureau caseload increases, hence the number of files increases. At the current rate of expansion, using the current "system," it is estimated we will run out of file space in the next two to three years.

In conjunction with the Facilities Management/EDA (FM/EDA), the Coroner's Bureau has researched the installation of a modern, modular compressed file system. The system has numerous benefits, including maximizing the efficiency of the existing space in the warehouse, providing file space for approximately 50 – 60 additional years' worth of files. Additionally, the new system will provide protection against inevitable seismic activity. FM/EDA has developed a project budget estimate based on research conducted, and the \$109,400 represents the full cost of the project. FM/EDA will work with County Purchasing to competitively bid the procurement of the storage system and installation.

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FORM 11: Approval of Budget Adjustments to Enable the Sheriff's Department to Install a Modular Compressed Filing System for Coroner's Files, District 4/4. [\$109,400-100% Asset Forfeiture – Adjudicated Sub Fund]

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Impact on Citizens and Businesses

The Coroner's Bureau is statutorily mandated to maintain Coroner's files for all deaths which fall under its jurisdiction. The Bureau is routinely called upon by the media, families of decedents, the Sheriff's Department, and other agencies to produce Coroner files from any given timeframe. For over 100 years, the County has been keeping these files.

The proposed new file system will improve accessibility and reduce search times. It also should provide file space for an estimated 60 more years.

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Schedule A

Increase Appropriations:

10000-2501000000-536780	Interfund Expense–Capital Projects	\$109,400
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Memo Line Only:

11042-2501000000-321140	Asset Forfeiture - Adjudicated	\$109,400
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