TO THE HONORABLE MAYOR AND COUNCIL:

DATE: July 27, 2009

SUBJECT: AUTHORIZE A THREE YEAR TOTAL EXPENDITURE IN ACCORDANCE WITH THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CONCORD AND CONTRA COSTA COUNTY SHERIFF’S OFFICE FOR ACCESS TO THE AUTOMATED REGIONAL INFORMATION EXCHANGE SYSTEM FOR A TOTAL AMOUNT OF $80,100

Report in Brief

Staff recommends that Council authorize a three-year total expenditure in accordance with the Automated Regional Information Exchange System (ARIES) Memorandum of Understanding (MOU) between Contra Costa County Sheriff’s Office and City of Concord for a total amount of $80,100 for access to law enforcement data in Automated Regional Information Exchange System (ARIES).

Discussion

ARIES was developed by the Contra Costa Sheriff to facilitate sharing law enforcement data between all law enforcement agencies in Contra Costa County, and expanding into Alameda County. The ARIES system utilizes the All County Criminal Justice Information Network (ACCJIN) and provides direct sharing of law enforcement data among the Cities of Contra Costa and Alameda counties allowing the Concord Police Department to access all relevant law enforcement information.

Fiscal Impact

The fee structure is $20,000 for year one; $26,700 for year two, and $33,400 for year three. Years two and three are estimates provided by the Sheriff’s office; actual costs may vary slightly based on actual usage. The year one funding of $20,000 is included in the Information Technology annual budget and year’s two and three funding is included in the City’s 10-Year Plan. Future years’ funding remains at Council discretion.

Public Contact

Posting of the Council Agenda
Recommendation for Action

Staff recommends Council authorize a three year total expenditure in accordance with the Memorandum of Understanding between City of Concord and Contra Costa County Sheriff’s Office for ARIES services in the amount of $80,100.

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Enclosures: Attachment 1 Memorandum of Understanding
Purpose

The purpose of this Memorandum of Understanding (MOU) is to serve as a written understanding and commitment among the criminal justice and related agencies that use and support the newly formed Automated Regional Information Exchange System (ARIES).

Purpose of the ARIES System

The purpose of the ARIES system is to share and integrate criminal justice information wherever and whenever doing so will increase the effectiveness of the agencies and criminal justice as a whole in fulfilling their roles and duties under the law.

Scope of the ARIES System

The ARIES Committee has identified many opportunities in which data maintained in various standalone systems would greatly assist other justice agencies if it were available to them. The ARIES system is designed to allow agencies to query and view each other's data within the rules of the law and with proper security protections. Applications will be designed by ARIES, reviewed and approved by the ARIES Committee and approved by the JAAC committee before they are implemented into protection. Examples of the kinds of information to be shared are as follows:

- County-Wide Criminal Histories
- County-Wide Mug Shots
- County Probation Information
- County-Wide Sex Registrant Information
- Uniform Electronic Booking System
- County-Wide Domestic Violence Data Etc.
- County Jail Information & History
- County-Wide Stolen Vehicle Information
- County Warrant Information
- County-Wide Incident Report Information
- County-Wide Stops and Query Information
- Integrated Court Information
In some cases significant savings in time, labor and more accurate data can be gained if information already entered by one or more agencies can be physically copied to other justice agency systems without re-typing as at present. Where that is technically feasible, the ARIES system will facilitate that with proper checks and safeguards.

ARIES will become a permanent system and a vital part of the fabric of criminal justice and related information systems for the signatory agencies below. It is intended that an on-going funding, organizational, operations and support structure will be established to maintain its operation and continual improvement to keep pace with the advances of technology and the changes experienced within the justice agencies.

Roles and Responsibilities

The organizational structure below shows the participating agencies and emphasizes a great deal of cross-representation of various stakeholders in the integration and sharing processes. Their respective roles and responsibilities are defined as follows:

**Policy Committee** - The Justice Automation Advisory Committee is composed of the department heads of the justice and related agencies in the County including representatives of municipal law enforcement agencies and shall set policy for ARIES.

**Operations Committee** - The ARIES Operations Committee is composed of administrative and technical representatives from the justice and related agencies in and near the county, including representatives of the municipal law enforcement agencies, as well as state and federal entities. They will meet monthly to review progress and to give direction to the project.

In addition, committee members will be responsible for the following:

- To make every effort to attend meetings and/or arrange for a substitute to attend in their place.
- To provide input and comment on behalf of their agency or group(s) that they represent.
- To provide communication and information back to the agency or group(s) that they represent in order to keep them informed of what ARIES has accomplished and what assistance is needed from the member agencies.
- To provide a local coordinator who will (a) maintain their own table of authorized users, (b) monitor the use and security of the system, and (c) be first responder to training issues and needs of the users in their agencies.
Rules and Procedures for the ARIES committee shall be as follows:

1. All voting on matters shall be majority vote and the absence of any objections. If there are objections, a vote shall be taken by agency with one vote per designated agency. If regular members are absent at the time of a vote, a designated alternate representative from an agency may vote.

Organizational Chart for the ARIES Justice Data Integration System

Any voting member of the committee may appeal any action taken by the ARIES committee to the JAAC committee by submitting a written request to have their issue added to the JAAC agenda and to be heard. A chairperson and a Co-chair shall be selected annually at the first ARIES meeting in January.

A list of designated voting agencies will be included in each agenda.
4. The Law and Justice System group shall continue to manage the assessment and collection of member payments to the ARIES project as needed until such time as a permanent and automatic system is in place.

**Security Subcommittee** - The ARIES Security Sub-Committee is composed of representatives from the justice and related agencies as well as county security and legal experts who will meet as needed to consider the security and privacy protections of each ARIES application and the data made available therein.

**Temporary Working Groups** - As new applications are being designed, the ARIES development team will convene subject matter experts as needed on a temporary basis to help define the needs and requirements and shape the effectiveness and value of the new applications.

**Law & Justice Systems** - The Law and Justice Systems group coordinates the LJIS integrated justice data for the District Attorney, Public Defender, Superior Court Criminal Cases, Probation, and JAWS. When the state AOC pulls the court module out of LJIS, it will be very disruptive for the justice community and the courts, because of the currently integrated nature of LJIS. Since the District Attorney, the Public Defender, and the Probation department are looking for new case management systems, the role of LJIS in maintaining integration will be even more critical in the future as follows:

1. Take a leadership role in adopting the newer technologies of web based applications, data integration tools (Briyante Justice Integration System, iWAY mainframe adapter, etc.)

2. Take the newly developed integration systems as they near production and shepherd them into production, maintenance, and support.

3. Provide training assistance and materials as needed so that the users can quickly and confidently come up to speed in realizing the intended benefits of the applications.

4. Provide the "Help Desk" function to respond to users needs on a 5x8 basis in close coordination with DOIT, in that users may call either or both entities to seek assistance.

5. Provide statistical analysis and evaluation of transactions by user agency to monitor the use and effectiveness of the different applications as they come on line.

**Department of information Technology (DOIT)** - The DOIT organization provides assistance to County departments on the planning and application of information technology and provides a secure, reliable, Wide Area Network infrastructure for County
systems. Their roles with respect to ARIES (some of which are shared with LJIS) are as follows:

1. Take a leadership role in adopting the newer technologies of web based applications, data integration tools (Briyante Justice Integration System, iWAY mainframe adapter, etc.) and to provide technical expertise as needed.
2. Provide the "Help Desk" function to respond to users needs on a 7x24 basis in close coordination with LJIS when the users seeking help are a part of the justice community.
3. Provide disaster recovery and contingency planning for protecting data and recovering from system failures of the mainframe, mini-systems, and WANS and LANS that they support.
4. Provide security systems and services to enable access to data by authorized users and to prevent access by those without appropriate permissions.

Financial Support

The ARIES project is in a development mode with many new applications being created in compliance with the recently approved Strategic Plan. The progress made to date has been accomplished with funding by the Sheriff's office initially, by distributed funding on a pro rata basis from county and municipal agencies, and by federal funds. For stability in the system and to ensure its continuous, self-sustaining operation, a sufficient reliable source of annual funding is necessary. While it may be feasible to continue to seek and obtain grant funding, more permanent sources of funding are required to institutionalize the system.

Accordingly at this point in time, the sources of funding identified below have been approved by the several granting agencies for the amounts specified. This allows time for the ARIES and JAAC committees to develop a more permanent funding mechanism. In the interim, funds from granting agencies to accelerate the development of the many beneficial integration and sharing projects will be sought by ARIES and by the member agencies and entities.

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<thead>
<tr>
<th>Fiscal Year</th>
<th>Funding Amount</th>
<th>Funding Sources</th>
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<tbody>
<tr>
<td>2003/04</td>
<td>$262,500</td>
<td>Pro Rata Contributions Per JAAC Committee</td>
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<tr>
<td>2004/05</td>
<td>$250,000</td>
<td>Omnibus Bill^2</td>
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<td>$250,000</td>
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<tr>
<td>2006/07</td>
<td>$500,000</td>
<td>(To be determined)</td>
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Duration and Amendments of this MOU

The ARIES Committee will review and update the ARIES Strategic Plan annually at its first meeting of each calendar year as it reviews its accomplishments and updates the work plan, priorities and budget for the next fiscal year. As part of that process the Committee will review and update this MOU as needed and sign and date the document each year.

Covenants and Commitments - Signatories Commit to the Following:

1. Pledge to work in partnership in promoting the development of electronic information sharing and integration where doing so will improve the safety of the citizens of this region, the safety of criminal justice professionals, and improve the effectiveness of all or part of the criminal justice system.
2. Pledge to maintain the completeness and accuracy of our individual records and data systems so that in the sharing of information, the validity of each contributing agency's data is assured, thereby improving the reliability of all shared information.
3. Pledge that when we are selecting or developing our own criminal justice and related systems we will choose industry standard technologies that are not proprietary, that assure common compatibility, and that enable sharing or pushing and pulling data to and from the databases. Further we will endeavor to seek systems where the databases facilitate integration to and from the ARIES systems such that data may be read or written to and from the new systems and ARIES.
4. Pledge to cooperate in making our own information available within the bounds of legal and ethical standards and to influence vendors and IT staff of our systems to cooperate with ARIES to facilitate retrieval and sharing.
5. Pledge to understand and enforce appropriate privacy and security restrictions of information obtained from outside our own records systems, when obtained by way of browsing and searching or retrieving from ARIES.
6. When applying for funding for related grant programs, we will attempt do the following:

   a. Confer with the ARIES project management and ARIES Committee to attempt to assume the grant request is compatible with existing or developing systems of ARIES or is already contemplated in a future work plan of ARIES.
   b. Include in the grant application sufficient resources to fund new integration functions appropriate for development by ARIES.
   c. If we are successfully funded for a project, we will coordinate closely with the ARIES Committee and the ARIES system to ensure compatibility and consistency with ARIES existing and emerging systems, so the justice system, as a whole, can also benefit.
7. We will cooperate with ARIES efforts to streamline the information flows of criminal justice data and documents within the county and to support ARIES efforts (within budget and other resource limitations) to reduce paperwork, reduce duplicate data entry, and to remove processes that make our agency and the criminal justice system less effective and efficient.

8. We will seek to comply with state and federal standards as they emerge such as the Justice Integration Enterprise Model from Search and the Justice XML standards from the United States Department of Justice.

9. We will seek to implement the best procedural practices and technical capabilities as time, budgets, and other resources allow, so that the information we provide and consume is accurate, timely and reliable.

10. We pledge to audit the use by our agency of data derived through ARIES and to cooperate with the ARIES security personnel in adhering to security policies and procedures to ensure the security and privacy of the information.

11. In addition, County agencies will comply with the policies of the County Information Security Policy Handbook.
MEMORANDUM OF UNDERSTANDING
FOR
THE ARIES SYSTEM

AGREEMENT/SIGNATURE PAGE

By signing this page, we agree to comply with the provisions of this MOU to the best of our abilities, within the powers granted to us, and within the parameters of our available budget and other resources.

Agency: ANTIOCH PD
Signature: Robert J. Ferrell
Title: District Attorney

Agency: MORGAN PD
Signature: In
Title: CHIEF OF POLICE

Agency: EAST BAY REGIONAL PARK DISTRICT
Signature: Ann W. Lyon
Title: CHIEF OF POLICE

Agency: PLEASANT HILL
Signature: 
Title: CHIEF OF POLICE

Agency: CLAYTON PD
Signature: J. E. Pettit
Title: CHIEF OF POLICE

Agency: CONTRA COSTA COMMUNITY COLLEGE PD
Signature:
Title: POLICE CHIEF

Agency: TRANSIT PD
Signature: Brian Spurlock
Title: CHIEF OF POLICE

Agency: PINOLE POLICE DEPT
Signature: James W. Rees
Title: COP

Agency: WALNUT CREEK POLICE DEPT
Signature: C. J. Schu
Title: CHIEF OF POLICE

Agency: BRENTWOOD PD
Signature: Michael E. Kiser
Title: CHIEF OF POLICE

Agency: EL CERRITO POLICE
Signature: G. A. Nauert
Title: CHIEF OF POLICE

Agency: HERCULES PD
Signature: R. H. Smith
Title: CHIEF OF POLICE

Agency: PITTSBURG PD
Signature: 
Title: CHIEF OF POLICE

San Pablo PD
Signature:
Title: CHIEF OF POLICE

9/15/2004
Signature: D. L. Borden
Title: CHIEF OF POLICE