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CITY OF SACRAMENTO

DEPARTMENT OF POLICE
HALL OF JUSTICE
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CITY MANAGER'S OFFICE
RECEIVED
MAR 25 1985

JOHN P. KEARNS
CHIEF OF POLICE

March 14, 1985

City Council
Sacramento, California

Honorable Members in Session:

Subject: 1984-1985 MIDYEAR BUDGET ADJUSTMENTS

APPROVED
BY THE CITY COUNCIL

APR 2 1985

OFFICE OF THE
CITY CLERK

SUMMARY

The Police Department is requesting a staffing augmentation to its Data Systems Section 1984-85 budget. Due to increased workloads caused by the Police/Fire Communications Center, installation of new technology and equipment, impending absorption of key data entry personnel from the City Data Processing Department and the development requirements identified as part of the Managing Criminal Investigations/Master Plan Grant, the Police Department is now acutely aware we are incapable of meeting critical responsibilities without additional staff.

Developed in conjunction with the City Data Processing and Personnel Departments, a Data Systems Section Manager position has been defined linking the Police and Data Processing Departments in a symbiotic relationship capable of meeting the critical needs of both departments for technical direction and functional control of current and future data processing programs. A Police Systems Analyst is proposed to provide programming assistance critical to meeting the OCJP grant deadlines of the MCI/Masterplan grant project along with backup support for the Computer Aided Dispatch/911 System and development of micro processor applications.

The net increase of personnel will be:

- 1 - Data Services Manager (hired as a staff aide until classification study is completed)
- 1 - Police Systems Analyst

The total cost for the remainder of the 1984-85 fiscal year will not exceed \$23,100, which is available due to salary savings in excess of the original budget projection.

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BACKGROUND

Data Processing Systems Development (See Attachment I for detailed explanation)

The Police Department began data processing systems development in 1971 and has progressed through several phases. The first phase was a batch system utilizing the City's computer and involving only four different activities. There were two terminals connected directly to the State. As Teleprocessing from on-line inquiry to the City's information systems became necessary, 10 terminals and a printer were added. Later three more terminals and a printer connected directly to the new County Warrant System were installed in the Warrants Unit.

During 1981, the Message Switching System was developed and installed on two new police computers connecting the County Warrants System, statewide Criminal Justice Information System and the City's systems to the Police Department. The terminal configuration expanded again when another 18 terminals and two printers were installed. In addition, the City's geo coding system began as part of a Traffic Engineering/Police Department grant.

The next major expansion was a Computer Aided Dispatch (CAD) system. It was the Department's most ambitious expansion as we grew to a total of 59 terminals, 15 printers, 23 data circuits, 110 Police Department MODATS, 73 Fire MODATS and 20 fire station radio printers. A geo code system was developed for the CAD System and additional software systems were added to the Police Department including a Management Information System and the Crime Analysis System. During this same period of time, the Department's first personal computer application was begun.

Planned developments for this fiscal year and the immediate future include the addition of 110 Mobile Digital Terminals and the implementation of the recommendations from the Managing Criminal Investigations (MCI)/Master Plan grant. The preliminary report indicates that Front End Processing for all police reports and the on-line interactive inquiry system will be started within the next year. The grant recommendations from the consultant indicate the Department will have completely outgrown the current computer configuration within the next three years and additional equipment will have to be purchased. This equipment will act in conjunction with the current equipment in a very sophisticated computer system completely independent of the City's mainframe computer. This system will utilize an integrated data base approach and will be managed and supported completely by Police Department personnel with guidance from the City Data Processing Director.

Data Processing Staffing Development

In 1973, the first Police Systems Analyst was added to the Planning & Fiscal Section staff of the Police Department. The purpose was to have inhouse expertise necessary for the coordination of the Department's emerging data processing projects. In 1981, with the implementation of the Message

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Switcher System, a second Police Systems Analyst was added to the Planning & Fiscal Section. The primary purpose was to assist in the implementation of the Message Switcher Center and assist in the planning and development of the Computer-Aided Dispatch System. With the two analysts, 24 hours a day, 7 days a week support necessary for these systems was available on an emergency basis only.

In 1983, with the development of the CAD System, a Crime Analysis/CCAP grant was implemented. This project is currently on the backup CAD computer and was developed utilizing a police officer as the technical support with help from an outside consultant/vendor. In order to make the Crime Analysis System work, two Key Data Entry personnel were hired as part of the Crime Analysis Section in the Office of Operations.

The Managing Criminal Investigations (MCI) Master Plan grant was also being developed in 1983. In 1984 a police officer was assigned full time on a temporary basis from the Patrol Division to assist on the development of this grant. This grant is being developed using an outside consultant and a variety of other Police Department personnel. In addition, one Systems Analyst is currently devoting approximately 25% of his time to this project.

In May 1984, the Police Department proposed the establishment of a Data Systems Section to consolidate all data processing projects and needs into one section of the Department. The proposal was not originally endorsed by the City's Data Processing Department, but subsequent discussions produced an interim proposal which was incorporated into the Police Department's 1984-85 budget. The Data Systems Section was formed utilizing the Department's two systems analysts. One of the analysts was to be designated as a senior analyst and become the section commander. Due to the workload and the responsibilities of the two analysts, this approach was found infeasible and has not been implemented. A clerks position was added to the section to provide clerical support and two computer operators were added to provide 24 hour support for the computer equipment which had been moved to the Communications Center. The Planning & Fiscal Section, which had one of its administrative assistants cut during the 1983-84 budget, has been loaning an administrative assistant to the Data Systems Section for administrative and projects support.

The Planning & Fiscal lieutenant has been serving as the interim Manager for this section and it has been necessary to cut support for some of the Department's peripheral computer hardware and restrict the systems analysts' time in order to proceed with scheduled data processing projects with the limited number of personnel available.

The Police Department and Data Processing Departments have continued to define the elements necessary for an effective data processing section focusing upon the unique relationship between the two departments. It was determined that the key problem was the need for the Data Processing Department to provide technical direction while the Police Department retained functional control. It was agreed by both departments that if a position could be created with reporting relationships satisfying both needs, the results would be beneficial. After several months of discussion,

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the Data Processing Department and the Police Department agreed that consolidation of all data processing functions into a separate section necessitated a full-time manager position. The Police Data Systems Manager as designed by the two departments will be a Data Processing Department position that is budgeted through the Police Department. All other data systems personnel will work directly for this manager who interfaces directly with the Captain in the Office of the Chief. The manager will report directly to the Data Processing Director for technical direction of all data processing activities. Every effort is being made to coordinate Police Department and Data Processing Department policies and procedures to minimize potential interface problems (See Attachment #2).

In conjunction with the Data Processing Department, the Police Department requested the Personnel Department to develop a classification appropriate for this position. After lengthy discussions among the three departments, the Department of Personnel submitted a report (See Attachment #3) recommending approval of a staff aide position to meet the immediate staffing need until an appropriate class specification can be developed.

Future developments include the completion of the MCI/Master Plan Grant. The Police Department is in the process of asking for a restructuring and extension of the grant through December 1985 in order to complete the requirements of the grant. The Police Systems Analyst will be used extensively to do the programming and it is impossible to meet the deadlines of the grant without the assistance of this analyst. The City Data Processing Department is supplying a Programmer Analyst II to assist in the project as well. Part of the grant includes designing a Front End Processing/Records Management System which will include the absorption by the Police Department of the City Data Processing Department's key data personnel. The Police Systems Analyst will also provide backup for the Computer Aided Dispatch System and will eventually become the Department's micro computer applications specialist.

FINANCIAL DATA

Augmentation of the Police Data Systems Unit will impose the following additional costs for fiscal year 1984-85. The costs are estimated for the period April 1, 1985 to June 30, 1985.

<u>Position</u>	<u>Salary & Benefits</u>	<u>TOTAL</u>
Data Services Manager (1)	\$12,750	\$12,750
Police Systems Analyst (1)	10,350	10,350
		<hr/>
TOTAL		\$23,100

Funds to support this request are available from salary savings in excess of the savings projection budgeted for this fiscal year.

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RECOMMENDATION

It is the Police Department's position that our computer systems are of tremendous benefit and support to Police and Fire Department personnel and the subsequent service provided to our community. Without additional data processing personnel, planned development and adequate daily support cannot occur and serious consequences may be forthcoming at any given moment. We urge approval of this request to enable the best possible use of the City's safety services.

Respectfully submitted,


JOHN P. KEARNS
CHIEF OF POLICE

Recommendation Approved:


WALTER J. SLIPE
CITY MANAGER

All Districts

JPK:ket
Ref: 3-37
Attachments



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JOHN P. KEARNS
CHIEF OF POLICE

March 19, 1985

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: 1984-85 MIDYEAR BUDGET ADJUSTMENTS

SUMMARY

A budget adjustment request to augment the Police Department's Data Systems Section is attached for your consideration. The proposal includes a critically needed Data System Section manager position and a Police Systems Analyst necessary to relieve currently overburdened data processing personnel. The cost of the augmentation is \$23,100 which is available due to higher salary savings than those originally projected in this year's budget. This reduces the available General Fund balance appearing the City's Mid-Year Review.

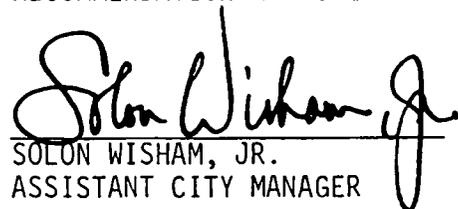
RECOMMENDATION

It is requested that the Budget and Finance Committee approve the attached proposal and forward it to the City Council for action.

Respectfully submitted,


JOHN P. KEARNS
CHIEF OF POLICE

RECOMMENDATION APPROVED:


SOLON WISHAM, JR.
ASSISTANT CITY MANAGER

JPK:ket
Ref: 3-63
Attachments

All Districts

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RESOLUTION NO. 85-239

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING THE POLICE DEPARTMENT BUDGET FOR FISCAL YEAR 1984-85

Be it resolved by the Council of the City of Sacramento:

1. The staff of the Sacramento Police Department is hereby augmented by the addition of one (1) Staff Aide and one (1) Police Systems Analyst. The Staff Aide is to be an interim classification until the appropriate class specification is developed and implemented. The rate of pay for the Staff Aide is to be set at \$18.50 per hour until the re-classification is implemented.
2. The Police Department budget for Fiscal Year 1984-85 is hereby amended by transferring \$23,100 from the Office of Operations 101212X00004101 to the Office of the Chief 101211800004101 for the purpose stated in paragraph 1 above.
3. This action does not generate additional revenue.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

APR 2 1985

OFFICE OF THE
CITY CLERK