

DISTRICT ATTORNEY



COUNTY OF SANTA CRUZ

KATHRYN A. CANLIS  
ACTING DISTRICT ATTORNEY

January 6, 1999

BOARD AGENDA: January 26, 1999

The Honorable Jeff Almquist, Chairperson  
and Members of the Board of Supervisors  
Governmental Center  
701 Ocean Street, Room 500  
Santa Cruz, California 95060

RE: COMPUTER PURCHASES

Dear Chairperson Almquist and Members of the Board:

As your Board is aware, this office employs peace officers as District Attorney Inspectors. Each of these inspectors is required by State Commission on Peace Officer Standards (POST) regulations to annually complete twenty hours of POST certified training.

In the past, POST training was provided at training facilities located throughout the state. POST reimbursed local governments for the costs associated with sending law enforcement officers to these training sites. In an effort to take advantage of new technologies, and to reduce its training costs, POST has recently started to provide its training programs on compact discs.

In order to play these training discs, a multimedia computer system is needed. POST has offered to reimburse local law enforcement agencies, including district attorney's offices, for the costs associated with the purchase of the necessary computer equipment. According to POST, when using one of their four recommended vendors, the reimbursement amount will be the vendors price plus applicable taxes. As of November, 1998, the average price for a multimedia computer was \$2,575, including tax and shipping. Therefore, we are requesting that your Board authorize the purchase of a multimedia computer system that meets the required specifications as represented on the attached specifications chart in an amount not to exceed \$2,800. Also, we are requesting that your Board accept as unanticipated revenue \$2,800 in state funds as reimbursement to the County for the purchase of the computer system.

In the District Attorney's Office FY 1998-1999 budget, your Board appropriated \$6,000 for the purchase of a case management system for our Child Abduction Program. The case management

SANTA CRUZ OFFICE  
P.O. BOX 1159  
701 OCEAN STREET  
SANTA CRUZ, CA 95061  
(631) 454-2400  
(831) 454-2227 FAX

WATSONVILLE OFFICE  
P O BOX226  
FREEDOM, CA 95019  
1430 FREEDOM BLVD.  
WATSONVILLE, CA 95076  
(631) 763-8120

FAMILY SUPPORT DIVISION  
P.O BOX 1641  
420 MAY AVENUE  
SANTA CRUZ, CA 95061  
(631) 454-3700  
(631) 454-3752 FAX

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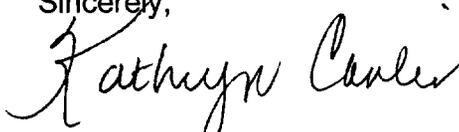
system was to be utilized to keep track of child abduction activities so that staff time could be accounted for when reimbursement is sought from the state through the SB 90 claiming process. The \$6,000 cost of this equipment is fully reimbursable as a SB 90 claim.

Since your Board's action in June, the child abduction investigator has developed a tracking system for his cases. Although this system doesn't have all the capabilities of the commercial software program, we are convinced that it meets our needs, both for case tracking and for collecting sufficient data to support our SB 90 claims. Therefore, we are requesting that your Board rescind your previously given authorization to purchase a case management system for child abduction cases and instead authorize the District Attorney's Office to use part of these funds to purchase an IBM Thinkpad® computer, color printer and other associated equipment to be used by the inspector who is assigned to child abduction activities. As your Board is aware, this inspector is oftentimes called upon to recover children in out of state locations. The inspector must be prepared to present to foreign courts legal pleadings and documents setting out under what legal authority he is acting. This portable equipment will greatly facilitate his efforts. The purchase of this equipment, as with the case management system, is fully reimbursable by SB 90 funds.

IT IS THEREFORE RECOMMENDED that your Board:

1. Authorize the District Attorney to purchase one computer based multimedia training system in an amount not to exceed \$2,800;
2. Accept as unanticipated revenue \$2,800 as represented in the attached AUD-60 as reimbursement from the State Commission on Peace Officer Standards and Training for the purchase of a multimedia training system;
3. Rescind authorization for the District Attorney to purchase one case management software program for child abduction cases; authorize the District Attorney to purchase one IBM Thinkpad® laptop computer, printer and other associated equipment in an amount not to exceed \$4,000, to be assigned to the Child Abduction Recovery Unit inspector.

Sincerely,



KATHRYN A. CANLIS  
ACTING DISTRICT ATTORNEY

RECOMMENDED:



for SUSAN A. MAURIELLO  
COUNTY ADMINISTRATIVE OFFICER

Attachment

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BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

Resolution No. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from STATE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING for DISTRICT ATTORNEY PROSECUTION program; and

WHEREAS, the County is recipient of funds in the amount of \$ 2,800.00 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c) / 29064(b), such funds may be made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 2,800.00 into Department DISTRICT ATTORNEY - CRIMINAL PROSECUTION

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	272100	1530	POST REIMBURSE	2,800

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/LCD</u>	<u>Account Name</u>	<u>Amount</u>
021	272100	840#		FIXED ASSETS	2,800

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) received within the current fiscal year.

By: [Signature]  
Department Head

Date 11/2/99

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COUNTY ADMINISTRATIVE OFFICER

10/11/99

Recommended to Board

1/ Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS  
NOES: SUPERVISORS  
ABSENT: SUPERVISORS

\_\_\_\_\_  
Chairperson of the Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

Henry A. Oberkromm  
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

P. Sill 1-14-99  
Auditor-Controller

Distribution:

- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department

AUD60 (REV 12/97)

c:\audit\aud60.wpd

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**COUNTY OF SANTA CRUZ**  
 REQUEST FOR TRANSFER OR REVISION  
 OF BUDGET APPROPRIATIONS AND/OR FUNDS

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Department: DISTRICT ATTORNEY'S OFFICE

Date: JANUARY 19, 1999

TO: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, 1999

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C HASH
JE 6, , , ,	II , , 8 0 , 0 , 0 , 0	0 0 , 2 ,	065 0143

BATCH #	
DATE	Keyed By:

	T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *
T O	0 2 1	2 7 1 2 2 0	8 4 0 4	D 0 0 0 1 1	4 0 0 0 0 0	FIXED ASSETS
F R O M	<del>0 2 2</del>	<del>2 7 1 2 2 0</del>	<del>3 8 1 0</del>	<del>D 0 0 0 1 1</del>	<del>5 0 0 0 0 0</del>	<del>SPECIAL MISC EXPENSE</del>
	0 2 2	2 7 1 2 2 0	3 6 6 5	D 0 0 0 1 1	3 5 0 0 0 0	PROF AND SPEC SERV
	0 2 2	2 7 1 2 2 0	3 8 1 0	D 0 0 0 1 1	5 0 0 0 0 0	RENTS AND LEASES

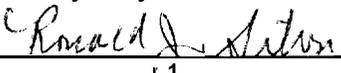
APPROPRIATIONS      3665 / 3810

Explanation: TO MOVE REVENUE FROM SUBJECT ~~3975~~ ~~SPECIAL MISC EXPENSE~~ TO SUBJECT 8404 FIXED ASSETS. THE APPROPRIATION WAS FOR A SOFTWARE SYSTEM FOR CASE MANAGEMENT, WHICH IS NO LONGER NEEDED, AND TO PURCHASE A COMPUTER AND ASSOCIATED EQUIPMENT, FOR THE INSPECTOR IN CHILD ABDUCTION RECOVERY UNIT.

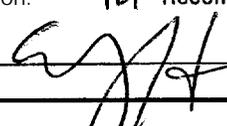
Name KATHRYN CANLIS 

Title ACTING DISTRICT ATTORNEY

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) ~~is~~ **are** available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by  Deputy Date 1/20/99

County Administrative Officer's Action:  Recommended to Board     Approved     Not Recommended or Approved

County Administrative Officer  Date 1/20/98

State of California } As the Clark of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for ss. transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order County of Santa Cruz } duly entered in the minutes of said Board on

\_\_\_\_\_, 19\_\_\_\_, BY \_\_\_\_\_, Deputy Clark

(A-C)\* Desc: \_\_\_\_\_ # \_\_\_\_\_ - Budget Transfer

A-C Review		

Distribution: **BRD. NAME**      **AGENDA DATE**      **ITEM NO.**  
 White-Board of Supervisors      Green-County Administrative Officer      Goldenrod-Departmental Control Cow  
 Yellow-Auditor-Controller      Pink-Originating Department

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## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

November 24, 1998

BULLETIN: 98-23

SUBJECT: REIMBURSEMENT FOR COMPUTER-BASED MULTIMEDIA TRAINING SYSTEMS

The Commission has authorized funds for agencies to purchase and be reimbursed for new multimedia training systems, which will have the following features:

- Powerful Pentium II processor, with high-speed CD-ROM drive to optimally play high-quality digital video
- High-speed modem that will provide options for electronic transfer of training data and possible use of the Internet for training – areas POST will be exploring in the future
- Training management software for enrolling students, monitoring students' progress, and creating reports
- Laser printer for printing reports and resources included with multimedia courses
- One-year, on-site warranty

Future multimedia courseware produced by POST will be delivered on CD-ROM. The new systems will also be able to run CD-ROM training courses, other than those produced by POST, that may have potential for use by California law enforcement.

Agencies will continue to use their existing interactive videodisc (IVD) systems for the present courseware until it is converted to CD-ROM. As in the past, all POST multimedia courseware will be provided to participating agencies free of charge.

Extensive research and evaluation has been conducted to determine the specifications for these systems and provide a list of vendors (see Attachment B). Each vendor has worked with POST to ensure that the product delivered is high quality, is configured to meet the specifications for training, and is supported by vendor staff. **While** it is not mandatory to purchase a system from one of these vendors, it is recommended.

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**Eligibility**

Each reimbursable agency in the POST program is eligible to be reimbursed for the purchase of at least one multimedia computer. Agencies that have substations where training is regularly provided may be eligible to be reimbursed for multiple systems (see Attachment A). **Before purchasing multiple systems, prior written approval from POST is required. The letter should state the locations where training is normally presented and the approximate number of officers at each location who receive training.** The letter should be addressed to Dennis Aronson, Commission on POST, Learning Technology Resource Center, Training Program Services, 1601 Alhambra Blvd., Sacramento CA 95816-7083.

**Period to Purchase:**

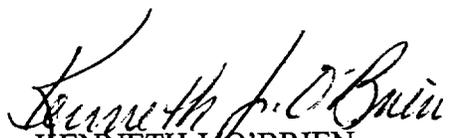
Agencies will have until June 30, 1999, to purchase the multimedia system(s). It is recommended that purchases be made as soon as possible in order to take advantage of new CD-ROM courseware that will be distributed beginning early in 1999.

**Amount to be Reimbursed and Restrictions**

When purchasing **from** one of the recommended vendors listed in Attachment B, the reimbursement amount will be the vendor's price, plus applicable taxes. As of the date of this bulletin, the average price is \$2575, including shipping. The Commission directed that the reimbursement amount should vary to reflect anticipated price decreases over time for the specified system. Vendors have indicated their willingness to adjust their quoted prices to reflect the lower prices, and POST will periodically request that the prices be revised. For this reason, it is important, to check with the vendors or with POST for actual prices.

For agencies buying **from** any other vendor, the reimbursement amount will be limited to an amount that is within the range of the prices quoted by the four recommended vendors at any given time. That amount plus applicable tax will be reimbursed.

Costs associated with installing and maintaining the multimedia system(s) are not reimbursable. Refer to Attachment A for the procedure to follow for purchasing and being reimbursed for the multimedia system. Attachment C is Commission Regulation 102 1 that governs the multimedia equipment reimbursement program. Questions about this reimbursement program should be directed to the Learning Technology Resource Center at **1-877-ASK-LTRC (1-877-275-5872)** or by e-mail to Amy Hum (**ahurn@post.ca.gov**).

  
KENNETH J. O'BRIEN  
Executive Director

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## ATTACHMENT A

**Procedure to Follow for Purchasing and  
Being Reimbursed for Multimedia System(s)**

1. Check with POST to determine the amount that is currently being reimbursed for the multimedia system. For the most current pricing information, visit the POST web site at **www.post.ca.gov**; then click on "Multimedia Training Program" and look for the information on equipment prices. Type **www.post.ca.gov/mm** to go directly to the pricing information. **Or call the POST Learning Technology Resource Center at 1-877-ASK LTRC (1-877-275-5872).** Send e-mail to Amy Hum (**ahurn@post.ca.gov**).
2. Determine whether you want to substitute a network card for the modem listed in the specifications shown in Attachment B.

Any agency that has a network and is able to provide access to the Internet for the officer training via that network may not need to purchase the modem included with the multimedia system. Instead, a network card of the agency's specifications may be substituted. POST will reimburse up to the cost of the modem. The reason is that some future training will provide a link to pertinent web sites for officers to receive the latest information on a particular topic. **Call POST at 1-877-ASK-LTRC if you plan to attach your computer to a network. Please do this prior to ordering the computer as the vendor will need to configure some of the software differently than for a stand-alone system.**

3. Select a vendor from whom to purchase. If you choose to purchase your system from a vendor not on the recommended list, you will need to make arrangements for that vendor to acquire, install, and test the required software provided by POST. One program for which POST has purchased an unlimited license is Manager's Edge™. This program will be used to enroll students, monitor their progress through courses, and perform other functions. Systems from the recommended vendors will have this management software already installed and will also be especially configured to provide security.

If you select a vendor not on the recommended list, be sure that you or the vendor contacts POST to obtain the management software and instructions for configuring the system for security. The vendor must be responsible for installing the software and configuring the system correctly. Be sure the vendor 'follows the specifications in Attachment A and provides an invoice listing all of the components listed in the specifications. If the vendor suggests any substitutions, check with POST before purchasing the system.

4. Purchase the system and have it delivered. Check that all of the documentation for the hardware and software has been sent with the system. Store this material in a safe place as it may be needed in the future. Set up the computer and verify that the hardware and software are operational.
5. The agency head or authorized agency representative should then send a letter requesting reimbursement for the purchase. This letter must include the following:

**ATTACHMENT A**

- a. An attestation that the jurisdiction has paid the purchase amount on the submitted invoice, has installed the multimedia system, and has verified that it is operational.
- b. An attestation that the system will be used solely for training purposes.
- c. Location of the multimedia system(s). If multiple systems have been previously approved, the letter must indicate the location of each system. If the plan is to group the computers in one or more locations, indicate those locations and the number of computers at each.
- d. Attach the invoice from the vendor to the letter and send both to POST. It is important that the invoice lists all of the separate components so that POST staff can check that all of the specifications for the system have been met. The recommended vendors are aware of this requirement and will provide such a detailed invoice.

Regulation 102 1 in Attachment C provides details about eligibility and procedures to follow. POST will not reimburse agencies for installation charges or for extended warranties beyond what is included in the specifications for the listed system price.

If an agency chooses to purchase larger or more powerful components (e.g., increasing the amount of RAM or increasing the capacity of the hard disk), the agency **must** pay for the upgrade and will be reimbursed only for the cost of the components listed in the specifications up to the total amount allowed for the particular vendor. Any changes to the specifications listed in Attachment B must be brought to the attention of POST prior to ordering.

**ATTACHMENT B**

**Specifications for the Multimedia System and Recommended Vendors**

**Specifications**

Processor:	Intel Pentium II 400Mhz
Motherboard:	Intel 82440 BX AGP 100MHz bus (or equivalent) with onboard Ultra DMA or EIDE controller to match device needs (hard drive, CD-ROM, etc.)
Cache:	512KB with ECC
Memory:	64MB PC- 100 SDRAM
Monitor:	SVGA 17-inch, .28 pitch
Graphics accelerator:	ATI, Expert@Play 98, AGP, 8MB RAM, NTSC composite and S-video output
Hard drive:	6.4GB Ultra DMA/33 or EIDE with average seek time of less than 12ms
Floppy drive:	Standard 1.44MB
Modem / Network card*:	56 KB, internal that meets the V.90 specification with the option of a network card alternative
CD-ROM drive:	32X CD-ROM or higher controlled from either the audio card or the motherboard disk controller
Case:	ATX mid or mini tower
Sound card:.	Creative Labs Sound Blaster AWE 64-bit sound (or equivalent)
Speakers:	Self-powered, stereo (10W, no separate bass unit)
K e y b o a r d :	Windows 95 104 keyboard
Mouse:	Microsoft PS2 Intellimouse (or equivalent)
Surge arrester:	Six outlets plus telephone line protection. Less than 85 volts let through
Bundled software:	pcANYWHERE 32 Ver. 8.0 (Host only version) and an anti-virus program (McAfee or equivalent)
Operating system:	Windows 98 delivered on CD-ROM
Printer:	HP LaserJet 11 00xi and parallel cable (includes HP 'Express one-year warranty),
Warranty (excludes printer):	At least one-year on-site 24-hour response Three-year limited warranty
Optional warranty extension:	The one-year on-site warranty may be extended; the cost of any extended on-site or parts and labor options will be the responsibility of the agency and is not reimbursable.

\* There is an option to request a network card instead of a modem. This is based on an agency having a local network with Internet connectivity for officers using the multimedia system. The reimbursement amount for the network card cannot exceed the cost of the modem.

**ATTACHMENT B**

**Recommended Vendors**

POST staff has tested each of the systems provided by the four vendors listed below in order to ensure quality and compatibility with running multimedia courseware being developed by POST. Systems purchased from these vendors will have specified software pre-installed. Prices include shipping, but not applicable sales tax, which should be included in the total amount that POST will reimburse.

As mentioned previously, the vendors will be adjusting their prices to reflect the anticipated reduction in costs of these systems over time. For the most current pricing information from each vendor, visit the POST web site at [www.post.ca.gov](http://www.post.ca.gov); then click on "Multimedia Training Program" and look for the information on equipment prices. Type [www.post.ca.gov/mm](http://www.post.ca.gov/mm) to go directly to the pricing information at the POST web site. **Or call the POST Learning Technology Resource Center at 1-877-ASK LTRC (1-877-275-5872). Send e-mail to Amy Hurn (ahurn@post.ca.gov).** Checking with POST for the current reimbursable amount is especially important for agencies that choose to purchase from a vendor not listed below.

**Campus Learning Systems. Inc.**

Contact: Mike Maak  
105 Loudoun Street, SW  
Leesburg VA 20175-29 10

Phone: 800-688-7930  
Fax: 703-779-0898  
e-mail: [mmaak@campuslearning.com](mailto:mmaak@campuslearning.com)  
Price: Check with the vendor or POST for current price.

**CompuCom Systems. Inc.**

California State Computer Store  
Contact: Rich Settle  
10860 Gold Center Drive, Suite 440  
Rancho Cordova CA 95670

Phone: **916-636-2830**  
Fax: 916-631-7055  
e-mail: [rsettle@compucom.com](mailto:rsettle@compucom.com)  
Price: Check with the vendor or POST for current price.

**Computer Support Associates**

Contact: Peter Feit  
1990 Bundy Drive Suite 125  
Los Angeles CA 90025

Phone: 310-820-4004  
Fax: 310-826-5710  
e-mail: [peter@csagraphics.com](mailto:peter@csagraphics.com)  
Price: Check with the vendor or POST for current price.

**VMI, Inc.**

Contact: Bill Wilson  
211 Weddell Drive  
Sunnyvale CA 94089-1674

Phone: 408-745-1700  
Fax: 408-745-6721  
e-mail: [bwilson@vmivideo.com](mailto:bwilson@vmivideo.com)  
Price: Check with the vendor or POST for current price.

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ATTACHMENT C

COMMISSION REGULATION 1021

1021. Reimbursement for Purchase of Interactive Multimedia Training Delivery System

- (a) The Commission will reimburse any eligible agency, Section 13523 Penal Code, for the purchase of an interactive multimedia training delivery system (herein referred to as a multimedia system), which must be capable of running POST multimedia courseware.
- (b) Documentation Required for Reimbursement

In order to receive reimbursement, an eligible agency must submit the following documentation to POST:

- (1) For multimedia system purchases, a purchase invoice(s) reflecting the date, and the total cost of the multimedia system purchase.
- (2) A letter signed by the agency head, or authorized agency representative, attesting that the jurisdiction has paid the purchase amount on the submitted invoice(s), has installed the multimedia system at an agency facility, and will use the multimedia system for POST training of full-time, regularly paid employees of the eligible agency.

The letter must also include, for multiple reimbursement requests made under the provisions stated in subparagraph (c)(2)(A), a description of the locations where the multimedia systems are installed, and an attestation that the locations are regularly used for in-service training, and the multimedia systems are dedicated to the delivery of training programs.

(c) Reimbursement Restrictions

- (1) Costs associated with installing or maintaining a multimedia system are not reimbursable.
- (2) Reimbursement for the purchase of a multimedia system is limited to one multimedia system with the following exception:
  - (A) Participating agencies that have multiple locations where agency personnel regularly convene for in-service training may apply and be reimbursed for one multimedia system for each location. Written approval from POST is required prior to an agency purchasing multiple multimedia systems.
  - (B) Written requests for approval of multiple systems shall be sent to the Commission on POST, Training Program Services Bureau. Within 14 days of receiving the request, POST will inform the applicant if any additional information or clarification is necessary. A **written notification** of approval or disapproval shall be mailed within 45 days from the date of the receipt of the request.
- (3) Invoices must indicate the place of purchase and may have a date of purchase prior to the effective date of this regulation.

(d) Reimbursement Rates

- (1) The rates of reimbursement shall be determined by the Commission. These rates may not cover actual costs.
- (2) Notwithstanding the provisions of these regulations, reimbursement will not be paid unless the Commission has concluded that sufficient funds are available for that purpose.

(e) Purchase Not Required

Nothing in this section shall be construed to require eligible agencies to purchase and claim reimbursement for a multimedia system.

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