
SHERIFF-CORONER



C O U N T Y O F S A N T A C R U Z

MARK TRACY
SHERIFF-CORONER

701 OCEAN ST, ROOM 340, SANTA CRUZ, CALIFORNIA 95060
PHONE (831) 454-2311 FAX (831) 454-2353 TDD (831) 454-2123

January 26, 1999

Agenda: February 9, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

Re: REIMBURSEMENT FOR COMPUTER-BASED TRAINING SYSTEM

Dear Members of the Board:

The Commission on Peace Officer Standards and Training (POST) has offered California law enforcement agencies a fully reimbursable multimedia computer system dedicated to state training goals and requirements. In an effort to take advantage of new technologies and to reduce costs, POST has agreed to provide selected training on compact discs and will provide a multimedia computer system to expedite and realize law enforcement training mandates.

POST has provided a vendor, Computer Support Associates, based in Los Angeles, who will provide a multimedia computer system that meets POST specifications, at the reimburseable purchase price of \$2,894.40, including tax and shipping. (purchase price confirmed with vendor and POST/refer attachment).

Currently, the Sheriff's Office has a program and license to operate a Training Management System (TMS), however, the Sheriff's Office does not have a compatible computer to operate the system. The purchase of the POST multimedia computer system will facilitate all POST CDROM training as well as facilitate the in-house TMS program. The POST multimedia computer system will greatly increase efficiency and productivity across the board for Sheriff's Office Training, with no net County cost.

IT IS THEREFORE RECOMMENDED that your Board:

1. Adopt a resolution accepting unanticipated revenue in the amount of \$2,894.40 as represented in the attached AUD-60 from the State Commission on Peace Officer Standards and Training for the purchase of a multimedia training system
2. Authorize the Sheriff's Office to purchase one computer based multimedia training system in an amount not exceed \$2,894.40;

Very truly yours,

Mark Tracy
MARK TRACY, Sheriff-Coroner

RECOMMENDED:

Susan A. Mauriello
for SUSAN A. MAURIELLO
County Administrative Officer

**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 California State Commission on Peace Officer Standards & Training ^(POST) for Multimedia Training System program; and

WHEREAS, the County is recipient of funds in the amount of \$2,894.40 _____ 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;

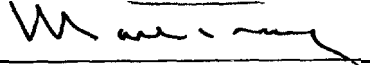
NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$2,894.40 _____ into Department Sheriff-Coroner

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	661100	1530	Education	\$2,894.40

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/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	661100	8404		Equipment	\$2,894.40

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

B y 
Department Head

Date 1-26-99

COUNTY ADMINISTRATIVE OFFICER

/ BW / Recommended to Board

/ _____ / 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. Oberhelman Jr.
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

Auditor-Controller

Distribution:

Auditor-Controller

County Counsel

County Administrative Officer

Originating Department

AUD60 (REV 12/97)

c:\audit\aud60.wpd

Page 2 of 2

Specifications for the P.O.S.T. Multimedia System From

Computer Support Associates
1990 S. Bundy Drive, Suite 125
Los Angeles, CA 90025
Toll Free: 800-660-9960
Voice: (310) 820-4004
Fax: (310) 826-5710

Specifications:

Processor:	Intel Pentium II 400 Mhz
Motherboard:	Intel 82440 BX AGP 100Mhz bus with onboard Ultra or EIDE controller (both supported)
Cache:	512KB with ECC
Memory:	64MB PC-100 SDRAM
Monitor:	Mitusba SVGA 17-inch, .28mm pitch
Graphics accelerator:	ATI, Expert@Play98, AGP, 8MB RAM, NTSC composite and S-video output
Hard drive:	6.4GB Ultra DMA/33 average seek time of less than 12ms (Quantum or Fujitsu depending on availability)
Floppy drive:	Teac standard 1.44MB
Modem/Network*	U.S. Robotics 56KB, internal that meets the v.90 specification or 3COM 10/100BaseT (3C905B-TX).
CD-ROM drive:	Samsung 32X CD-ROM or higher controlled from the motherboard disk controller.
Case:	ATX mid tower
Sound card:	Creative Labs Sound Blaster AWE 64-bit sound
Speakers:	Self-powered, stereo, (1 OW, no separate bass)
Keyboard:	Windows 95 104 keyboard
Mouse:	Microsoft PS2 Intellimouse
Surge arrester:	Tripp-Lite - six outlets plus telephone line protection. Less than 85 volts through.
Bundled software:	pcANYWHERE 32 Version 8.0 (Host only version) and Norton Anti-virus program.
Operating System:	Windows 98 delivered on CD-ROM
Printer:	HP LaserJet 1100xi and parallel cable (includes HP Express on-year warranty)
Warranty (excludes printer):	On-year on-site 24 hour response Three year limited warranty
Optional warranty extension:	One-year on-site may be extended for an additional cost which is not reimbursable by POST,

Complete System:

Quantity (1) one: \$2,680 plus tax, fully reimbursable by P.O.S.T.



COMPUTER SUPPORT ASSOCIATES
CREATIVE TECHNOLOGIES

1990 South Bundy Dr., Suite 125
Los Angeles, CA 90025-5232

Call: 800-660-9960

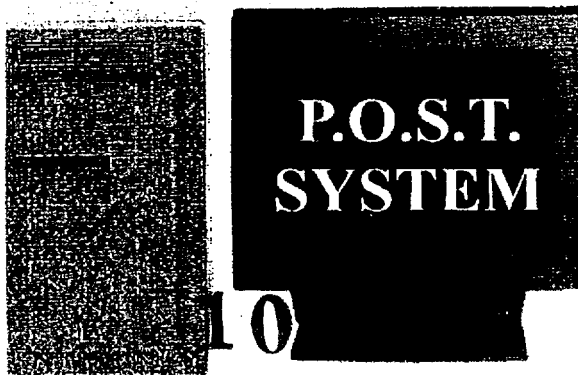


Meets All POST Specs:

Intel Pentium II 400 Mhz processor
64 MB SDRAM memory
ATI Expert@Play 98 AGP 8 MB video
card (w/NTSC & S-Video output)
6.4 GB Ultra DMA/33 hard disk storage
32x CD-ROM & 1.44MB floppy drives
AWE 64 Sound card & Speakers
56 K Baud internal V.90 modem*
(* option to substitute network card)
17" SVGA monitor, .28 dot pitch
Windows 104-key keyboard
Microsoft Intellimouse
Power Surge Protector
Microsoft Windows 98
Norton AntiVirus software
PC AnyWhere HOST remote software
HP Laserjet 1100xi printer w/cable

Warranty:

1 year on site 24-hour response w/
3 year limited warranty (standard)
Full 3 year on site warranty
(optional at time of purchase)
HP Express 1 year printer warranty



Attn: Training Officer²⁴ P.O.S.T. Authorized!

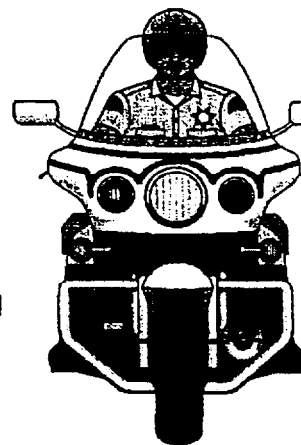
Fully Reimbursable!



pentium II



... it's here!



\$ 2,680.00 complete system

Approved and Tested, On-site Warranty

Computer Support Associates has supplied over 400 P.O.S.T. interactive video training systems since 1993. We have again been selected to provide these approved systems to law enforcement **offices:** Police, Sheriff, Marshal, District Attorney, Coroner, and educational institutions.

The CSAPOST system is fully re-imbursed by P.O.S.T. And meets all **official** requirements. Our systems have been certified by P.O.S.T. in Sacramento and come fully configured, with 1-year on-site and 3-year limited hardware warranty.

Send us your purchase order including Bill-To: and Ship-To: information. Fax your orders to (310) 826-5710 or mail to the address above. Terms are Net 30 days, FOB Origin. Shipping is already included in the price. Sales tax will be invoiced according to the ship-to location.



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.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1501 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

26

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.

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

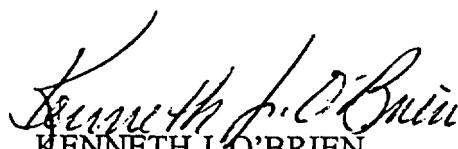
Agencies will have until June 30, 1999, to purchase the multimedia system(s). It is recommended that purchases be made as soon as possible in order to take advantage of new CD-ROM courseware that will be distributed beginning early in 1999.

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 1021 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

**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 (1-877-2753872).** 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.