Application #18

Court Technology Fund Application

Please refer to the *Court Technology Fund – Information and Award Guidelines Sheet* for details on the application process and award guidelines for the technology fund. The 2014 applications must be submitted to Dan Ostdiek@courts.state.mn.us at the MN Judicial Branch by August 11, 2014.

Agency Information:

Name of Organization Jackson County

Address 405 Fourth Street, Suite 2D, Jackson, MN 56143

Telephone (507) 847-2850 Web Site

Name of Director/Administrator Sherry E. Haley, Assistant Jackson County Attorney

Telephone (507) 847-2850 Email sherry.haley@co.jackson.mn.us

Name and Title of Contact Person Sherry E. Haley

Telephone (507) 847-2850 Email sherry.haley@co.jackson.mn.us

Overall Project Request:

Name of Request/Project Jackson County E-Citation

Dollar Amount Requested $78,290.00
(Requested amount can be from $10,000 - $1,000,000)

Total Estimated Cost of Project $78, 290.00 plus annual maintenance costs

Expected start date of project within six (6) months of receiving funds – as soon as possible

Expected end date of project Implementation within six (6) months of receipt of funds
(Project must be completed by December 2016)

Project Summary:

Provide a 2-3 sentence summary of your project request:

Jackson County uses e-charging for most non-traffic misdemeanor through felony charges. This project would expand electronic charging to include citable offenses. By expanding to include electronic

citations, Court Administration would save time on citation data entry. Additionally, accuracy on citations should improve.

Project Initiatives: (Provide 1-3 sentence responses to these questions.)

1. Does the project partner with other Justice System partners through shared or integrated systems, interfaces, or shared information? List the justice partners.

Court Administration; Jackson County Attorney's Office; City of Jackson Prosecutor; Cities of Alpha, Heron Lake, Lakefield, Wilder, and Okabena Prosecutor; Jackson County Sheriff's Office; Lakefield Police Department; and Heron Lake Police Department.

2. How does the project use technology to enhance the experience or simplify the process for customers or constituents, including self-service applications?

E-citations provides the citation to the person in a clear readable type. Some handwritten citations are difficult to read, so people do not always understand what is written on them.

3. Describe how the project uses technology to reduce overall costs to the Justice System. What is the estimated cost savings? What agency/budget will see the cost reduction?

Court Administration will see the largest savings. E-citations alleviates the need to have staff person's manually enter the defendant and charge information into MNCIS. Both law enforcement agencies will save on staff time; however, ongoing maintenance costs will likely cancel total savings to law enforcement. In 2013, Jackson County had 1,529 minor criminal offenses. These offenses should be eligible to be filed by e-citation. Minor criminal offenses is the largest number of filed charges in Jackson County. It would also help Jackson County get one step further in filing all cases electronically.

4. Describe how the project uses technology to increase efficiencies to the Justice System. Please quantify the estimated impact of efficiencies through measurable data such as employee hours saved or improved data accuracy.

E-citation increases the accuracy of drivers data on citations issued. Additionally, e-citations do not require a Court Administration staff person to manually enter defendant and charge data into MNCIS.

Project Deliverables:

5. If this project involves other agencies, are these agencies committed to the project and timelines provided in the application? Please list all other agencies and contacts.

Court Administration – Connie Belgard; Jackson County Attorney's Office – Sherry Haley; City of Jackson Prosecutor – Steven Handevidt; Prosecutor for Cities of Alpha, Heron Lake, Lakefield, Wilder and Okabena – Christophe Butzon; Jackson County Sheriff's Office – Roger Hawkinson; Lakefield Police Department – Andrew Konechne; Heron Lake Police Department – Anthony Fauglid.

6. Identify the measurable goals and objectives for the project.

The project should be fully implemented and in use by all Jackson County Law Enforcement and prosecutors within six (6) months of receipt of funding. Court Administration should see an immediate decline of time spent on entering Jackson County citations once the project is implemented.

7. The project recipient will be required to provide periodic progress reports. Describe the project schedule and dates for key deliverables (programming, implementation) to meet the goals.

Complete implementation within six (6) months of receiving sufficient funding.

8. Once the project is completed, please explain how your agency will cover any ongoing maintenance or processing costs.

Ongoing maintenance and repair costs will be added to City Police Departments and County Sheriff's Office budgets.

9. Would you accept a partial award for the project? If partial funds are approved, would your agency have the funds to cover the remaining project costs?

A partial award would be accepted; however, the City Police Departments may not be able to participate. If a partial award was given the funds would be divided by the total number of squads then divided among the departments accordingly. The Cities and County would then need to pay the difference to participate. Jackson County Sheriff's Office is fully committed and will pay the difference in funding (they have 9 of 12 squads). Both Cities are unable to determine whether they will participate with partial funding until they learn how much is awarded to determine if they are able to cover the difference. The Sheriff's Department participation accounts for 3/4ths of law enforcement participation.

10. Are there any other approved or pending requests for grants or other outside funding for this project?

No.

11. Would your agency be willing to match the award funds?

Jackson County Sheriff's Office (which is 9 of the 12 anticipated squads) is fully willing to match funds. We are awaiting an answer from the 2 participating City Departments.

Funding Information:

12. Provide project cost details.

Overall Cost of Project (estimated): $ 78,290.00 plus annual maintenance costs

Provide a detailed budget summary outlining the major project expenses:

Salaries (current employees or contractors for the project)	$ N/A
Salaries (new employees or contractors for the project)	$ N/A
Technology Costs – (New database/system purchases)	$ 7,000 new server for LPD
Technology Costs - (Upgrades to current systems)	$ 8,800 (HLPD) 29,023 (JCSO) & 7,367 (LPD)
Technology Costs – (New computers, equipment)	$ 8,000 GETAC Ruggedized Laptop (HLPD) & 13,200/vehicle equipment for 12 vehicles
Other expenses (Any other major costs) – list details	$ 6,000 database migration (LPD)
Total Expenses (Should equal the Overall Cost of Project listed above)	$ 78,290.00 + annual maintenance costs

* "Vehicle equipment includes" printers and driver's license magnetic strip readers.

I certify that all information in this award application is true and correct to the best of my knowledge and that I have the authority to commit the Organization to the work proposed.

Authorized Signature _____ Date: August 8, 2014

Submit your application electronically by August 11, 2014 to Dan Ostdiek, MN Judicial Branch – Finance Director at: Dan.Ostdiek@courts.state.mn.us.