



M E M O R A N D U M
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Equipment Purchase for the District Attorney's Investigation Unit – Progressive Microtechnology, Inc.

ACTION REQUESTED

Approve a Budget Revision in the amount of \$8,654 within the appropriate accounts of the District Attorney's Office 2015-16 Final Budget; and

Add the evidence tracker to the County's FY 2015-16 Master Fixed Asset List; and

Approve a purchase order with Progressive Microtechnology, Inc. of St. Augustine, FL for the acquisition of the PMI Evidence Tracker Max system, in the maximum amount of \$8,654. Funding is provided by the District Attorney's Asset Forfeiture Trust Fund; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The District Attorney Office Investigators are Peace Officers as defined in Section 830.1 of the California Penal code and are presently conducting daily investigations and follow-ups on criminal offenses including narcotic violations, gang activity, identity theft, elder abuse, burglary and other crimes commonly associated with the illegal use and/or sales of controlled substances. During these follow up investigations, additional evidence is collected and is booked into the District Attorney Office evidence locker. Court exhibit preparation, training, and evidence duplication also requires additional equipment specific to the normal activities of the District Attorney Office and the daily operation of the Bureau of Investigation. Specific prosecutions like murders, rape, and child molestation cases require evidence and court exhibits to be kept 70 to 100 years. The accurate tracking of each piece of evidence in and out of the property room is crucial to the prosecution of cases.

The District Attorney Bureau of Investigations evidence system is outdated and needs to be brought up to the current standards. We currently use stick-on labels, Sharpie pens and three ring binders, which have been used since the early 80's and drastically needs to be updated to current industry standards. Most all Law enforcement agencies in the State of California are currently using a bar code system to keep track of their evidence items. This new system would cut back on paper usage, be more time efficient and much easier to keep track of evidence. The system would also make it easier to dispose of items that are no longer needed.

The PMI Evidence Tracker Max system was designed by Law Enforcement for Law Enforcement in order to dramatically reduce the workload by providing an automated control system for managing evidence and property. Progressive Microtechnology, Inc. (PMI) has been serving the bar code industry since 1984 and Law Enforcement for the past 16 years, being utilized by other District Attorney Offices, State of California Agencies, Attorney General and Inspector General Agencies. The cost of the unit includes a wireless barcode scanner, evidence labels and ribbon kit, three (3) years of technical support and a 2-hour web-based training. A budget revision updating the Master Fixed Asset List and offsetting revenue is requested so that the scanner can be ordered.

Therefore, your Board's approval is required to proceed with the acquisition and implementation of the new PMI Evidence Tracker Max system in the maximum amount of \$8,654.

FISCAL IMPACT

Funds from the District Attorney's Asset Forfeiture Trust Fund will pay for this purchase with no use of General Fund dollars.

Attachment(s): Additions to the Master Fixed Asset List
Budget Revision

cc: R. Scott Owens, District Attorney
Nancy Aplanalp, Senior Administrative Services Officer
Lauren Featherstone, Administrative Services Officer

**ADDITIONS TO THE MASTER FIXED ASSET LIST
DISTRICT ATTORNEY
Appropriation 21710**

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1	PMI Evidence Tracker Max System	\$8,654

